

VFS PORTUGAL

	TEMPORARY STAY VISA CHECKLIST-WORK (for stay less than one year)	Yes	No
1	Online Visa Application Form completely filled and signed by the applicant (Date on Online Visa Application form should be the same date as the appointment for visa submission).		
2	One Recent (not older than six months) passport-size photographs in color with white background. (3.5cm / 4.5cm) (without Glasses-Specs)		
3	Original Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and itinerary of the visit in brief Full address/contact details of the Host / Relative / Hotel in Portugal. The cover letter should also mention the name and relation of any accompanying travelers with their passport numbers, Passport copy and Ticket copy. If the accompanying travelers already possess a valid Schengen Visa, please enclose a photocopy of the same and if applying through another Embassy/Consulate, please provide the details.		
4	Original Employment Covering Letter from the Indian organization or company mentioning the designation and current profile of the applicant, purpose of the visit, itinerary, name & contacts of the company in Portugal with complete and full address and contacts of host / hotel accommodation in Portugal.		
5	Overseas travel medical insurance 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 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 & departure India.		
6	Proof of Accommodation (confirmation of reservation of Hotel/Apartment).		
7	Reserved Onward / Return Flight Travel Ticket. Flight tickets of accompanying travellers in Portugal if any. IMPORTANT: All visa applicants are required to submit confirmed tickets and hotel bookings with complete payment details upon collection of their passports if the visa is issued.		
8	Internal Travel – Air Tickets/Bus Reservations/Euro Rail Reservation/Car Booking required if travelling to more than one country within Schengen area. In case, the applicant is scheduled to travel to some other country than Schengen countries, prior or post to the travel to Portugal are requested to submit the confirmed air ticket for that particular travel.		
9	Minors below 18 years travelling alone must submit the written consent (NOC) from their parents / guardian on: ➤ Rs.100 Stamp Paper signed by both Parents / Guardian mentioning Financial Sponsorship for Travel and must be Notarized. If the minor is travelling with only one Parent or Guardian, the same NOC will be required from the other Parent / Guardian not travelling with them. Note: The Parents/Guardian should introduce himself/herself and complete passport details, introduce the traveller/applicant and complete passport details, mention the Govt. Id No. for both Parents/Guardian & traveller, complete current residence address and mention about the complete stay in Portugal on the Rs.100 stamp paper. The copy of the Govt. Id proof which contains the mentioned Govt. Id No. on the stamp paper has to be Notarized.		
10	Travelling for Work ◆ Covering letter from Indian firm stating the purpose and duration of the stay ◆ Invitation letter from Portuguese firm confirming the purpose and duration of the stay ◆ Copy of the work contract (individual or between two companies)		
11	Police Clearance Certificate issued from Passport Office (not required for minors below sixteen years) in English and duly translated to Portuguese. The documents shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, and Patiala House, New Delhi. ➤ PCC In English Language: Apostille		

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	➤ PCC Translated In Portuguese Language : Apostille		
12	Proof of sufficient funds to cover expenses during the stay in Portugal: self-supporting means, paid by the company / scholarship or any other means of sponsorship. <ul style="list-style-type: none"> ○ Copy Salary Slips for the last 3 months (if working). ○ Bank Statements for the last 6 months ○ Copy of Indian Income Tax Return Verification Form-V for the last 03 Years and Copy of Pan Card 		
13	Sponsorship Proof, if sponsor is in India: <ul style="list-style-type: none"> ○ If the applicant is sponsored by other than the inviting/employer organization, an original Sponsorship Letter is required on Rs.100 Stamp Paper with sponsor's Govt. ID Copies and must be notarized. ○ If the Sponsor is in not in India, the Sponsorship Letter should be Notarized/Attested by a Notary/Advocate if in the E.U. or from the respective Portugal Consulate/Embassy in other countries. <p>Note: The Sponsor person should introduce himself/herself and complete passport details, introduce the traveller/applicant and mention complete passport details and about the complete stay in Portugal on the Rs.100 stamp paper.</p>		
14	Declaration form granting SEF (Foreign and borders office) permission for consulting criminal records in Portugal (not required for minors below 16 years).		
15	The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), 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"> ○ 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. ○ Schengen Visa copies if issued in the last 03 years. 		

IMPORTANT:

- All visa applicants are required to submit confirmed tickets and hotel bookings with complete payment details upon collection of their passports if the visa is issued.
- 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: _____

Applicants Name:**Signature:**

VFS Staff Name: **Date:**

Comments (if any):

Personal Interview Date (if applicable):

Biometrics Done: