



**CHECKLIST FOR SCHENGEN VISA:
BUSINESS OR CONFERENCE**

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.: _____		
<u>REQUIRED DOCUMENTS</u>		
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. Please mark on the right column if you submitted the document / form or not!		
Please carefully read the following information: • Please submit the documents in the exact order given below. • Please do not staple any document. • All supporting documents have to be in A4 size paper.	YES	NO
<u>Schengen Visa application form</u>, duly filled in and signed by the applicant. The Schengen visa application form is free of charge and can be downloaded from the website: vistos.mne.gov.pt/images/schengen/formularios/application_form_en_092021.pdf Each applicant shall submit a complete and signed application form individually. Minors shall submit an application form signed by the person exercising permanent or temporary parental authority or legal guardianship. Please submit all pages of the application form.	☐	☐
<u>Valid national passport:</u> • 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. • The Schengen states does not accept Indian 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.		
<u>Previous passport/s:</u> If any irrespective of its condition, bound together with rubber band, not stapled (in case lost a note is required).	☐	☐
<u>Previous Schengen visas, if any:</u> Clear photocopies of all previous Schengen Visa, if stamped on another passport together with photocopies of the 1st page (bio data) and last page of the passport.	☐	☐
<u>Valid UK, USA or Canada visas, if any:</u> - Clear photocopies of these visas. - If the applicant continues to travel to a third country (i.e. UK, USA, Canada, or others) after leaving the Schengen area, the visa of the next country has to be obtained first.	☐	☐
<u>Previous refused visas, if any:</u> If you have been refused a visa by an Embassy or High Commission in the last 2 years a refusal notice or a written explanation about the reasons of refusal is needed.	☐	☐
<u>Proof of legal residence:</u> If the applicant is not a national of India, Bhutan, Nepal evidence of his/her legal residence in any of these countries (residence permit).	☐	☐
<u>2 passport size pictures:</u> - 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. Stapled or pinned pictures cannot be accepted. - For more details refer to: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex A-Photograph Guidelines.pdf	☐	☐
<u>Personal covering letter:</u> Original letter in which the applicant explains the reason why she/he is applying for a Schengen business/conference visa.	☐	☐
<u>Transport document/flight reservation:</u> - Roundtrip flight reservation with the name of the traveler showing the date of departure and the date of return. - For applicants who plan to stay in several Schengen countries, proof of travel itinerary (if travelling to several Schengen states,	☐	☐

proof of intra- Schengen flight reservation, train itinerary or car rental).		
<u>Travel Insurance (ORIGINAL) together with the Travel Health Declaration:</u> • Please refer to the list of approved Indian travel insurances: https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/TRAVEL-MEDICAL.pdf • 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 has to cover the entire stay in Schengen territory. • The document must be original.	☐	☐
<u>Introduction letter from the employer (ORIGINAL)</u> • This letter needs to be on a business letterhead from the employer/company. • <u>Letter needs to be signed and stamped by HR or directorate, mentioning position, duration of service, dates and purpose of the trip, plus stating, if expenses are covered by employer/company.</u>	☐	☐
<u>Invitation letter from the business partner in Portugal (ORIGINAL):</u> • Including full details of the inviter: full name, address, Email-ID and telephone number; • Original or copy, signed & stamped, mentioning invitee details, dates and purpose of the trip, plus detailed schedule of the business meetings or training (day to day schedule).	☐	☐
<u>Invitation/Acceptance letter from the University/Research organization/Organising Committee of a conference/workshop/Seminar:</u> • The invitation and/or acceptance letter needs to be on the institution letterhead from the university/research organization/organizing committee; • <u>The letter needs to be signed and stamped by the responsible, mentioning dates and purpose of the trip, plus stating if expenses are covered by the institution</u> • Proof of payment of the fees to attend the conference/seminar/workshop.	☐	☐
<u>Accommodation in Portugal / Schengen States:</u> • Confirmation of hotel reservation, rental document of holiday home or campus residence reservation package tour, advance payments for the entire duration of the planned stay in the Schengen area.	☐	☐

Proof of financial means: - All documents must be originals, in format A4, with stamp and signature of the Bank. If employed: - Last 3 months salary slips and last 3 months salary bank account statements. - Last 3 months personal bank account statements. - Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. - Employer's letter on approval for holidays. If self-employed and/or company owner: - Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership. - Last 3 months personal and business bank account statements. - Company's and personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. If retired: - Personal pension bank statement for the last 3 months. - Proof of regular income generated by ownership of property or business. If Student or unemployed: - Parents or legal guardians must provide their personal bank statements for the last 3 months (if the student is a minor). - Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports. - Letter confirming enrolment in the college, school or university. No objection certificate from college, school or university. If sponsored or invited by a Portuguese citizen or by a citizen legally resident in Portugal: - The "Statement of Responsibility" (<i>Termo de Responsabilidade</i>) filled in, signed by the sponsor/invitee together with a photocopy of sponsor/invitee's Portuguese ID card or Passport or copy of the Portuguese residence permit (if the invitee/sponsor is residing in Portugal and he/she is not a Portuguese Citizen). "Statement of Responsibility" (<i>Termo de Responsabilidade</i>) to downloaded here: https://vistos.mne.gov.pt/images/termoderesponsabilidade.pdf - If the invitee/sponsor is your spouse, marriage certificate is mandatory (with Hague Apostille for Indian nationals*). If the invitee/sponsor is your parent, birth certificate is mandatory (with Hague Apostille for Indian nationals*).	
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Please note (very important!): The "Statement of Responsibility" must be submitted with the sponsor/invitee the following supporting documents: ○ <i>Declaração de IRS</i> (Portuguese Income Tax Declaration) of the previous two years; ○ Salary Slips of the previous three months; ○ Portuguese bank statements of the previous three months ○ Title of property in Portugal or rental contract (if sponsor/invitee is providing the accommodation). ○ As said, the copy of the Portuguese ID OR Passport or the copy of the Portuguese residence permit of the person who is responsible for the charges in Portugal is mandatory Please also note: The "Statement of Responsibility" must be original, duly certified by a Portuguese Public Notary or lawyer * If the applicant is a national of Bhutan, Nepal and the Maldives, the documents attested previously by the correspondent Ministry of Foreign Affairs and the respective embassy in New Delhi to be considered valid.		
<u>MINORS</u>		
• Birth certificate (with Hague Apostille*). * If the applicant is a national of Bhutan, Nepal and the Maldives, the documents attested previously by the correspondent Ministry of Foreign Affairs and the respective embassy in New Delhi in order to be considered valid.	☐	☐
• If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided. • If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor. • Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.	☐ ☐ ☐	☐ ☐ ☐
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):		

General remarks of the Consular Section of the Embassy of Portugal in New Delhi:

- 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 Schengen visa application is of 15 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, verification of letter of invitation, 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/short-stay-visas-schengen/eu-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:

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: