



**CHECKLIST FOR SCHENGEN VISA (FAMILY/FRIEND VISIT)**

<b>Personal details of the applicant (as per the passport)</b>		
Name: _____		
Surname: _____		
Passport number: _____		
Date of birth: _____		
<b>Contact details of the applicant</b>		
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. <b><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></b></p>		
<b><u>REQUIRED DOCUMENTS</u></b>		
<p><b>If not otherwise noted</b>, 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><b>Please mark on the right column if you submitted the document / form or not!</b></p>		
<p><b>Please carefully read the following information:</b></p> <ul style="list-style-type: none"> <li>➤ Please submit the documents in the exact order given below.</li> <li>➤ Please do not staple any document.</li> </ul>	YES	NO
<p><b><u>Schengen Visa application form, duly filled in and signed by the applicant.</u></b></p> <p>The Schengen visa application form is free of charge and can be downloaded from the website: <a href="https://vistos.mne.gov.pt/images/schengen_form_en.pdf">https://vistos.mne.gov.pt/images/schengen_form_en.pdf</a></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><b>Please submit all pages of the application form.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p><b><u>Valid national passport:</u></b></p> <ul style="list-style-type: none"> <li>➤ Issued within the last 10 years and with at least 3 months validity after the scheduled return.</li> <li>➤ Passports with observations regarding the front data page (biographical data) will not be accepted.</li> <li>➤ Passports must have at least two empty pages to affix the visa.</li> <li>➤ 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Previous passport/s:</u></b></p> <ul style="list-style-type: none"> <li>➤ If any, irrespective of its condition, bound together with rubberband, not stapled (in case lost a note is required).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Previous Schengen visas, if any:</u></b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Valid UK, USA or Canada visas, if any:</u></b></p> <ul style="list-style-type: none"> <li>➤ Clear photocopies of these visas.</li> <li>➤ If the applicant continues to travel to a third country (i.e. UK, USA, Canada, or others) after leaving the Schengen area, <b>the visa of the next country has to be obtained first.</b></li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<p><b><u>Previous refused visas, if any:</u></b></p> <ul style="list-style-type: none"> <li>➤ If you have been refused a visa by an Embassy or High Commission, <b>a refusal notice or a written explanation about the reasons of refusal is needed.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Proof of legal residence:</u></b></p> <ul style="list-style-type: none"> <li>➤ If the applicant is not a national of India, evidence of his/her legal residence in this country (residence permit).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>2 passport size pictures:</u></b></p> <ul style="list-style-type: none"> <li>➤ White background, not older than 6 months (size 35-40 mm in width, not copied or scanned picture).</li> <li>➤ One picture must be pasted on the application.</li> <li>➤ One picture has to be clipped on the last page of the passport. Stapled or pinned pictures cannot be accepted.</li> <li>➤ For more details refer to: <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex A-Photograph Guidelines.pdf</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Personal covering letter:</u></b></p> <ul style="list-style-type: none"> <li>➤ Original letter in which the applicant introduces themselves, explains the purpose and complete plan of his/her visit and with reference to proof of intended means of transport and itinerary. The cover letter should also mention the names and passport numbers, and relation of accompanying travellers and attach</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>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><b><u>Invitation letter from the host in Portugal:</u></b></p> <ul style="list-style-type: none"> <li>➤ The invitation letter from the host in Portugal should include, among other details, the complete address and contact information, the names of all the invitees, the duration of the stay, the purpose of the stay and the relationship with the applicant, along with a copy of the ID/Passport of the Portuguese Citizen (host), or, in case the host is of another nationality, the Passport and Residence Permit copy.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Transport document/flight reservation:</u></b></p> <ul style="list-style-type: none"> <li>➤ Roundtrip flight reservation with the name of the traveller showing the date of departure and the date of return.</li> <li>➤ 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).</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<p><b><u>Travel Insurance (Original) together with the Travel Health Declaration:</u></b></p> <ul style="list-style-type: none"> <li>➤ Please refer to the list of approved Indian travel insurances: <a href="https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/TRAVEL-MEDICAL.pdf">https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/TRAVEL-MEDICAL.pdf</a></li> <li>➤ Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person.</li> <li>➤ Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.</li> <li>➤ The insurance has to cover the entire stay in Schengen territory.</li> <li>➤ The document must be original.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Accommodation in Portugal / Schengen States:</u></b></p> <ul style="list-style-type: none"> <li>➤ Preferably <i>Termo de Responsabilidade</i> from the inviting person, as outlined further in this checklist. (Alternatively, confirmation of hotel reservation, rental document of holiday home or campus residence reservation package tour, advance payments for <b>the entire duration of the planned stay in the Schengen area</b> may be attached). However, if opting for the latter, an explanation is required to clarify why the inviting person is not hosting the visitor.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Birth certificate</u></b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Proof of financial means:</u></b></p> <ul style="list-style-type: none"> <li>➤ All documents must be <b>originals; bank documents with stamp and signature of the Bank.</b></li> </ul>		

<p><b>If employed:</b></p> <ul style="list-style-type: none"> <li>➤ Last three months salary slips and last three months salary bank account statements. <input type="checkbox"/></li> <li>➤ Last three months personal bank account statements. <input type="checkbox"/></li> <li>➤ Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last two assessment years. <input type="checkbox"/></li> <li>➤ Employer's letter on approval for holidays (the employer may state the designation, current profile of the applicant, place of residence in India, purpose and itinerary of the visit, number of days of leave authorised). If the applicant works remotely, the same should be mentioned on the letter, with the complete home address. <input type="checkbox"/></li> </ul>		
<p><b>If self-employed and/or company owner:</b></p> <ul style="list-style-type: none"> <li>➤ Business registration certificate / GST Registration with annex A &amp; B / Partnership Deed / Proof of proprietorship or other proof of ownership. <input type="checkbox"/></li> <li>➤ Last three months personal and business bank account statements. <input type="checkbox"/></li> <li>➤ Company's and personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last two assessment years. <input type="checkbox"/></li> </ul>		
<p><b>If company holder with business partners:</b></p> <ul style="list-style-type: none"> <li>➤ Business registration certificate / GST Registration with annex A &amp; B / Partnership Deed / Proof of proprietorship or other proof of ownership, letter from the partners. <input type="checkbox"/></li> <li>➤ Last three months personal and business bank account statements. <input type="checkbox"/></li> <li>➤ Company's and personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last two assessment years. <input type="checkbox"/></li> <li>➤ Letter from the partner(s). <input type="checkbox"/></li> </ul>		
<p><b>If retired:</b></p> <ul style="list-style-type: none"> <li>➤ Personal pension bank statement for the last three months. <input type="checkbox"/></li> <li>➤ Proof of regular income generated by ownership of property or business. <input type="checkbox"/></li> </ul>		
<p><b>If Student or unemployed:</b></p> <ul style="list-style-type: none"> <li>➤ Parents or legal guardians must provide their personal bank statements for the last three months (if the student is a minor). <input type="checkbox"/></li> <li>➤ 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. <input type="checkbox"/></li> <li>➤ Letter confirming enrolment in the college, school or university. <input type="checkbox"/></li> <li>➤ No objection certificate from college, school or university. <input type="checkbox"/></li> </ul>		

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<p><b>custody/guardianship of the applicant.</b></p>		
<p><b>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):</b></p>		
<p> </p>		
<p><b>General remarks of the Consulate-General of Portugal in Goa:</b></p> <ul style="list-style-type: none"> <li>➤ 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).</li> <li>➤ 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.</li> <li>➤ Submission of incomplete documentation may result in the rejection of an application.</li> <li>➤ If the Consular Post requests additional documents or missing documents from the applicant, the examination of the application is suspended until their submission.</li> <li>➤ Any false statement will result in the refusal of the visa application or the annulment of a visa that has already been granted and may subject me to legal action under Portuguese law.</li> <li>➤ All communications and notifications regarding the visa application may be sent to the electronic address indicated in field 19 of the visa application form, and shall be considered to have been made, pursuant to and for the purposes of article 113 (5 and 6) of the Code of Administrative Procedure, from the moment the applicant accesses the specific mail sent or, in the event of no access to the electronic mailbox, on the fifth working day after it is sent.</li> <li>➤ Please note that the standard processing time of a Schengen visa application is of 15 calendar days. This period starts counting <b>only</b> 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.</li> <li>➤ 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.</li> <li>➤ Visa applications should be submitted in advance to ensure time for competent authorities to deliver a decision.</li> <li>➤ A booked flight ticket does not result in a preferred processing of the application.</li> <li>➤ 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".</li> <li>➤ The refusal of the visa application does not entail the reimbursement of the visa fees.</li> <li>➤ Consult the legislation in force at the following hyperlink: <a href="https://vistos.mne.gov.pt/en/short-">https://vistos.mne.gov.pt/en/short-</a></li> </ul>		

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[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:** .....