

**E2 CHECKLIST: TEMPORARY STAY VISA IN THE FRAMEWORK OF
TRANSFER OF NATIONALS TO STATE PARTIS TO THE WTO (WORLD
TRADE ORGANIZATION), FOR SERVICE PROVIDING OR PROFESSIONAL
TRAINING PURPOSES**

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.: _____

Please carefully read the following information:

- Submit the documents in the exact order given below.
- Do not staple any document.
- All supporting documents must be in A4 size paper.

E2 VISA: What it is?

The **E2 temporary stay visa** is a visa established in the framework of the transfer of citizens of states party to the WTO (World Trade Organization), in the context of providing services, and is intended for the transfer of partners or subordinate workers between establishments of the same company in a third country (or the same group of companies) with the establishment located in Portugal to provide services equivalent to those provided by the establishment from which the foreign citizen is being transferred.

Who is entitled to apply for a E2 visa?

The transfer of partners and/or subordinate workers through a E2 visa is possible provided they have been part of the company's staff for at least one (1) year and **must fall into one of the following categories:**

1. those who, having management powers, work as senior managers of the company and essentially manage an establishment, receiving general guidance from the board of directors;
2. have specific technical knowledge essential to the activity, to the research equipment, techniques or management of the company;
3. who will receive professional training at an establishment located in Portuguese territory, in the framework of their duties.

What is the standard processing time of a E2 visa application?

The **standard processing time** of a E2 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.

<u>REQUIRED DOCUMENTS</u>	YES	NO
<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>		
<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"/>



Copy of the return transport ticket issued and/or booked on the name of the applicant.	<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. • Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person. • Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. • The insurance has to cover the entire stay in Portugal. • The document must be original and should have a QR code to be verified, in order to be considered valid. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Police Clearance Certificate issued by the competent authority (is only considered valid up to three months after the date of issuance)</u> of the country of the applicant's nationality or of the country where the applicant has resided for over a year.</p> <p>Please note:</p> <ol style="list-style-type: none"> a. <u>Applicants from India or Indian nationals:</u> the Police Clearance Certificate (PCC) issued from the nearest Regional Passport Office. This document must be apostilled (Hague Apostille). For further information, kindly check the official information provided by the Indian authorities: https://www.mea.gov.in/apostille-menu.htm b. <u>Applicants from Nepal, Bangladesh, Sri Lanka, Bhutan and the Maldives:</u> the Police Clearance Certificate must be legalised previously by both the correspondent Ministry of Foreign Affairs and the respective embassy in New Delhi (<i>document must be legalised already at the moment of submitting the application</i>). 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Proof of financial resources</u> for the period of, at least, 12 months, under the provisions laid out on the nº 2 of article 2 of Ordinance nº 1563/2007, of 11 December.</p> <p>For the purposes of proof of means of subsistence, the funds arising from a contract or promise of an employment contract must be considered.</p> <p>Proof of the 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 responsible for the company hiring the worker, 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>	<input type="checkbox"/>	<input type="checkbox"/>

<p>To be considered valid, the document and the signature of the citizen who signs it must be duly 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>		
<p>Documents certifying that the transfer of the employee:</p> <ul style="list-style-type: none"> • <u>SERVICE AGREEMENT AND/OR SECONDMENT CONTRAT:</u> <ul style="list-style-type: none"> a. proving that the transfer is occurring within the same company or corporate group, and that the host institution is providing similar services to those provided by the institution from which the third-country national is being transferred; <input type="checkbox"/> b. is referring to partners or workers, that have been in that institution for at least one year and falling under one of the following categories: <ul style="list-style-type: none"> ○ partners or workers in a managerial position working as senior staff and perform executive administration tasks, under the guidance of the board of administration; OR, <input type="checkbox"/> ○ partners or workers with the necessary technical skills to the delivery of the referred activity, research equipment, as well as technical and managerial skills; OR, ○ partners or workers due to get professional training in Portugal. 	<p style="text-align: center;">~</p>	<p style="text-align: center;">~</p>
<p>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):</p>		
<p style="height: 100px;"></p>		
<p>General remarks of the Consular Section of the Embassy of Portugal in New Delhi:</p> <ul style="list-style-type: none"> • 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 E2 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: