

VFS PORTUGAL

	STUDY / TRAINING VISA CHECKLIST	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) (Do not Staple)		
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 No Objection Certificate from the current Institute/School		
5	Proof of acceptance (Invitation) in a course of study/ research work /training programme in a recognized University/Institute/company in Portugal		
6	Reservation of Onward / Return Flight Travel Ticket. Flight tickets applicant and of accompanying travellers to Portugal, if any.		
7	Internal Travel (if applicable) – 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, applicants are requested to submit the reservation tickets for that particular travel.		
8	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, loss of baggage, 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		
9	Proof of Accommodation (Hotel/Apartment booking reservations). Please provide a booking reservation directly from Hotel or from any booking sites. Example: booking.com, makemytrip.com, yatra.com etc. Note: Hotel bookings done by any third party travel agent are not acceptable.		
10	Recently issued 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. <ul style="list-style-type: none"> ➤ PCC In English Language: Apostille ➤ PCC Translated In Portuguese Language : Apostille 		
11	Proof of sufficient funds to cover all expenses during the stay in Portugal: self supporting means (i.e. Bank Statement for the last three months) & documentary proof that the applicant is a beneficiary of scholarship/grant sponsored by the Portuguese authorities, European Union or a company. <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. Note: In case the applicant has not filed the Income Tax returns for the last 03 years, the same needs to be mentioned on the covering letter with justification for the same.		
12	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 Notarized Sponsorship Letter is required on Rs.100 Stamp Paper with 		

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	<p>sponsor's Govt. ID notarized Copies.</p> <ul style="list-style-type: none"> ○ 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 provide complete passport details, introduce the traveller/applicant and mention complete passport details and about the complete stay in Portugal.</p>		
13	<p>Minors below 18 years travelling alone must submit the written consent (NOC) from their parents on:</p> <ul style="list-style-type: none"> ➤ Rs.100 Stamp Paper signed by both Parents mentioning Financial Sponsorship for Travel and must be Notarized. <p>If the minor is travelling with only one Parent, the same NOC will be required from the other Parent not travelling with them.</p> <p>Note: The Parents should introduce himself/herself and mention complete passport details, introduce the traveller/applicant and mention complete passport details, mention the Govt. Id No. for both Parents & traveller, complete current residence address and mention about the complete stay in Portugal on the Rs.100 stamp paper.</p> <p>The copy of the Govt. Id proof which contains the mentioned Govt. Id No. on the stamp paper has to be Notarized.</p>		
14	Documentary Proof of Educational/Professional Qualifications copy		
15	Declaration form granting SEF (Foreign and borders office) permission for consulting criminal records in Portugal.		
16	<p>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.</p> <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. ○ Copies of all the pages that contain Occidental visas. 		

IMPORTANT:

- The rules and requirements are subject to change without prior notice.
- Applicant could be asked for additional documents or may be required for a Skype Interview .
- 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:**