

VFS PORTUGAL

SHORT TERM BUSINESS / CONFERENCE CHECKLIST		Yes	No
1.	Online Visa Application Form completely filled and signed by the applicant (Date on Online Visa Application form should be the same date as the appointment for visa submission).		
2.	One Recent (Not older than six months) passport-size photograph in color with white background. (3.5cm / 4.5cm) (without Glasses/ Spectacles)		
3.	Original Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and itinerary of the visit. Full address/contact details of the Host / Relative / Hotel in Portugal. The cover letter should also mention the name and relation of any accompanying travelers with their Passport numbers, Passport copy and Ticket copy. If the accompanying travelers already possess a valid Schengen Visa, please enclose a photocopy of the same and if applying through another Embassy/Consulate, please provide the details.		
4.	Original Employment Letter from the Indian organization or company mentioning the designation and current profile of the applicant, place of residence in India, purpose of the visit, itinerary stating the number of days, name & contacts of the company in Portugal with complete and full address and contacts of host / hotel accommodation in Portugal. If working remotely then it should be mentioned on employment letter with complete home address.		
5.	Invitation Letter from the Portuguese Company with complete address and contacts of inviting person, host, hotel accommodation in Portugal. In case the invitation letter is from a company of another country than Portugal, <ul style="list-style-type: none"> ○ the applicant will have to present a letter from the organizers in Portugal on the letter head of the respective Organizer. OR <ul style="list-style-type: none"> ○ the original invitation letter has to be attested by the Consulate/ Embassy of Portugal in the inviting country. 		
6.	Reservation of Onward / Return Flight Travel Ticket. Flight tickets applicant and of accompanying travellers to Portugal, if any.		
7.	Internal Travel (if applicable) – Air Tickets/Bus Reservations/Euro Rail Reservation/Car Booking required if travelling to more than one country within Schengen area. In case, the applicant is scheduled to travel to some other country than Schengen countries, prior or post to the travel to Portugal, applicants are requested to submit the reservation tickets for that particular travel.		
8.	Overseas travel medical insurance valid for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation, loss of baggage, etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival in & departure from India Insurance to be provided only from the given list or directly from Portugal https://visa.vfsglobal.com/ind/en/prt/travel-insurance		
9.	Proof of Accommodation (Hotel/Apartment booking reservations). Please provide a booking reservation directly from Hotel or from any booking sites. Example: booking.com, makemytrip.com, yatra.com etc. Hotel booking from arrival to departure has to be submitted Note: Hotel bookings done by any third-party travel agent are not acceptable.		
10.	Proof of sufficient funds to cover all expenses while in Portugal: <ul style="list-style-type: none"> ○ Copy of Salary Slips for the last 3 months (if working). ○ Bank Statements, in original for the last 6 months, with the stamp of the Bank and signature of the Bank Authority. ○ Copy of Indian Income Tax Return Verification Form-V for the last 03 Years ○ Copy of Pan Card Note: In case the applicant has not filed the Income Tax returns for the last 03 years, the same needs to be mentioned on the covering letter with justification for the same.		
11.	Sponsorship Proof, if sponsor is in India: <ul style="list-style-type: none"> ○ If the applicant is sponsored by other than the inviting/employer organization, an original Notarized Sponsorship Letter is required on Rs. 100 Stamp Paper with sponsor's Passport 		

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	<ul style="list-style-type: none"> ○ copy which should be notarised. ○ If the Sponsor is in not in India, the Sponsorship Letter should be Notarized/Attested by a Notary/Advocate if in the E.U. or from the respective Portugal Consulate/Embassy in other countries. <p>Note: The Sponsor person should introduce himself/herself and provide complete passport details, introduce the traveller/applicant and mention complete passport details and about the complete stay in Portugal.</p>		
12.	Original and Copy of Proof of Business Registration Certificate and Profile of the Indian Company, if applicable.		
13.	Foreign nationals residing in India must submit valid permit to return to India.		
14.	<p>The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa. No visa will be issued on the additional page of the passport.</p> <ul style="list-style-type: none"> ○ Copy of the Bio-Pages (First and Last page) of the Passport including the copy of the page stamped by the Passport Office must be enclosed. ○ Copies of all the pages that contain Occidental visas. 		
15	If any document is out of the consulate's jurisdiction, then it has to be apostilled by Ministry of foreign affairs (Marriage certificate, Birth certificate, etc.)		
16	Birth certificate to be submitted		

IMPORTANT:

- The rules and requirements are subject to change without prior notice.
- **All above documents are mandatory to submit.**
- Applicant could be asked for additional documents or may be required for a Personal Interview if desired by The Consulate General of Portugal, Goa.
- Kindly carry all your Official ORIGINAL DOCUMENTS + Copy at the time of submission at VFS Global.
- The Visa Fee and all VFS service charges are non-refundable.

Full Name: _____

Passport No: _____

Travel Date: _____

Date of Birth: _____

Contact No: _____

E-mail Id: _____

Applicants Name: **Signature:**

VFS Staff Name: **Date:**

Comments (if any):

Personal Interview Date (if applicable):

Biometrics Done: