

**E9 CHECKLIST: TEMPORARY STAY VISA FOR PROFESSIONAL OR
TECHNICAL EDUCATION COURSES AND/OR TRAININGS (DURATION OF
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"> • Submit the documents in the exact order given below. • Do not staple any document. • All supporting documents must be in A4 size paper. <p><u>E9 VISA: What it is?</u> The E9 temporary stay visa is aimed at foreign citizens who have been admitted in 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>What is the standard processing time of a E9 visa application?</u> The standard processing time of a E9 visa application is 30 (thirty) calendar days. This period starts counting only when the application reaches the Consular Section of the Embassy of Portugal in New Delhi (the visa application will need up to two working days to reach the Consular Section Embassy of Portugal in New Delhi) and that public holidays of the Embassy of Portugal in New Delhi as announced on its website will not count as working days.</p> <p><u>Can my family members apply for the visa for accompanying family members (EF) while I apply for the E9 visa?</u> 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 temporary visa for accompanying family members (EF). Family members of the E9 applicant do not need an appointment at VFS, although they should submit their applications at the same time as the E9 applicant and applications shall be assessed together.</p>		
<u>REQUIRED DOCUMENTS</u>		
<p>If not otherwise noted, submittal of copies of the original document are sufficient. Please note that the Consular Section of the Embassy of Portugal in New Delhi 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>	YES	NO

<p><u>Portuguese visa original application form</u> 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. Please submit all pages of the application form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Valid national passport:</u></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 visa. • Handwritten passports or passports that contains 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. • Applicants from Bangladesh and Sri Lanka whose holders need their passports to travel back to their countries must submit a copy in colours of the biographical data page. This copy must not have stamps covering the information of the biographical data page. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Proof of legal residence:</u></p> <ul style="list-style-type: none"> • If the applicant is not a national of India, Bangladesh, Bhutan, Nepal, Sri Lanka and the Maldives, please note that evidence of his/her legal residence in any of these countries (residence permit) must be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>2 passport size pictures:</u></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. Stappled 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>Copy of the return transport ticket issued and/or booked on the name of the applicant.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Travel Insurance (original):</u></p> <ul style="list-style-type: none"> • Please refer to the list of approved Indian travel insurances: https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/TRAVEL-MEDICAL.pdf • Applicants from outside India, should get their travel insurances in their country of residence. 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted; tax return equivalent documents for Nepal, Bangladesh, Sri Lanka, Bhutan, Maldives) for the last 3 assessment years; • If the invitee/sponsor is the spouse of the applicant: marriage certificate is mandatory (with Hague Apostille for Indian nationals*). • If the invitee/sponsor is a parent of the applicant, birth certificate is mandatory (with Hague Apostille for Indian nationals*). <p>* If the applicant is a national of Bhutan, Bangladesh, Nepal, Sri Lanka or the Maldives, the documents attested previously by the correspondent Ministry of Foreign Affairs and the respective embassy in New Delhi in order to be considered valid.</p> <p>Proof of the <u>financial resources may be also waived upon the presentation of a term of responsibility signed by either the Portuguese citizen or a foreign citizen legally living in Portugal</u> through which he/she declares 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.pdf</p> <p>To be considered valid, the document and the signature of the citizen who signs it must be dully recognised by a lawyer or by a notary or registry office authorised to carry on activities in Portugal. <u>A copy of the Portuguese citizen's ID who signs the document must be also submitted or, should the document be signed by a foreign citizen legally living in Portugal, a copy of his/her residence card is mandatory.</u></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Documents certifying the enrollment in a professional and/or technical training in Portugal:</p> <ol style="list-style-type: none"> 1. 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: <ol style="list-style-type: none"> a. Identification of the student: name as per the passport, passport number and nationality; b. Course and level of education; c. Duration and dates of the training (start and ending) 2. Declaration issued by the training institution/school confirming the payment of the tuition fees. 	<input type="checkbox"/> ~ <input type="checkbox"/>	<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 Consular Section of the Embassy of Portugal in New Delhi:

- Submission of the above-mentioned mandatory documents does not guarantee that a visa is granted. The required documents must be submitted with the visa application (documents sent through e-mail or post to the Embassy of Portugal in New Delhi are not accepted, unless if required).
- The Consular Section of the Embassy of Portugal in New Delhi reserves the right to ask for additional documents and/or for a personal interview. The Consular Section of the Embassy of Portugal in New Delhi 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.
- Please note that the **standard processing time of a E9 visa application is 30 (thirty) calendar days**. This period starts counting **only** when the application reaches the Consular Section of the Embassy of Portugal in New Delhi (the visa application will need up to two working days to reach the Consular Section Embassy of Portugal in New Delhi) and that public holidays of the Embassy of Portugal in New Delhi as announced on its website will not count as working days.
- This period can be prolonged by the Consular Section of the Embassy of Portugal in New Delhi if deemed necessary for a personal interview, scrutiny of bank documents and/or verification of any other supporting 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 Consular Section of the Embassy of Portugal in New Delhi 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 Consular Section of the Embassy of Portugal in New Delhi.

I am aware that original documents not submitted with a copy will be kept by the Consular Section of the Embassy of Portugal in New Delhi.

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: