



**E9 CHECKLIST: TEMPORARY STAY VISA FOR PROFESSIONAL
OR TECHNICAL EDUCATION COURSES AND/OR TRAINING
(DURATION LESS THAN ONE YEAR)**

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"> ➤ Please submit the documents in the exact order given below. ➤ Please do not staple any document. 		
<p><u>E9 VISA: What it is?</u></p> <p>The E9 temporary stay visa is aimed at foreign citizens who have been admitted to technical and/or professional trainings or courses offered by training institutions or schools in Portugal. These courses have a duration of less than one year.</p>		
<p><u>Can my family members apply for the visa for accompanying family members while I apply for the E9 visa?</u></p> <p>Yes. The E9 visa does grant the right to the family member(s) of the E9 visa applicant to apply together with him/her for the visa for accompanying family members. Family members of the E9 visa applicant do not need an appointment at VFS, although they should submit their applications at the same time as the E9 visa applicant and the applications shall be assessed together.</p>		
<p><u>What is the standard processing time of an E9 visa application?</u></p> <p>The standard processing time of an E9 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>		
<u>REQUIRED DOCUMENTS</u>	YES	NO
<p>If not otherwise noted, 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>Please mark on the right column if you submitted the document / form or not!</p>		



<p>Portuguese visa original application form 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.</p> <p>Please submit all pages of the application form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Valid national passport:</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 the visa. ➤ 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. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Previous passport/s:</p> <ul style="list-style-type: none"> ➤ If any, irrespective of its condition, bound together with rubber band, not stapled (in case lost a note is required). 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Previous Occidental visas, if any:</p> <ul style="list-style-type: none"> ➤ 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. ➤ Clear photocopies of UK, USA or Canada visas, if any. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Previous refused visas, if any:</p> <ul style="list-style-type: none"> ➤ If you have been refused a visa by an Embassy or High Commission, a refusal notice or a written explanation about the reasons of refusal is needed. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof of legal residence:</p> <ul style="list-style-type: none"> ➤ If the applicant is not a national of India, evidence of his/her legal residence in this country (residence permit) must be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>2 passport size pictures:</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. 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 	<input type="checkbox"/>	<input type="checkbox"/>



<p>Income Tax Return Verification Form or Acknowledgement is accepted) for the last three assessment years;</p> <p>d. Employer's letter on leave approval for the training (if employed).</p> <p>➤ In case the applicant has a sponsor in his home country, the following documents of the sponsor in India/other country are required:</p> <p>a. Duly notarised sponsorship letter on stamp paper along with notarised Passport copy of sponsor;</p> <p>b. Last three months salary slips;</p> <p>c. Last three months personal bank account statements (stamped and signed by the bank);</p> <p>d. Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last three assessment years;</p> <p>e. If the invitee/sponsor is the spouse of the applicant, marriage certificate is mandatory (with Hague Apostille for Indian nationals*).</p> <p>f. If the invitee/sponsor is a parent of the applicant, birth certificate is mandatory (with Hague Apostille for Indian nationals*).</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>If the sponsor is not in India, the sponsorship letter should be notarised/attested by a Public Notary or lawyer if in the EU or from the respective Embassy/Consulate in other countries.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Proof of the financial resources may be also waived off upon the presentation of a term of responsibility, in original, signed by either the Portuguese citizen or a foreign citizen legally living in Portugal, responsible for the company hiring the qualified worker, through which he/she declares and proves 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: https://vistos.mne.gov.pt/images/termo_responsabilidade_aima_2024_2.pdf</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>➤ The "Statement of Responsibility" must be submitted with the sponsor/invitee the following supporting documents:</p> <p>a. <i>Declaração de IRS</i> (Portuguese Income Tax Declaration) of the previous two years;</p> <p>b. Salary Slips of the previous three months;</p> <p>c. Portuguese bank statements of the previous three months;</p> <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>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>



The presentation of a sponsorship letter, in original and with a legalised signature, issued by the host entity and the means derived from training grants and subsidies may be considered.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Documents certifying the enrolment in a professional and/or technical training Institute or School in Portugal:</u>		
➤ Letter of enrollment issued by the professional education or training institution in Portugal, certifying the admission to a course (whose duration is of less than one year). This letter or declaration must be original . The letter or declaration must mention the following elements:	<input type="checkbox"/>	<input type="checkbox"/>
a. Identification of the student: name as per the passport, passport number, and nationality;	<input type="checkbox"/>	<input type="checkbox"/>
b. Course and level of education;	<input type="checkbox"/>	<input type="checkbox"/>
c. Duration and dates of the training (start and end).	<input type="checkbox"/>	<input type="checkbox"/>
➤ Declaration issued by the training institution/school, confirming the payment of the tuition fees.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Birth certificate</u>	<input type="checkbox"/>	<input type="checkbox"/>
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 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.		
➤ If the Consular Post requests additional documents or missing documents from the applicant, the examination of the application is suspended until their submission.		
➤ 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 E8 visa application is of 30 (thirty) days.
- Please note that the standard processing time of a E9 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: