

# VFS PORTUGAL

<b>SHORT TERM FAMILY / FRIEND VISIT CHECKLIST</b>		Yes	No
1	<b>Online Visa Application Form</b> 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	<b>One Recent</b> (not older than six months) passport-size photographs in color with white background. (3.5cm / 4.5cm) (without Glasses-Specs)		
3	<b>Original Personal</b> 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 <b>accompanying travelers</b> 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	<p><b>Original Employment Letter AND Leave Sanction Letter from the employer/ company from the Indian organization-</b></p> <ul style="list-style-type: none"> <li>o Original letter from the company mentioning the designation, current profile of the applicant, place of residence in India, purpose of the visit, itinerary stating the number of days of leave authorized</li> <li>o Name with complete address and contacts of host / hotel accommodation in Portugal.</li> <li>o Original letter is mandatory with stamp and signature of the HOD.</li> </ul> <p><b>In case of Self-Employed with more than one business partner-</b></p> <ul style="list-style-type: none"> <li>o An original letter from another partner mentioning the designation of the applicant on company's letterhead.</li> <li>o Purpose of the visit, itinerary stating the number of days of leave.</li> <li>o Name with complete address and contacts of host / hotel accommodation in Portugal.</li> <li>o Original letter is mandatory with stamp and signature of the Partner.</li> </ul> <p><b>In case of Self-Employed with no business partner-</b></p> <ul style="list-style-type: none"> <li>o An original letter mentioning the designation/profile on company's letterhead.</li> <li>o Mentioning clause "There is no higher authorities to sanction leave as an owner of the organization".</li> <li>o Purpose of the visit, itinerary stating the number of days.</li> <li>o Name with complete address and contacts of host / hotel accommodation in Portugal.</li> <li>o Original letter with stamp and signature.</li> </ul> <p style="background-color: yellow;">If working remotely then it should be mentioned on employment letter with complete home address.</p>		
5	<b>Reserved</b> Onward / Return Flight Travel Ticket. Flight tickets of the applicant and of all accompanying travellers to Portugal, if any.		
6	<b>Internal Travel (if applicable) – Air Tickets/Bus Reservations/Euro Rail Reservation/Car Booking</b> 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.		
7	<b>Overseas travel medical insurance</b> 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 & departure India  Insurance to be provided only from the given list or directly from Portugal <a href="https://visa.vfsglobal.com/ind/en/prt/travel-insurance">https://visa.vfsglobal.com/ind/en/prt/travel-insurance</a>		
8	<b>Invitation and Sponsorship Proof from Portugal:</b> <ul style="list-style-type: none"> <li>o Original <i>Termo de Responsabilidade</i> from invitee in Portugal mentioning the details of the stay in Portugal. Original signed &amp; Stamped by Advocate in Portugal. (<a href="https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/Termo-info.pdf">https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/Termo-info.pdf</a>)</li> <li>o Invitees Passport copy/Citizen Card copy and/or Copy of Residential Permit card (<i>should be valid</i>)</li> <li>o Bank Account statement for the last 1 year of the Sponsor.</li> </ul>		
9	<b>Residence Proof of Sponsor:</b> <ul style="list-style-type: none"> <li>o Residence/Rent contract copy (<i>should be valid</i>)</li> <li>o Rent receipts for the last three (03) months</li> </ul>		
10	<b>If the Sponsor is working,</b> <ul style="list-style-type: none"> <li>o Declaration/Work Contract from the Company</li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Salary Slips for the last three (03) months</li> <li>○ IRS (Income Tax Returns) for the last three (03) years</li> </ul>		
11	<p><b>Sponsorship Proof, if sponsor is in India:</b></p> <ul style="list-style-type: none"> <li>○ If the applicant is sponsored by other than the inviting/employer organization, an original <b>Notarized Sponsorship Letter</b> is required on <b>Rs. 100 Stamp Paper</b> with sponsor's <b>Passport copy</b> which should be notarised.</li> <li>○ <b>If the Sponsor is in not in India</b>, 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.</li> </ul> <p><b>Note:</b> The Sponsor person should introduce himself/herself and complete passport details, introduce the traveller/applicant and mention complete passport details and about the complete stay in Portugal.</p>		
12	<p>If not staying with invitee, <b>Proof of Accommodation</b> (reservation of Hotel/Apartment).</p> <p>Please provide a booking <b>reservation</b> directly from Hotel or from any booking sites. Example: booking.com, makemytrip.com, yatra.com etc.</p> <p><b>Hotel booking from arrival to departure has to be submitted</b></p> <p><b>Note:</b> Hotel bookings done by any third party travel agent are not acceptable.</p>		
13	<p><b>Proof of sufficient funds to cover all expenses while in Portugal:</b></p> <ul style="list-style-type: none"> <li>○ Copy Salary Slips for the last 3 months (if working).</li> <li>○ <b>Bank Statements, in original</b> for the last 6 months, with the stamp of the Bank and signature of the Bank Authority.</li> <li>○ Copy of Indian Income Tax Return Verification Form-V for the last 03 Years</li> <li>○ Copy of Pan Card.</li> </ul> <p><b>Note:</b> 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.</p>		
14	<p><b>Minors below 18 years</b> travelling alone must submit the written consent (<b>NOC</b>) from their parents on:</p> <ul style="list-style-type: none"> <li>○ Rs.100 Stamp Paper signed by both Parents mentioning Financial Sponsorship for Travel and must be Notarized.</li> </ul> <p>If the minor is travelling with only one Parent, the same NOC will be required from the other Parent not travelling with them.</p> <p><b>NOC should be apostilled from MEA</b></p> <p><b>Note:</b> The Parents should introduce himself/herself and mention complete passport details, introduce the traveller/applicant and mention complete passport details for both Parents &amp; traveller, complete current residence address and mention about the complete stay in Portugal on the Rs.100 stamp paper.</p> <p>The <b>Passport copy has to be Notarized.</b></p>		
15	<p>The <b>Passport should be valid for at least three months</b> 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"> <li>○ 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.</li> <li>○ Copies of all the pages that contain Occidental visas.</li> </ul>		
16	<p>If any document is out of the consulate's jurisdiction, then it has to be apostilled by <b>Ministry of foreign affairs (Marriage certificate, Birth certificate, etc.)</b></p>		
17	<p><b>School/ college original Bonafide certificate to be submitted (applicable for students)</b></p>		
18	<p><b>Birth certificate to be submitted</b></p>		

**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 ORIGINAL DOCUMENTS at the time of submission at VFS Global.
- The Visa Fee, according to Schengen regulations, is non-refundable.

**Full Name:** \_\_\_\_\_

**Passport No:** \_\_\_\_\_

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**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:** .....