

**PORTUGAL – CHECKLIST FOR MORE THAN 3 MONTHS STAY
IN STUDY PROGRAMS, STUDY EXCHANGE,
UNPAID PROFESSIONAL INTERNSHIP,
VOLUNTARY SERVICE**



EMBAIXADA DE PORTUGAL
ISLAMABAD

(NATIONAL – TEMPORARY STAY VISA)

Name and surname of applicant:
E-mail address:
Telephone no.:

	Documents provided by all VISA applicants must be in Portuguese or English language	YES	NO
1	Visa application filled and duly signed by applicant <ul style="list-style-type: none"> ➤ For minors and incapacitated, forms should be signed by the legal guardian 		
2	Two recent passport size photographs <ul style="list-style-type: none"> ➤ Passport type, recent and in good condition to identify the applicant (1 for this form) 		
3	Passport / travel document <ul style="list-style-type: none"> ➤ Valid for 3 months after the estimated date of return ➤ It is recommended to attach previous passports (if applicable) ➤ 1 copy 		
4	Proof of regular situation <ul style="list-style-type: none"> ➤ In case of residence in a country other than the country of current nationality, which must be valid 3 months after the estimated date of return 		
5	Valid travel insurance (original + 1 copy) <ul style="list-style-type: none"> ➤ Cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. A certificate policy is mandatory 		
6	Criminal record certificate (*) <ul style="list-style-type: none"> ➤ Issued by the competent authority of the country of the applicant's nationality or of the country where the applicant has resided for over a year 		
7	Request for criminal record enquiry by the Immigration and Border Services (SEF) Not applicable to minors under the age of sixteen		
8	Copy of the return ticket		
9	Proof of financial resources <ul style="list-style-type: none"> ➤ Bank statement last 3 months ➤ Proof of means of subsistence can be made by submitting a term of responsibility signed by the host entity for interns or workers, as well as by the organization responsible for student exchange or volunteer programs. (must be legalized by a Public Notary) 		
10	Proof of exceptional circumstances		
11	Study Purposes <ul style="list-style-type: none"> ➤ Document issued by the institution and document certifying enrolment; and ➤ A statement signed by the host family; or ➤ Proof of housing <p>To determine means of subsistence means obtained through grants or scholarships should be taken into consideration. Proof of means of subsistence can be produced through a statement of responsibility issued by the workers hosting entity. (must be legalized by a Public Notary)</p> Professional internship purposes <ul style="list-style-type: none"> ➤ Document issued by the company or professional training facility ➤ Officially recognized, certifying acceptance to the program, and when necessary, training contract and calendar 		

	<p>Volunteer work purposes</p> <ul style="list-style-type: none"> ➤ Document issued by an officially recognized institution in charge of the volunteer program, in Portugal, certifying admission to the program ➤ Proof of means of subsistence can be produced through a statement of responsibility issued by the organization hosting volunteers. (<u>must be legalized</u> by a Public Notary) <p>Framework of international commitments</p> <ul style="list-style-type: none"> ➤ Service agreement contract between the third-country national and the final consumer; and ➤ Certificate of technical qualification for the delivery of the referred service 		
12	<p>Minors (*)</p> <ul style="list-style-type: none"> ➤ Copy of the minor's birth certificate (enclose original for verification) 		
13	<p>Minors (*)</p> <ul style="list-style-type: none"> ➤ Require a travel authorization by the parents or legal guardian – proof of consent- Parental authorization for the minor to travel and stay in Portugal for the period specified according to the reason for the stay ➤ Copy of the parents passports and copy of the parent's identity card ➤ Copy of the Court order establishing family relationship or guardianship for the purpose of the intended trip (if applicable) 		

PLEASE NOTE: Pointers (*) all the documents presented must be translated to Portuguese or English language (if applicable) and attested by the Ministry of Foreign Affairs.

The Embassy of Portugal in Islamabad reserves the right to request further documentation if deemed necessary, may call the applicant for an interview. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

The Embassy cannot be held responsible for any financial losses, nor can the visa fee be refunded in case of a refusal.

The presentation of all necessary documents in the visa application may not be construed as an automatic approval of the visa.

REMARKS to be filled up VAC staff (please tick what is relevant)	YES	NO
Applicant's first application for a visa?		
Refused visa in the past? Country and year?		
Applicant's documents are complete?		
Due to incomplete documents:		
1) Applicant has been informed that an application without the complete set of documents and proper information according to the above mentioned may result in a refusal of the visa application?		
2) Applicant wishes to submit application.		

Remarks:

SIGNATURES AND AGREEMENT

1) Visa applicant:

I have read and agreed to the terms and conditions valid for this visa application as per above.

Place and date

Signature

2) VAC staff:

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date

Signature