

VFS PORTUGAL

	TOURIST VISA 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 photographs in color with white background. (3.5cm / 4.5cm) (without Glasses-Specs)		
3	Original Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and itinerary of the visit in brief 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 AND Leave Sanction Letter from the employer company from the Indian organization- - 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. - Name with complete address and contacts of host / hotel accommodation in Portugal. - Original letter is mandatory with stamp and signature of the HOD. In case of Self-Employed with more than one business partner- - An original letter from another partner mentioning the designation of the applicant on company's letterhead. - Purpose of the visit, itinerary stating the number of days of leave. - Name with complete address and contacts of host / hotel accommodation in Portugal. - Original letter is mandatory with stamp and signature of all the Partners/Directors In case of Self-Employed with no business partner- - An original letter mentioning the designation/profile on company's letterhead. - Mentioning clause "There is no higher authorities to sanction leave as an owner of the organization". - Purpose of the visit, itinerary stating the number of days. - Name with complete address and contacts of host / hotel accommodation in Portugal. - Original letter is mandatory with stamp and signature. - If applicant working remotely then it should be mentioned on employment letter with complete home address.		
5	Reservation of Onward / Return Flight Travel Ticket. Flight tickets applicant and of accompanying travellers to Portugal, if any.		
6	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.		
7	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		
8	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. Note: Hotel bookings done by any third party travel agent are not acceptable. Hotel booking from arrival to departure has to be submitted.		
9	Proof of sufficient funds to cover all expenses while in Portugal: - Copy of Salary Slips for the last 3 months (if employed). 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.		

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10	Sponsorship Proof, if sponsor is in India: ○ 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 a notarized copy of the sponsor's Passport. ○ 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. 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.		
11	Foreign nationals residing in India must submit valid permit to return to India.		
12	Minors below 18 years travelling alone must submit the written consent (NOC) from their parents on: ➤ Rs.100 Stamp Paper signed by both Parents mentioning Financial Sponsorship for Travel and must be Notarized. If the minor is travelling with only one Parent, the same NOC will be required from the other Parent not travelling with them. NOC should be apostilled from MEA Note: The Parents should introduce himself/herself and mention complete passport details, introduce the traveller/applicant and mention complete passport details, mention therespective Passport Number, for both, the parents & the traveller, complete current residence address and mention about the complete stay in Portugal on the Rs.100 stamp paper. The Passport copy which contains the mentioned Govt. Id No. on the stamp paper has to be Notarized.		
13	The Passport should be valid for at least three 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. ○ 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.		
14	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.)		
15	School/ college original Bonafide certificate to be submitted (applicable for students)		
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.
- Applicants travelling for the first time or those who have not travelled to any Schengen countries in last 3 years are subject to go for a personal (skype) interview with 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: _____
Travel Date: _____
Date of Birth: _____
Contact No: _____
E-mail Id: _____

Applicants Name: **Signature:**

VFS Staff Name: **Date:**

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Comments (if any):

Personal Interview Date (if applicable):

Biometrics Done: