



CHECKLIST FOR SCHENGEN VISA (BUSINESS OR CONFERENCE)

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.: _____		
Estimated travel date to Portugal/Schengen Zone: ____ (DD) ____ (MM) ____ (YY)		
<p>Visa applications should be submitted in advance to ensure time for the competent authorities to deliver a decision. A booked flight ticket does not result in preferred processing of the application. <u>It is highly advised that Schengen visa applications are submitted at least one month before the estimated date of travel to Portugal/Schengen Zone.</u></p>		
<u>REQUIRED DOCUMENTS</u>		
<p>If not otherwise noted, submittal of the original documents is sufficient. Please note that the Consulate-General of Portugal in Goa does not return original documents if you do not provide a copy.</p> <p><i>Submission of the below-mentioned mandatory documents does not guarantee that a visa is granted. The Consulate-General of Portugal in Goa is not obliged to ask for submittal of documents already mentioned on this list before denying an application.</i></p>		
Please mark on the right column if you submitted the document / form or not!		
<p>Please carefully read the following information:</p> <ul style="list-style-type: none"> ➤ Please submit the documents in the exact order given below. ➤ Please do not staple any document. 	YES	NO
<p><u>Schengen Visa application form, duly filled in and signed by the applicant.</u></p> <p>The Schengen visa application form is free of charge and can be downloaded from the website: https://vistos.mne.gov.pt/images/schengen_form_en.pdf</p> <p>Each applicant shall submit a complete and signed application form individually.</p> <p>Minors shall submit an application form signed by the person exercising permanent or temporary parental authority or legal guardianship.</p> <p>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 the visa. ➤ The Schengen states do not accept Indian 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. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Previous passport/s:</u></p> <ul style="list-style-type: none"> ➤ If any, irrespective of its condition, bound together with rubberband, not stapled (in case lost a note is required). 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Previous Schengen visas, if any:</u></p> <ul style="list-style-type: none"> ➤ Clear photocopies of all previous Schengen Visas; if stamped on another passport, together with photocopies of the first page (bio-data) and last page of the passport. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Valid UK, USA or Canada visas, if any:</u></p> <ul style="list-style-type: none"> ➤ Clear photocopies of these visas. ➤ If the applicant continues to travel to a third country (i.e. UK, USA, Canada, or others) after leaving the Schengen area, the visa of the next country has to be obtained first. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Previous refused visas, if any:</u></p> <ul style="list-style-type: none"> ➤ If you have been refused a visa by an Embassy or High Commission, a refusal notice or a written explanation about the reasons of refusal is needed. 	<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, evidence of his/her legal residence in this country (residence permit). 	<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 covering letter:</u></p> <ul style="list-style-type: none"> ➤ Original letter in which the applicant introduces themselves, explains reason why he/she is applying for a business/conference visa, the purpose and complete plan of his/her visit, with reference to proof of intended means of 	<input type="checkbox"/>	<input type="checkbox"/>



<p>transport and itinerary. The cover letter should also mention the names and passport numbers, and relation of accompanying travelers and attach their passport and ticket copies. If the accompanying travellers already possess a valid Schengen visa, a copy of the same has to be enclosed. If applying through another Mission, details have to be provided.</p>		
<p><u>Introduction letter from the employer (ORIGINAL):</u></p> <ul style="list-style-type: none"> ➤ This letter should be on a business letterhead from the employer/company. <u>The letter should be signed and stamped by the HR or directorate, mentioning position/current profile, place of residence in India (if working remotely, the same should be stated with complete residential address) duration of service, dates and purpose of the trip, plus stating if expenses are covered by employer/company.</u> 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Invitation letter from the business partner in Portugal (ORIGINAL):</u></p> <ul style="list-style-type: none"> ➤ Original or copy, signed & stamped with complete address and contact details of the inviter, and also with complete details of the invitee (full name, address, email address and telephone number; dates and purpose of the trip, plus detailed schedule of the business meetings or training (day to day schedule). In case the invitation letter is from a country other than Portugal, a signed and stamped letter from the organisers in Portugal will have to be provided. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Invitation/Acceptance letter from the University/Research organisation/Organising Committee of the conference/workshop/seminar:</u></p> <ul style="list-style-type: none"> ➤ The invitation and/or acceptance letter should be on the letterhead of the Institution, from the university/research organization/organizing committee. <u>The letter should be signed and stamped by the person responsible, should mention the dates and purpose of the trip, plus state if expenses are covered by the institution;</u> ➤ AND, the proof of payment of the fees to attend the conference/seminar/workshop. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Transport document/flight reservation:</u></p> <ul style="list-style-type: none"> ➤ Roundtrip flight reservation with the name of the traveller showing the date of departure and the date of return. ➤ For applicants who plan to stay in several Schengen countries, proof of travel itinerary (if travelling to several Schengen states, proof of intra-Schengen flight reservation, train or bus itinerary or car reservation). 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Travel Insurance (Original) together with the Travel Health Declaration:</u></p> <ul style="list-style-type: none"> ➤ Please refer to the list of approved Indian travel insurances: https://www.vfsglobal.com/one- 	<input type="checkbox"/>	<input type="checkbox"/>



<p>➤ Letter from the partner(s).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If retired:</p>		
<p>➤ Personal pension bank statement for the last three months; AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ Proof of regular income generated by ownership of property or business.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If Student or unemployed:</p>		
<p>➤ Parents or legal guardians must provide their personal bank statements for the last three months (if the student is a minor), AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last two assessment years along with a confirmation letter of financial support and copies of their passports, AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ Letter confirming enrolment in the college, school or university; AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ No objection certificate from college, school or university.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If sponsored or invited by a Portuguese citizen or by a citizen legally resident in Portugal:</p>		
<p>➤ The "Statement of Responsibility" (<i>Termo de Responsabilidade</i>) filled in, signed by the sponsor/invitee, together with a photocopy of sponsor/invitee's Portuguese ID card or Passport or copy of the Portuguese Residence Permit (if the invitee/sponsor is residing in Portugal and he/she is not a Portuguese Citizen). "Statement of Responsibility" (<i>Termo de Responsabilidade</i>) to downloaded here: https://vistos.mne.gov.pt/images/termoderesponsabilidade.pdf</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ Please note (very important): The "Statement of Responsibility" must be submitted with the sponsor/invitee the following supporting documents:</p>		
<p>• <i>Declaração de IRS</i> (Portuguese Income Tax Declaration) of the previous two years; AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Salary Slips of the previous three months; AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Portuguese bank statements of the previous three months; AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Title of property in Portugal or rental contract (if sponsor/invitee is providing the accommodation); AND</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Copy of the Portuguese ID or Passport or Portuguese Residence Permit of the person who is responsible for the costs in Portugal.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ If the invitee/sponsor is your spouse, marriage certificate is mandatory (with Hague Apostille for Indian nationals).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ If the invitee/sponsor is your parent, birth certificate is mandatory (with Hague Apostille for Indian nationals).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ The "Statement of Responsibility" must be original, duly certified by a Portuguese Public Notary or lawyer.</p>		
<p>If sponsored by any other:</p>		
<p>➤ If from India, the sponsorship letter has to be notarized by a</p>	<input type="checkbox"/>	<input type="checkbox"/>

Public Notary. If the sponsor is not in India, the sponsorship letter should be notarized/attested by a Public Notary or lawyer if in the EU or from the respective Embassy/Consulate in other countries.	<input type="checkbox"/>	<input type="checkbox"/>
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MINORS

➤ Birth certificate (with Hague Apostille).	<input type="checkbox"/>	<input type="checkbox"/>
➤ If the minor is travelling with only one parent , written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
➤ If the minor travels alone (without parents) , written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Copy of identification document(s) (with signature and photograph) of the parent(s)/guardian(s) having custody/guardianship of the applicant.	<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 Consulate-General of Portugal in Goa:

- Submission of the above-mentioned mandatory documents does not guarantee that a visa is granted. The required documents have to be submitted with the visa application (documents sent through e-mail or post to the Consulate-General of Portugal in Goa are not accepted, unless if required).
- The Consulate-General of Portugal in Goa reserves the right to ask for additional documents and/or for a personal interview. The Consulate-General of Portugal in Goa 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 Schengen visa application is of 15 calendar days. This period starts counting **only** when the application reaches the Consulate-General of Portugal in Goa (the visa application will need up to two working days to reach the Consulate-General of Portugal in Goa) and that public holidays of the Consulate-General of Portugal in Goa as announced on its website will not count as working days.
- This period can be prolonged by the Consulate-General of Portugal in Goa if deemed



- necessary for a personal interview, scrutiny/verification 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/short-stay-visas-schengen/eu-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 Consulate-General of Portugal in Goa 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 Consulate-General of Portugal in Goa. I am aware that original documents not submitted with a copy will be kept by the Consulate-General of Portugal in Goa.

Date:

Name, Surname of the applicant:

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: