

**D3 CHECKLIST: RESIDENCE VISA FOR TEACHING PURPOSES, CULTURAL
ACTIVITY AND HIGH QUALIFIED PROFESSIONALS; TECH VISA PROGRAM**
IAPMEI, I.P.

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.

D3 VISA: What it is?

The **D3 visa** is a residence visa for **teaching purposes** and/or **high qualified professionals**. Applicants who have been hired by a Portuguese cultural institution to develop a **cultural activity or project**, within the framework of a project recognized by the member of the Portuguese Government responsible for the area of culture or by law as of national interest are also entitled to apply for a D3 visa.

As for any residence visa, D3 visa grants two entries in Portugal to the visa holder, being valid for a period of 4 months (120 days). During that period, the visa holder is required to apply for a residency permit with the competent Portuguese authorities: <https://aima.gov.pt/pt/trabalhar/autorizacao-de-residencia-para-atividade-altamente-qualificada-art-90-o>

Tech Visa program or D3 visa?

Tech Visa is an accreditation **program** focused on providing Portuguese companies with a fast-track system to hire highly qualified professionals from outside the Schengen area. It aims at simplifying the access to highly qualified professionals (and who are nationals of countries outside the European Union and the European Economic Area and Switzerland) to jobs at Portuguese companies, particularly in the field of technology, information and innovation. Therefore, the Tech Visa program is mostly aimed at technological and innovative companies that are looking to attract highly qualified and specialized professionals to Portugal.

The Tech Visa program is run by IAPMEI, I.P. (the Portuguese public Agency for Competitiveness and Innovation – within the Portuguese Ministry of Economy). Therefore, IAPMEI, I.P is responsible for assessing and accrediting **companies** under the Tech Visa program. So if you are a **highly qualified worker** and plan to work in Portugal, find [here](#) the list of certified companies by IAPMEI, I.P under the Tech Visa program.



Applicants who wish to submit their visa application under the Tech Visa program and therefore have the *liability agreement* issued by IAPMEI, I.P. must apply for a D3 residence visa together with the documents mentioned on this checklist.

Additional information about the Tech Visa program addressed to the companies can be found at the following hyperlink: <https://www.iapmei.pt/Paginas/Tech-Visa-en.aspx>

Can my family members apply for the visa for accompanying family members while I apply for the D3 visa?

Yes. The D3 visa does grant the right to the family member(s) of the D3 visa applicant to apply together with him/her for the visa for accompanying family members (DF). Family members of the D3 applicant do not need an appointment at VFS, although they should submit their applicants at the same time as the D3 applicant and applications shall be assessed together.

What is the standard processing time of a D3 visa application?

The **standard processing time** of a D3 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. A **D3 visa application shall be treated as a priority**.

<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 duly filled in and signed by the applicant.</u></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 	<input type="checkbox"/>	<input type="checkbox"/>



<p>not have stamps covering the information of the biographical data page.</p>		
<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. Stapled 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><u>Personal cover letter</u></p> <p>Original letter in which the applicant explains the reasons for applying for a D3 visa and clearly identifies the area(s) and field(s) of work she/he has experience. In case the applicant is submitting his/her application as part of the Tech Visa program, he/she should mention it on the cover letter.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Proof of financial resources</u> for the period of, at least, <u>6 months</u>, under the provisions laid out on the nº 2 of article 2 of Ordinance nº 1563/2007, of 11 December. For such purpose, applicant must submit the bank statements (stamped and signed by the bank) of the previous three months as well as the ITRs of the previous three years.</p> <p><u>Applicant can be exempted of submitting such proof of financial resources</u>, in case the employment contract or services agreement is in line with the requirement mandatory for a D3 visa, as stated below: the employment contract (or employment promised contract) signed for at least six (6) months mentions a salary which is 1,5 times the national average gross annual salary or three times the index value of social support – IAS (1527,78 euros/month); or, should the professional activity belong to the major groups 1 and 2 of the International Standard Classification (CITP), the salary threshold set out above must be at least 1,2 times the national average gross annual salary or twice the value of the IAS.</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 qualified worked, 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: termo responsabilidade aima.pdf (mne.gov.pt)</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 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>		
<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 must cover the entire stay in Portugal. • The document must be original and should have a QR code to be verified, to be considered valid. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Transport document/flight reservation:</u></p> <ul style="list-style-type: none"> ○ Flight reservation with the name of the traveller showing the date of entry in Portugal. 	<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. 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>Supporting documents regarding accommodation (proof of private accommodation in Portugal for the period in which the visa will be valid – 120 days)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Valid working contract signed by both parties (the applicant <u>and</u> the responsible of the high education institution and/or company;</p>		



<p>cultural institution), as mentioned below according to the situation of the applicant:</p> <p><u>1. For teaching purposes:</u></p> <ul style="list-style-type: none"> • Contract of employment or service agreement compatible with the teaching activity issued by the Portuguese high education institution, OR • Invitation letter issued by the Portuguese high education institution or vocational training institution, or research center recognized by the Ministry of Education of Portugal or by the Ministry of Science, Technology and Higher Education of Portugal, stating the duration and the salary; <p><u>2. For a high qualified activity/job:</u></p> <ul style="list-style-type: none"> • Employment contract of at least six (6) months' duration, corresponding to an annual remuneration of at least 1,5 times the national average gross annual salary or three times the index value of social support – IAS (1527,78 euros/month); OR • Should the employment refers to a professional activity which belongs to the major groups 1 and 2 of the International Standard Classification (CITP), which are considered as being particularly in need of professionals, the salary threshold set out above must be at least 1,2 times the national average gross annual salary or twice the value of the IAS (1018,52 euros/month). 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
AND [MANDATORY]		
<p><u>3. Should the highly qualified profession be a regulated profession (in Portugal it refers to any profession whose access and exercise depends on the compliance of professional requirements):</u></p> <p>a. proof that the applicant is enabled to practice that profession in Portugal through presentation of relevant (1) academic qualifications, duly attested, and (2) professional experience in the work contract's related field.</p> <p><u>4. Should the highly qualified profession be an unregulated profession:</u></p> <p>a. proof that the applicant is enabled to practice that profession in Portugal through presentation of relevant (1) academic qualifications, duly attested, and (2) professional experience in the work contract's related field.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>(1) & (2): Proof of relevant academic/professional qualifications duly attested. Indian Diplomas need to be attested first by competent State / Union Territory Department where the document was issued; and then</p>		

<p>by the Ministry of External Affairs of India with the apostille sticker.</p> <p><u>5. For a cultural activity/project:</u></p> <ul style="list-style-type: none"> • Employment contract or service agreement compatible with the cultural activity (within the scope of a project recognized as of national interest by the member of the Portuguese Government responsible for the area of culture or as defined by law); OR <p>Declaration issued by the company or the institution responsible for the cultural activity/project (in the framework of the project recognized as of national interest by the member of the Government responsible for the area of culture or as defined by law).</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p><u>Applications under the Tech Visa program run by IAPMEI, I.P.:</u> applicants shall submit the Liability Agreement issued by IAPMEI, I.P. in which there is mentioned a verification code, the identification data of the applicant and the commitment statement addressed to the Tech Visa certified company. The Liability Agreement shall be valid (not expired) when the applicant submits the application.</p> <p>The Liability Agreement is a mandatory document for the instruction of a visa or residence permit application in compliance with the provisions of article 61 (1) (c) and article 90 (1) (c) of law 23/2007 of July 4, amended by law 29/2012 of August 9, law 56/2015 of June 23, law 63/2015 of June 30, law 59/2017 of July 31 and law 102/2017 of August 28.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<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>		



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 D3 visa application is 60 (sixty) 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: