

**D4 CHECKLIST: RESIDENCE VISA FOR RESEARCH, HIGH EDUCATION STUDIES,  
STUDY MOBILITY EXCHANGES, INTERNSHIP OF VOLUNTEERING PROGRAMMES  
(DURATION OF MORE THAN A YEAR)**

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.: _____
<p><b>Please carefully read the following information:</b></p> <ul style="list-style-type: none"><li>• Submit the documents in the exact order given below.</li><li>• Do not staple any document.</li><li>• All supporting documents must be in A4 size paper.</li></ul> <p><b><u>D4 Visa: What it is?</u></b></p> <p>The <b>D4 visa</b> is a national residence visa designed for individuals intending to stay in Portugal for at least a year for purposes such as research, study, exchange of secondary school students, internships or volunteering programmes.</p> <p>As for any residence visa, D4 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: <a href="https://aima.gov.pt/pt/estudar">https://aima.gov.pt/pt/estudar</a></p> <p><b><u>D4 Visa: Interview as part of the visa application</u></b></p> <p>The processing of a D4 visa application might include a face-to-face interview to be held at the Consular Section of the Embassy of Portugal in New Delhi. The applicant will be timely informed about the same through the email ID provided in the column 19 of the visa application form as well as in this checklist (above). <b><u>It is essential therefore that the applicant provides his/her correct contact details.</u></b></p> <p><b><u>Can my family members apply for the visa for accompanying family members while I apply for the D4 visa?</u></b></p> <p><b>Yes.</b> The D4 visa grants the right to the family member(s) of the D4 visa applicant to apply together with him/her for the visa for accompanying family members (D8). Family members of the D4 applicant do not need an appointment at VFS, although they should submit their applicants at the same time as the D4 applicant and applications shall be assessed together.</p> <p><b><u>What is the standard processing time of a D4 visa application?</u></b></p> <p>The <b>standard processing time</b> of a D4 visa application is <b>60 (sixty) calendar days</b>. This period starts counting <b>only</b> 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.</p>



<p align="center"><b><u>REQUIRED DOCUMENTS</u></b></p> <p><b>If not otherwise noted</b>, 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.  <b>Please mark on the right column if you submitted the document / form or not</b></p>	YES	NO
<p><b><u>Portuguese visa original application form</u> duly filled in and signed by the applicant.</b></p> <p>The visa application form is free of charge and can be downloaded from the website:  <a href="https://vistos.mne.gov.pt/images/formulario_visto_nacional_en.pdf">https://vistos.mne.gov.pt/images/formulario_visto_nacional_en.pdf</a></p> <p>Each applicant shall submit a complete and signed application form individually. <b>Please submit all pages of the application form.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<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 visa.</li> <li>• 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.</li> <li>• 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.</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, 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.</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. Stappled of 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 cover letter</u></b></p> <p>Original letter in which the applicant explains the reasons for applying for a D4 visa.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>School/University certificates duly attested:</u></b></p> <p><b><u>1. Indian documents have (mandatory) to be attested first by the competent State / Union Territory Department where the document was issued AND then by the Ministry of External Affairs with the apostille sticker.</u></b> Applicants must check the official information about the official procedure at the following hyperlinks:</p> <ul style="list-style-type: none"> <li><a href="#">Frequently Asked Questions - Consular section - Embassy of Portugal in India</a></li> <li>List of competent authorities and entities at each Indian State and Union Territory: <a href="https://www.mea.gov.in/Images/attach/DetailsofRACsAppamndixCnwagai.pdf">https://www.mea.gov.in/Images/attach/DetailsofRACsAppamndixCnwagai.pdf</a></li> </ul> <p><b><u>2. The certificates issued in Bangladesh, Bhutan, Nepal, Maldives and Sri Lanka must be (mandatory) authenticated by the Ministry of Foreign Affairs of the respective country AND after also legalized by the respective Embassy/High Commission in New Delhi.</u></b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Proof of means of subsistence</u></b></p> <p>For the purposes of proof of means of support, the following must be considered:</p> <ol style="list-style-type: none"> <li>The means derived from grants, scholarships, employment contract or promise of employment research contract;</li> <li>The presentation of a sponsorship letter, with a legalized signature, issued by the host organization for trainees or workers, as well as by the organization responsible for student exchange or volunteer programs.</li> </ol> <p>The applicant must submit <b>original</b> bank statements (<b>photocopies will not be accepted</b>) of the previous six months as well as the ITRs of the previous three years. <b>The bank statement must be issued (not downloaded by the applicant)</b>, stamped and signed by the bank.</p> <ul style="list-style-type: none"> <li>Proof of the financial resources may be also waived upon the presentation of a <a href="#">term of responsibility</a> signed by either the Portuguese citizen or a foreign citizen legally living in Portugal responsible for the visa applicant, 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: <a href="https://vistos.mne.gov.pt/images/termo_responsabilidade_aima_2024_2.pdf">https://vistos.mne.gov.pt/images/termo_responsabilidade_aima_2024_2.pdf</a> . To be considered valid, the document and the signature</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



<p>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.</p> <ul style="list-style-type: none"> <li>• <b>Please note (very important!):</b> The "Statement of Responsibility" must be submitted with the sponsor/invitee the following supporting documents: <ul style="list-style-type: none"> <li>○ Declaração de IRS (Portuguese Income Tax Declaration) of the previous two years; <b>AND</b></li> <li>○ Salary Slips of the previous three months; <b>AND</b></li> <li>○ Portuguese bank statements of the previous three months; <b>AND</b></li> <li>○ Title of property in Portugal or rental contract (if sponsor/invitee is providing the accommodation); <b>AND</b></li> <li>○ 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.</li> </ul> </li> </ul> <p><b>Exemptions:</b> consult the specific section according to the purpose of stay.</p>		
<p><b><u>Travel Insurance (original):</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>• Applicants from outside India, should get their travel insurances in their country of residence.</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 Portugal.</li> <li>• The document must be original and should have a QR code to be verified, in order to be considered valid.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Police Clearance Certificate issued by the competent authority (is only considered valid up to three months after the date of issuance) issued by the competent authority</u></b> 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"> <li>a. <b><u>Applicants from India or Indian nationals:</u></b> 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: <a href="https://www.mea.gov.in/apostille-menu.htm">https://www.mea.gov.in/apostille-menu.htm</a></li> <li>b. <b><u>Applicants from Nepal, Bangladesh, Sri Lanka, Bhutan and the Maldives:</u></b> the Police Clearance Certificate must be legalised previously by both the correspondent Ministry of</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>



Foreign Affairs and the respective embassy in New Delhi (document must be legalised already at the moment of submitting the application).		
<b><u>Proof of accommodation</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>SPECIFIC D4 DOCUMENTS</u></b>		
<p><b>If not otherwise noted</b>, 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><b>Depending on the specific purpose of stay, the following documents must be submitted:</b></p> <p><b>a. <u>Research:</u></b></p> <ul style="list-style-type: none"> <li>• Employment contract or hosting agreement with the research centre or university; <b><u>OR</u></b>,</li> <li>• Letter of acceptance from the research centre or the higher education institution and proof of scholarship or research grant; <b><u>OR</u></b>,</li> <li>• Sponsorship letter signed by the research centre or higher education institution guaranteeing their admission and living expenses.</li> </ul> <p>Researchers admitted to a research centre or higher education institution officially recognized under the terms of the legislation in force (Article 91-B of Law 23/2007) are exempt from presenting: health insurance or equivalent, employment contract or hosting agreement, travel insurance and means of support. <b>Whenever the applicant is the beneficiary of a study or research grant, he is exempt from presenting the document proving admission, as well as proof of sufficient means of support, provided he informs the Consular Post of this fact.</b></p> <p><b>b. <u>Higher education:</u></b></p> <ul style="list-style-type: none"> <li>• Proof of fulfilment of admission criteria or acceptance to a higher education institution for a study program and proof of sufficient means of support to attend the study program.</li> </ul> <p><b>Higher education students admitted</b> to a higher education institution officially recognized under the terms of the legislation in force (<b>Article 91º-B of Law nº 23/2007</b>) are exempt from presenting health insurance or equivalent, from proving admission conditions or how they were accepted in a higher education institution, travel insurance or means of support.</p> <p>All the students benefiting from a scholarship, as well as beneficiaries of a scholarship awarded by <b>Camões – Instituto da Cooperação e da Língua</b> –, are exempt from presenting proof of admission and proof of</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



sufficient means of support.

**c. Secondary school study program or vocational education**

- Proof of admission in a recognized education program equivalent to levels 2 and 3 of the international standard education classification, in a student exchange program or through individual admission to an educational project conducted by a recognized educational establishment;
- Must be 14 to 21 years of age;
- Proof of hosting a family or having secured accommodation in suitable facilities, within the educational establishment or elsewhere;
- Proof of admission to a course of qualification levels 4 or 5 of the National Qualifications Framework (QNQ) or training courses provided by educational or vocational training establishments, provided they have means of support, travel insurance and health insurance.

In the case of student's exchange program, proof of means of support can be carried out by submitting a statement of responsibility, with legalized signature, by the organization responsible for student exchange programs.

All students benefiting from a scholarship awarded by **Camões – Instituto da Cooperação e da Língua** – are exempt from presenting proof of admission and proof of sufficient means of support.

**d. Internship/traineeship programmes:**

- Proof of internship acceptance by the certified host entity; and,
- Theoretical and practical training contract, in the field of the applicant's higher education diploma or of the cycle of studies he is attending, which must contain: training program, duration and schedule of training, location and supervision conditions of the internship, characterization of the legal relationship between the trainee and the host entity, mention that the internship does not replace a job and that the host entity is responsible for reimbursing the state for living and repatriation expenses, if the trainee remains illegally in national territory. Proof of support can be provided by submitting a sponsorship letter, with a legalized signature, by the host entity for trainees.

**e. Voluntary programmes:**

- Contract with the host entity responsible for the volunteer program, with the duration, schedule, supervision conditions and guarantee that lodging and boarding will be covered, including a minimum amount of support allowance or pocket money; and,
- Subscription of civil liability insurance by the host entity, except in the case of volunteers participating in the



European Voluntary Service. Proof of means of support can be provided by submitting a sponsorship letter ([termo de responsabilidade](#)) with a legalized signature, by the organization responsible for the volunteer program.

**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 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 D4 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 this 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:** .....