



**E2 CHECKLIST: TEMPORARY STAY VISA IN THE FRAMEWORK OF  
TRANSFER OF NATIONALS TO STATE PARTIES TO THE WORLD  
TRADE ORGANISATION (WTO), FOR SERVICE PROVIDING OR  
PROFESSIONAL TRAINING PURPOSES**

**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.: \_\_\_\_\_

**Please carefully read the following information:**

- Please submit the documents in the exact order given below.
- Please do not staple any document.

**E2 VISA: What it is?**

The **E2 temporary stay visa** is a visa established in the framework of the transfer of citizens of states party to the WTO (World Trade Organization), in the context of providing services, and is intended for the transfer of partners or subordinate workers between establishments of the same company in a third country (or the same group of companies) with the establishment located in Portugal, to provide services equivalent to those provided by the establishment from which the foreign citizen is being transferred.

**Who is entitled to apply for a E2 visa?**

The transfer of partners and/or subordinate workers through a E2 visa is possible provided they have been part of the company's staff for at least one (1) year and **must fall into one of the following categories:**

- a. those who, having management powers, work as senior managers of the company and essentially manage an establishment, receiving general guidance from the board of directors;
- b. those who have specific technical knowledge and skills essential to the activity, to the research equipment, techniques or management of the company;
- c. those who will receive professional training at an establishment located in Portuguese territory, in the framework of their duties.

**Can my family members apply for the visa for accompanying family members while I apply for the E2 visa?**

**Yes.** The E2 visa does grant the right to the family member(s) of the E2 visa applicant to apply together with him/her for the visa for accompanying family members. Family members of the E2 visa applicant do not need an appointment at VFS, although they should submit their applications at the same time as the E2 visa applicant and the applications shall be assessed together.

**What is the standard processing time of a E2 visa application?**

The standard processing time of a E2 visa application is 30 (thirty) days, which may be prolonged if



necessary. Please note that this period starts counting **only** when the application reaches the Consulate-General of Portugal in Goa (the visa application will need up to two working days to reach the Consulate-General of Portugal in Goa) and that public holidays of the Consulate-General of Portugal in Goa as announced on its website will not count as working days.

<b><u>REQUIRED DOCUMENTS</u></b>	<b>YES</b>	<b>NO</b>
<p><b>If not otherwise noted</b>, submittal of the original documents is sufficient. Please note that the Consulate-General of Portugal in Goa does not return original documents if you do not provide a copy.</p> <p><b>Please mark on the right column if you submitted the document / form or not!</b></p>		
<p><b><u>Portuguese visa original application form</u> duly filled in and signed by the applicant.</b></p> <p>The visa application form is free of charge and can be downloaded from the website:  <a href="https://vistos.mne.gov.pt/images/formulario_visto_nacional_en.pdf">https://vistos.mne.gov.pt/images/formulario_visto_nacional_en.pdf</a></p> <p>Each applicant shall submit a complete and signed application form individually.</p> <p><b>Please submit all pages of the application form.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Valid national passport:</u></b></p> <ul style="list-style-type: none"> <li>➤ Issued within the last 10 years and with at least 3 months validity after the scheduled return.</li> <li>➤ Passports with observations regarding the front data page (biographical data) will not be accepted.</li> <li>➤ Passports must have at least two empty pages to affix the visa.</li> <li>➤ Handwritten passports or passports that contain 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Previous passport/s:</u></b></p> <ul style="list-style-type: none"> <li>➤ If any, irrespective of its condition, bound together with rubber band, not stapled (in case lost a note is required).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Previous Occidental visas, if any:</u></b></p> <ul style="list-style-type: none"> <li>➤ Clear photocopies of all previous Schengen Visas; if stamped on another passport, together with photocopies of the first page (bio-data) and last page of the passport.</li> <li>➤ Clear photocopies of UK, USA or Canada visas, if any.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<p><b><u>Previous refused visas, if any:</u></b></p> <ul style="list-style-type: none"> <li>➤ If you have been refused a visa by an Embassy or High Commission, <b>a refusal notice or a written explanation about the reasons of refusal is needed.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



<p><b><u>Proof of legal residence:</u></b></p> <ul style="list-style-type: none"> <li>➤ If the applicant is not a national of India, evidence of his/her legal residence in this country (residence permit) must be submitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>2 passport size pictures:</u></b></p> <ul style="list-style-type: none"> <li>➤ White background, not older than 6 months (size 35-40 mm in width, not copied or scanned picture).</li> <li>➤ One picture must be pasted on the application.</li> <li>➤ One picture has to be clipped on the last page of the passport. Stapled or pinned pictures cannot be accepted.</li> <li>➤ For more details refer to: <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Personal covering letter:</u></b></p> <ul style="list-style-type: none"> <li>➤ Original letter in which the applicant introduces themselves, explains in detail the reasons for applying for a E2 visa. The applicant should explain the purpose and complete plan of his/her visit and with reference to proof of intended means of transport and itinerary. The covering letter should also state the names and passport numbers, and relation to accompanying travellers. If applying through another Mission, details should be provided.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Introduction letter from the employer (ORIGINAL):</u></b></p> <ul style="list-style-type: none"> <li>➤ This letter should be on a business letterhead from the employer/company. The letter should be signed and stamped by the directorate, mentioning position/current profile, place of residence in India (if working remotely, the same should be stated with complete residential address) duration of service, dates and purpose of the trip, complete details regarding the transfer, plus stating if expenses are covered by employer/company.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Transport document/flight reservation:</u></b></p> <ul style="list-style-type: none"> <li>➤ Roundtrip flight reservation with the name of the traveller showing the date of departure and the date of return.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Travel Insurance (original):</u></b></p> <ul style="list-style-type: none"> <li>➤ Please refer to the list of approved Indian travel insurances:</li> <li>➤ <a href="https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/updated_tmi_iist.pdf">https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/updated_tmi_iist.pdf</a></li> <li>➤ Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person.</li> <li>➤ Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.</li> <li>➤ The insurance must cover the entire stay in Portugal.</li> <li>➤ The document must be original and should have a QR code to be verified, to be considered valid.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



<b><u>Documents certifying the transfer of the employee:</u></b> Service agreement and/or secondment contract, in original and duly recognised by a Portuguese public lawyer or notary:	<input type="checkbox"/>	<input type="checkbox"/>
➤ proving that the transfer is occurring within the same company or corporate group, and that the host institution is providing similar services to those provided by the institution from which the third-country national is being transferred;	<input type="checkbox"/>	<input type="checkbox"/>
➤ is referring to partners or workers that have been in that institution for at least one year and are falling under one of the following categories:		
a. partners or workers in a managerial position working as senior executives and performing executive administration tasks, under the guidance of the board of administration; OR,	<input type="checkbox"/>	<input type="checkbox"/>
b. partners or workers with the necessary technical skills to the delivery of the referred activity, research equipment, as well as technical and managerial skills; OR,	<input type="checkbox"/>	<input type="checkbox"/>
c. partners or workers due to get professional training in Portugal.	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Birth certificate</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>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):</b>		
<b>General remarks of the Consulate-General of Portugal in Goa:</b>		
➤ 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 Consulate-General of Portugal in Goa are not accepted, unless if required). ➤ The Consulate-General of Portugal in Goa reserves the right to ask for additional documents and/or for a personal interview. The Consulate-General of Portugal in Goa 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. ➤ Any false statement will result in the refusal of the visa application or the annulment of a visa that has already been granted and may subject me to legal action under Portuguese law. ➤ All communications and notifications regarding the visa application may be sent to the electronic address indicated in field 19 of the visa application form, and shall be considered to have been made, pursuant to and for the purposes of article 113 (5 and 6) of the Code of Administrative Procedure, from the moment the applicant accesses the specific mail sent or in the event of no access to the electronic mailbox, on the fifth working day after it is sent.		



- Please note that the standard processing time of a E2 visa application is of 30 (thirty) days. This period starts counting **only** when the application reaches the Consulate-General of Portugal in Goa (the visa application will need up to two working days to reach the Consulate-General of Portugal in Goa) and that public holidays of the Consulate-General of Portugal in Goa as announced on its website will not count as working days.
- This period can be prolonged by the Consulate-General of Portugal in Goa if deemed necessary for a personal interview, scrutiny/verification 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 Consulate-General of Portugal in Goa 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 Consulate-General of Portugal in Goa. I am aware that original documents not submitted with a copy will be kept by the Consulate-General of Portugal in Goa.

**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:** .....