

## PORTUGAL - CHECK LIST FOR BUSINESS, CULTURAL EVENTS OR SPORTS

	YES	NO
<b>Application form</b> duly filled in block capitals. Application must be <u>signed and dated</u> by the applicant on submitting the application. The visa application form can be downloaded from the website <a href="http://www.vistos.pt">www.vistos.pt</a> .		
One recent (less than 6 months old) passport-size <b>photography in color</b> with good resemblance (3,5 cm/4,5 cm).		
<b>Passport</b> valid for at least 3 months beyond the intended duration of stay in the Schengen area with at least 2 blank pages.		
Copy of the <b>flight ticket</b> or flight reservation including return flight.		
<b>Proof of accommodation</b> for the whole duration of the intended stay; hotel reservations, rental of holiday home, campus residence reservation or proof of private accommodation (invitation form from the host dully notarized).		
<b>Minors</b> travelling alone or with one parent must present: letter of consent from the other parent or both parents/legal guardian(s); copy of the birth certificate of the minor; ID card/passport of both parents/legal guardian(s).		
<b>Travel medical insurance</b> valid for all Schengen countries covering the entire duration of the stay with a minimum coverage of 30.000€ for all risks (e.g. accident, illness, medical emergency evacuation, etc).		
<b>Residence permit</b> in the country when the applicant is not a National of the Country where he is applying .		
<b>Proof of employment and income:</b> <b>For employees:</b> letter from your employer confirming your leave for that period + pay slips covering the last three months + personal tax clearance + personal bank statements covering the last three months; <b>For self employed:</b> tax clearance + personal bank statements covering the last three months; Proof of commercial activities in Nigeria and overseas for business persons e.g. bills of lading, receipt book, etc;		
<b>Invitation letter</b> from the company based in the Member State of destination. The letter should contain relevant personal data on the invited person, purpose of the visit and duration of stay. <b>FOR BUSINESS</b>		
TCC (Tax Clearance Certificate) and Certificate of Business Incorporation (certificate of registration of a company or business). <b>FOR BUSINESS</b>		
Proof of commercial activities in Nigeria and recent business contacts, ongoing commercial relationship with the company that invites the person (contracts, bills, commercial correspondence, etc.). <b>FOR BUSINESS</b>		
<b>In the case of participation in conferences, fairs, seminars, congresses, sport events, etc:</b> An invitation from a company or an authorized body. An invitation from a company or an authorised body to attend events connected with trade, industry, work or spots; Proof of registration and entry tickets for events, if applicable; Other documents proving the existence of trade or work relations. <b>FOR CULTURAL or SPORT ACTIVITIES</b>		

I have been advised to provide the above-mentioned documents but I intend to submit my application without the documents crossed in the check-list. I understand that failure to provide these documents may result in the refusal of my application.

**Applicant's Signature:**

**Date :**

**FOR OFFICE USE ONLY**

The applicant has submitted the supporting documents above

I have advise him/her that failure to submit all necessary documents may result on the refusal of the application.

**VAC OFFICER ONLY SIGNATURE**

**DATE**