



**E6 CHECKLIST: TEMPORARY STAY VISA FOR A PERIOD OF MORE THAN THREE MONTHS, IN EXCEPTIONAL AND WELL-FOUNDED CIRCUMSTANCES, NAMELY FOR THE PARTICIPATION IN STUDY PROGRAMS, STUDENT EXCHANGE, UNPAID PROFESSIONAL INTERNSHIP, VOLUNTARY SERVICE IN THE FRAMEWORK OF INTERNATIONAL COMMITMENTS RELATED TO THE FREE MOVEMENT OF SERVICE**

**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.

**E6 VISA: What it is?**

The **E6 Temporary Stay visa** is aimed at foreign citizens who, due different reasons and circumstances, need to stay in Portugal for more than three months, including due the participation in study programs (such as Erasmus Mundus Scholarship holders who will study one semester at a Portuguese University), study exchanges (Erasmus; Erasmus+ and other international mobility programs with Portuguese Universities), unpaid professional traineeships/internships, volunteering programs, as well as due international commitments for service provision (contract for the provision of services).

**Can my family members apply for the visa for accompanying family members while I apply for the E6 visa?**

**Yes.** The E6 visa does grant the right to the family member(s) of the E6 visa applicant to apply together with him/her for the visa for accompanying family members. Family members of the E6 visa applicant do not need an appointment at VFS, although they should submit their applications at the same time as the E6 visa applicant and the applications shall be assessed together.

**What is the standard processing time of a E6 visa application?**

The standard processing time of a E6 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.



<p align="center"><b><u>REQUIRED DOCUMENTS</u></b></p> <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>	YES	NO
<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 E6 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>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"/>
<p><b><u>Police Clearance Certificate issued by the competent authority</u></b> 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>a. <b><u>Applicants from India or Indian nationals:</u></b> the Police Clearance Certificate (PCC) should be issued from the nearest Regional Passport Office. This document must be apostilled (Hague Apostille). The PCC is only considered valid for upto three months from the date of issue and should be presented in original. For further information, kindly check the official information provided by the Indian authorities: <a href="https://www.mea.gov.in/apostille-menu.htm">https://www.mea.gov.in/apostille-menu.htm</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Supporting documents regarding accommodation</u></b> (proof of planned accommodation in Portugal)</p>	<input type="checkbox"/>	<input type="checkbox"/>



<p>d. Title of property in Portugal or rental contract (if sponsor/invitee is providing the accommodation).</p> <p>e. Copy of the Portuguese citizen's ID, who signs the document, or, should the document be signed by a foreign citizen legally living in Portugal, a copy of his/her residence card is mandatory.</p> <p>➤ To be considered valid, the "Statement of Responsibility" must be original, duly certified by a Portuguese Public Notary or lawyer or registry office authorised to carry on activities in Portugal.</p>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
MINORS		
<p>➤ <b>If the minor is travelling with only one parent</b>, written consent of the other parent or guardian, certified by a public notary, 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 – duly legalised by a public notary;</p> <p>➤ <b>If the minor is travelling alone (without parents)</b>, written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor.</p> <p>➤ <b>Copy of identification document(s)</b> (with signature and photograph) of the parent(s)/guardian(s) having custody/guardianship of the applicant duly legalised by a public notary;</p>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
SPECIFIC E6 DOCUMENTS		
<p><b>Depending on the specific purpose of the application, the following documents must be submitted:</b></p> <p>➤ <b><u>Documents certifying the enrolment in a study program or student exchange program (with a duration less than one year) in a Portuguese University or Higher Education Institution in the framework of a Mobility Program or International Program (Erasmus Mundus):</u></b></p> <p>a. <b>Letter/document of enrolment</b> issued by a Portuguese University or High Education Institution; <b>AND</b></p> <p>b. <b>Accommodation:</b> letter proving that the student is being hosted by a family or accepted at a university housing or campus; <b>OR</b> any other proof of accommodation/housing in Portugal during the duration of the studies.</p> <p>➤ <b><u>Professional unpaid internship/traineeship:</u></b></p> <p>a. Officially recognised document issued by the Institution or Organisation or Company or Professional training facility, hosting the intern/trainee, proving the admission</p>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>





<p>consumer. The document should be duly certified by a Portuguese public lawyer or notary;</p> <p>b. Certificate proving that the applicant has the required technical qualifications to provide the service in question;</p> <p>c. For the purposes of proof of means of subsistence, the funds arising from the work contract, contract of employment or written service provider proposal, service agreement in the framework of an independent and temporary work activity may be considered;</p> <p>d. Proof of the financial resources may be also waived off upon the presentation of a term of responsibility, in original, signed by the responsible of the hosting Organisation, through which they declare and prove 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 here: <a href="https://vistos.mne.gov.pt/images/termo_responsabilidade_aima_2024_2.pdf">https://vistos.mne.gov.pt/images/termo_responsabilidade_aima_2024_2.pdf</a></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 notary or registry office authorised to carry on activities in Portugal. A copy of the Portuguese citizen's ID, who signs the document, must also be submitted,or, should the document be signed by a foreign citizen legally living in Portugal, a copy of his/her residence card is mandatory.</p>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
<p><u><b>Birth certificate</b></u></p>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
<p><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></p>		





**General remarks of the Consulate-General of Portugal in Goa:**

- 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 E6 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:** .....