

SCHENGEN VISA - PORTUGAL

Stated below are the list of document required to process the visa *schengen* Portugal.

This Schengen Portugal Visa means that your main stay and the longest are going to be in Portugal.

1. Filled up the visa application form
2. Documents ;
 - a. Original valid passport. Passport validity not less than six months expiration from the application date
 - b. Copy of passport
 - c. Coloured photograph, with white background, 3x4cm
 - d. For Tourist Visa, submit complete and detailed itinerary
 - e. Provide employment letter, self-sponsored letter, or student card.
 - f. For Tourist visa sponsored by Portuguese, please provide need original document of **"Term of Responsibility"**, authenticated by SEF officer or notary. Also the copy of ID/Passport.
 - g. For Short Stay Business Visa, office and sponsor letter from local company (original documents) and the Portuguese company.
 - h. Hotel reservation confirmation from all *schengen* countries to be visited
 - i. Booked Flight Ticket;
 - j. Last 3 (three) months financial statement.
 - k. *Travel Insurance*
 - l. Valid ID card and Family Registration (Kartu Keluarga)

Additional documents:

- m. If the applicant is children below 18 years old and will travel only with one of the parents/ family, both of parents need to come when submitting the application. If both of the parents are unable to come, you need to provide acknowledge letter from the both side of parents that stated of your children will go to schengen countries, and has been apostilled by KEMENKUMHAM.
- n. If the applicant is foreign resident in Indonesia, then the applicant has to attach the valid (KITAS) / visa residence, copy of working contract in Indonesia

Biometric Exceptions:

- 1) Children below 12 years old
- 2) Holder of Diplomatic / Service passport of Indonesia
- 3) Applicant of Portugal Visa National.

Declaration: I confirm that I have submitted only the above checked documents.

Applicant's Name:

Passport No.:

Applicant's Date of Birth:

Process Date:

Travel Date:

Contact. No:

Email Id:

Comments (if any):

Applications submitted by:

Sign:

VFS Staff Name:

Date: