

CHECKLIST FOR THE JOB SEEKER VISA (DP)

Personal details of the applicant (as per the passport)
Name: _____
Surname: _____
Passport number: _____
Date of birth: _____
Contact details of the applicant
E-mail address: _____
Telephone no.: _____
<p>Please carefully read the following information:</p> <ul style="list-style-type: none">• Submit the documents in the exact order given below.• Do not staple any document.• All supporting documents must be in A4 size paper. <p><u>JOB SEEKER VISA: What it is?</u></p> <p>The job seeker visa entitles its holder to enter and remain only in Portugal for the purpose of looking for a job in Portugal. It authorizes its holder to work in Portugal until the visa expires or until (and in case) the residence permit is granted. This job seeker visa is granted for a period of 120 days and might be renewed for another 60 days. It allows for only one entry in Portugal.</p> <p>The issuance of this visa grants its holder the possibility of registering as a job seeker at one of the Portuguese employment and vocational training centres run by the Institute of Employment and Vocational Training (IEFP – <i>Instituto do Emprego e Formação Profissional</i>), the Portuguese Public Employment Institute. Once registered at one of those employment and vocational training centers, job seekers should not miss any appointment scheduled by the concerned employment centre in which moment the job seeker will be informed about potential employment and training opportunities in Portugal. At that moment job seekers should bring with them their valid documents which allows to legally reside and work in Portugal, among which the job seeker visa. For any further information, applicants are invited to kindly check: https://eportugal.gov.pt/en/servicos/inscrever-se-no-centro-de-emprego</p> <p>The issuance of this visa also allows the applicant, once it has found a job and signed an employment contract with his/her employer, the right to apply for a residence permit in Portugal. To do so, the job seeker visa holder must fulfil the general conditions and criteria for granting a temporary residence permit in Portugal, which can be checked at the following hyperlink: https://imigrante.sef.pt/en/solicitar/residir/art77-1/. Once the 120-days period expires and in case the job seeker visa holder has not succeed in getting a job in Portugal nor has the visa holder be able of applying for a residence permit, the visa holder must leave Portugal.</p> <p><u>Can I travel to other Schengen countries in case I am granted a job seeker visa?</u></p> <p>No. The job seeker visa only grants the right to enter and stay in Portugal with the sole purpose of finding a job in Portugal during the validity of the visa (120 day-period that can be renewed for a period of 60 days). <u>Holders of a job seeker visa are not entitled to travel to any other Schengen country.</u></p>

I could not find a job in Portugal and I was not able to apply for a residence permit. Can I apply again for a job seeker visa?

In these situations, you can apply a second time for a job seeker visa **but** only one year after the expiry of the previous visa. The fact that the applicant was granted a job seeker visa once does not automatically grant him/her another job seeker visa. The second application is assessed independently and as per the documents mentioned in this checklist.

The 120-day period has come to an end and I was not able to find a job. Can I request an extension of my job seeker visa?

The job seeker visa might be renewed for a 60-day period. To request the visa extension, the visa holder must be registered at the IEF, I.P., as job seeker. The job seeker visa holder must also submit a declaration in which she/he explains how the conditions of the planned stay have not changed and which will be reassessed by the competent authorities.

Can my family members apply for the visa for accompanying family members while I apply for the job seeker visa?

No. The job seeker visa does not grant the right to the family member(s) of the job seeker visa applicant to apply together with him/her for the visa for accompanying family members (DF).

What is the standard processing time of a DF visa application?

The **standard processing time** of a DF visa application is **60 (sixty) calendar days**. This period starts counting **only** when the application reaches the Consular Section of the Embassy of Portugal in New Delhi (the visa application will need up to two working days to reach the Consular Section Embassy of Portugal in New Delhi) and that public holidays of the Embassy of Portugal in New Delhi as announced on its website will not count as working days.

<u>REQUIRED DOCUMENTS</u>		
<p>If not otherwise noted, submittal of copies of the original document are sufficient. Please note that the Consular Section of the Embassy of Portugal in New Delhi does not return original documents if you do not provide a copy.</p> <p>Please mark on the right column if you submitted the document / form or not</p>	YES	NO
<p><u>Portuguese visa original application form</u>, duly filled in and signed by the applicant.</p> <p>The visa application form is free of charge and can be downloaded from the website: https://vistos.mne.gov.pt/images/formulario_visto_nacional_en.pdf</p> <p>Each applicant shall submit a complete and signed application form individually. Please submit all pages of the application form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Valid national passport:</u></p> <ul style="list-style-type: none"> • Issued within the last 10 years and with at least 3 months validity after the scheduled return. • Passports with observations regarding the front data page (biographical data) will not be accepted. • Passports must have at least two empty pages to affix visa. • Handwritten passports or passports that contains a manual entry made after 01/04/2010 where the biographical data (name, place, date of birth and sex) were changed will not be accepted. 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> Applicants from Bangladesh and Sri Lanka whose holders need their passports to travel back to their countries must submit a copy in colours of the biographical data page (and ensure that stamps are not covering the biographical data page). 		
<p><u>Proof of legal residence:</u></p> <ul style="list-style-type: none"> If the applicant is not a national of India, Bangladesh, Bhutan, Nepal, Sri Lanka and the Maldives, please note that evidence of his/her legal residence in any of these countries (residence permit) must be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>2 passport size pictures:</u></p> <ul style="list-style-type: none"> White background, not older than 6 months (size 35-40 mm in width, not copied or scanned picture). One picture must be pasted on the application. One picture has to be clipped on the last page of the passport. Stappled of pinned pictures cannot be accepted. For more details refer to: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Personal cover letter</u></p> <p>Original letter in which the applicant explains the reasons for applying for a job seeker visa and clearly identifies the area(s) and field(s) of work she/he has experience and in which she/he intends to work and how intends to bear to costs and charges during her/his stay in Portugal while she/he is unemployed and looking for a job. In this letter the applicant must mention the address in Portugal where he/she will stay in Portugal (complete address), even if temporarily, as well as a contact phone number and an email. Please note that the applicant must make proof of staying in that address by submitting, for example, the confirmation of a hotel booking or any other rental document.</p> <p><u>Applicants are strongly encouraged</u> to submit a CV together with this letter and proof of relevant academic qualifications, duly attested and legalized, and of their professional experience documents, namely by presenting previous or current employment contracts and/or salary slips.</p> <p>a. <u>Applicants from India or Indian nationals:</u> their documents must be apostilled (Hague Apostille). For further information, kindly check the official information provided by the Indian authorities: https://www.mea.gov.in/apostille-menu.htm</p> <p>b. <u>Applicants from Nepal, Bangladesh, Sri Lanka, Bhutan and the Maldives:</u> their documents must be legalised previously by both the correspondent Ministry of Foreign Affairs and the respective embassy in New Delhi (<i>document must be legalised already at the moment of handing their application</i>).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Job Seeker Visa Declaration</u> issued by the Institute of Employment and Vocational Training (IEFP), the Portuguese Public Employment</p>	<input type="checkbox"/>	<input type="checkbox"/>



<p>Institute. Job seeker visa applicants are obliged to submit their declaration of interest as part of their application. This document is issued by IEFP. Kindly check the relevant official information at the following hyperlink: https://www.iefp.pt/declaracao-visto-de-procura-de-trabalho?tab=english</p>		
<p><u>Travel Insurance (original):</u></p> <ul style="list-style-type: none"> • Please refer to the list of approved Indian travel insurances: https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/TRAVEL-MEDICAL.pdf • Applicants from outside India, should get their travel insurances in their country of residence. • Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person. • Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. • The insurance must cover the entire stay in Portugal. • The document must be original and should have a QR code to be verified, to be considered valid. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Transport document/flight reservation:</u></p> <ul style="list-style-type: none"> • Roundtrip flight reservation with the name of the traveller showing the date of entry and the date of departure from Portugal. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Police Clearance Certificate issued by the competent authority (is only considered valid up to three months after the date of issuance)</u> of the country of the applicant's nationality or of the country where the applicant has resided for over a year. Please note:</p> <p>c. <u>Applicants from India or Indian nationals:</u> the Police Clearance Certificate (PCC) issued from the nearest Regional Passport Office. This document must be apostilled (Hague Apostille). For further information, kindly check the official information provided by the Indian authorities: https://www.mea.gov.in/apostille-menu.htm</p> <p>d. <u>Applicants from Nepal, Bangladesh, Sri Lanka, Bhutan and the Maldives:</u> the Police Clearance Certificates must be legalised previously by both the correspondent Ministry of Foreign Affairs and the respective embassy in New Delhi (<i>document must be legalised already at the moment of submitting the application</i>).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Proof of financial resources equivalent to at least the sum of three monthly minimum wages in Portugal. The minimum wage in Portugal is of €820.</u> The financial and bank statements submitted by the applicant must be signed and stamped by the bank authority. Applicants are strongly encouraged to submit proof of income and/or be able to justify any other transfers to their accounts, by for example submitting their salary slips.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Proof of the financial resources may be waived upon the presentation of a <u>term of responsibility</u> signed by either a Portuguese citizen or a foreign citizen legally living in Portugal, through which he/she declares to be able to support the visa applicant by providing food and accommodation in Portugal, as well as to pay any repatriation costs in case of irregular stay. The document can be downloaded at the following hyperlink: https://vistos.mne.gov.pt/images/termo_responsabilidade_aima.pdf</p> <p>To be considered valid, the document and the signature of the citizen who signs it must be duly recognised by a lawyer or by a notary or registry office authorised to carry on activities in Portugal. <u>A copy of the Portuguese citizen's ID who signs the document must be also submitted or, should the document be signed by a foreign citizen legally living in Portugal, a copy of his/her residence card is mandatory.</u> The citizen who signs this document must also prove to have financial capacity to support the mentioned costs and therefore must also submit proof of financial resources equivalent to at least three times the monthly minimum wage in Portugal.</p>		
<p>Additional documents the applicant wants to submit (please note that VFS is not authorized to refuse acceptance of documents the applicant wants to submit but are not mentioned on the checklist):</p>		
<p>General remarks of the Consular Section of the Embassy of Portugal in New Delhi:</p> <ul style="list-style-type: none"> • Submission of the above-mentioned mandatory documents does not guarantee that a visa is granted. The required documents have to be submitted with the visa application (documents sent through e-mail or post to the Embassy of Portugal in New Delhi are not accepted, unless if required). • The Consular Section of the Embassy of Portugal in New Delhi reserves the right to ask for additional documents and/or for a personal interview. The Consular Section of the Embassy of Portugal in New Delhi is not however obliged to ask for submittal of documents already mentioned on this list before denying an application. • Submission of incomplete documentation may result in the rejection of an application. • Please note that the standard processing time of a job seeker visa application is 60 (sixty) calendar days. This period starts counting only when the application reaches the Consular Section of the Embassy of Portugal in New Delhi (the visa application will need up to two working days to reach the Consular Section Embassy of Portugal in New Delhi) and that public holidays of the Embassy of Portugal in New Delhi as announced on its website will not count as working days. • This period can be prolonged by the Consular Section of the Embassy of Portugal in New Delhi if deemed necessary for a personal interview, scrutiny of bank documents and/or verification of any other supporting documents, among other reasons. 		

- Visa applications should be submitted in advance to ensure time for competent authorities to deliver a decision.
- A booked flight ticket does not result in a preferred processing of the application.
- All documents, forms and declarations must be submitted either in Portuguese or English. All documents, forms and declarations not in Portuguese or English have to be submitted with proper Portuguese or English translation. Failing to provide proper translation will result in the document, form or declaration considered "missing".
- The refusal of the visa application does not entail the reimbursement of the visa fees.
- Consult the legislation in force at the following hyperlink:
<https://vistos.mne.gov.pt/en/national-visas/national-legislation>

Declaration of the visa applicant (to be signed by the parent(s) submitting the application if applicant is a minor)

I have taken note of the general and special remarks as mentioned on checklist.

I have been informed that VFS Global does not have any influence on the decision about a visa application and only the information provided by the Consular Section of the Embassy of Portugal in New Delhi must be taken as official.

I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the Consular Section of the Embassy of Portugal in New Delhi.

I am aware that original documents not submitted with a copy will be kept by the Consular Section of the Embassy of Portugal in New Delhi.

Date:

Name, Surname of the applicant:

Passport number:

Signature of the applicant:

Confirmation of VFS on the day of submittal

Date of submittal: _____

VFS VAC in _____

Application submitted:

I confirm that above this checklist has been filled out together with and signed in front of me by the applicant at today's appointment at the above VAC.

VFS Officer Full Name:

Signature: