

## VFS PORTUGAL

	<b>D1- WORK VISA CHECKLIST</b>	<b>Yes</b>	<b>No</b>
<b>1</b>	<b>Online Visa Application Form</b> completely filled and signed by the applicant (Date on Online Visa Application form should be the same date as the appointment for visa submission).		
<b>2</b>	<b>One Recent</b> (not older than six months) <b>passport-size photographs</b> in color with white background. (3.5cm / 4.5cm) (without Glasses-Specs)		
<b>3</b>	<b>Reservation of</b> Onward Flight Travel Ticket. (only reservations, not confirmed bookings).		
	<b>Proof of Accommodation</b> (Hotel/Apartment booking reservations). (only reservations, not confirmed bookings)  Please provide a booking <b>reservation</b> directly from Hotel or from any booking sites. Example: booking.com, makemytrip.com, yatra.com etc.		
<b>4</b>	<b>Note:</b> Hotel bookings done by any third party travel agent are not acceptable.		
<b>5</b>	<b>Overseas travel medical insurance</b> valid for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation, loss of baggage, medical coverage, including medical emergencies and repatriation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival in & departure from India.		
<b>6</b>	<b>Proof of being in a regular situation</b> when from a different nationality than that of the country where the visa is being applied for (if applicable).		
<b>7</b>	<b>Request for criminal record</b> enquiry by the Immigration and Border Services (SEF).		
<b>8</b>	<b>Criminal record certificate from the country of origin</b> or the country where the applicant is residing for over a year (children under the age of 16 are exempt from producing a criminal record). The certificate is to be translated into Portuguese and both documents are to carry Apostille stamp from Ministry of External Affairs, New Delhi.		
<b>9</b>	<b>Proof of means of subsistence as stipulated by law.</b>		
<b>10</b>	<b>Proof of subsistence means</b> can be made through a statement of responsibility, signed by a Portuguese national or by a foreign national legally resident in Portugal.		
<b>11</b>	<b>Work contract</b> , work promise or demonstration of interest;		
<b>12</b>	<b>Declaration</b> issued by the Employment and Training Institute (IEFP) (is optional as it is not a mandatory requirement).		
<b>13</b>	<b>Professional certificate</b> , when such profession is regulated in Portugal		
<b>14</b>	<b>To determine means of subsistence</b> , means obtained through a work contract or work contract promise should be taken into consideration.		
<b>15</b>	<b>Proof of means of subsistence</b> can be produced through a statement of responsibility issued by the workers hosting entity.		
<b>16</b>	The <b>Passport should be valid for at least three months</b> beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa. No visa will be issued on the additional page of the passport. <ul style="list-style-type: none"> <li>○ Copy of the Bio-Pages (First and Last page) of the Passport including the copy of the page stamped by the Passport Office must be enclosed.</li> <li>○ Copies of all the pages that contain Occidental visas.</li> </ul>		

**IMPORTANT:**

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- The rules and requirements are subject to change without prior notice.
- Applicant could be asked for additional documents or may be required for a Personal Interview if desired by The Consulate General of Portugal, Goa.
- Kindly carry all your ORIGINAL DOCUMENTS at the time of submission at VFS Global.
- The Visa Fee, according to Schengen regulations, is non-refundable.

**Full Name:** \_\_\_\_\_

**Passport No:** \_\_\_\_\_

**Travel Date:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**E-mail Id:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**VFS Staff Name:** .....

**Date:** .....

**Comments (if any):**

**Personal Interview Date (if applicable):** .....

**Biometrics Done:** .....