



**PORTUGAL – CHECKLIST FOR RESEARCH, STUDY, HIGHER  
EDUCATION STUDENTS EXCHANGE AND VOLUNTEER WORK  
(NATIONAL – RESIDENCE VISA)**

EMBAIXADA DE PORTUGAL  
ISLAMABAD

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	<b>Visa application filled and duly signed by applicant</b> ➤ For minors and incapacitated, forms should be signed by the legal guardian		
2	<b>Two recent passport size photographs</b> ➤ Passport type, recent and in good condition to identify the applicant (1 for this form)		
3	<b>Passport / travel document</b> ➤ Valid for 3 months after the estimated date of return ➤ It is recommended to attach previous passports (if applicable) ➤ 1 copy		
4	<b>Proof of regular situation</b> ➤ 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	<b>Valid travel insurance (original + 1 copy)</b> ➤ 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	<b>Criminal record certificate (*)</b> ➤ 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 ➤ Except for applicants under sixteen		
7	<b>Request for criminal record enquiry by the Immigration and Border Services (SEF)</b> ➤ Not applicable to minors under the age of sixteen		
8	<b>Proof of financial resources</b> ➤ Bank statement last 3 months ➤ Proof of means of subsistence can be done through a term of responsibility ( <i>Termo de Responsabilidade</i> ) signed by the host entity for interns or workers, as well as by the organization responsible for student exchange or volunteer programs. ( <b>must be legalized</b> by a Public Notary)		
9	<b>Research purposes</b> ➤ Work contract or host agreement with the research centre or university; or ➤ Letter of acceptance by the research centre or university and prof of scholarship or research grant; or ➤ Statement of responsibility signed by the research centre or university to cover admission and living costs ➤ Researchers admitted to a research centre or higher education institution officially recognized under the terms of the legislation in force (Article 91-B of Law 23/2007) are exempt from presenting health insurance or equivalent, employment contract or convention, travel insurance and means of subsistence ➤ Whenever the applicant is the beneficiary of a study or research grant, he is exempt from presenting the document proving admission, as well as proof of sufficient means of subsistence, provided he informs the Consular Post of this fact  <b>Higher education purposes</b> ➤ Fulfils admission criteria or has been accepted to university for a study program and has enough financial resources to attend such program ➤ <b>Higher education students admitted to a higher education institution</b> officially recognized under		

**the terms of the legislation in force (Article 91-B of Law 23/2007) are exempt** from presenting health insurance or equivalent, from proving admission conditions or how they were accepted in a higher education institution, travel insurance or means of subsistence

- All students benefiting from a scholarship, as well as beneficiaries of a scholarship awarded by Camões – Instituto da Cooperação e da Língua, are exempt from presenting the document proving admission and proof of sufficient means of subsistence

#### **Secondary Education purposes**

- Evidence of having been admitted attending a recognized education program equivalent to levels 2 and 3 of the international standard education classification, in a student exchange framework or through individual admission to an educational project carried out by a recognized educational establishment
- Be between 14 and 21 years of age
- Proof of having been hosted by a family or having secured accommodation in suitable facilities, within the educational establishment or elsewhere
- Proof of having been admitted attending a course of qualification levels 4 or 5 of the National Qualifications Framework (QNQ) or training courses given by educational or vocational training establishments, if they prove they have the means, travel insurance and insurance of health
- In the case of student exchange, proof of means of subsistence can be carried out by submitting a statement of responsibility by the organization responsible for student exchange programs
- All students benefiting from a scholarship, as well as beneficiaries of a scholarship awarded by Camões – Instituto da Cooperação e da Língua, are exempt from presenting the document proving admission and proof of sufficient means of subsistence

#### **For internship purposes**

- Proof that has been accepted as an intern by a certified host entity; **and**
- Theoretical and practical training contract, in the field of the higher education diploma that you hold or of the cycle of studies you attend, which must contain: training programme, duration and schedule of training, location and supervision conditions of the internship, characterization of the legal relationship between the intern and the host entity, mention that the internship does not replace a job and that the host entity is responsible for reimbursement to the state for the expenses of stay and removal if the intern remains illegally in National territory
- For proof of means of subsistence, it can be done through the presentation of a term of responsibility by the host entity for interns. (**must be legalized** by a Public Notary)

#### **For volunteer work purposes**

- Contract with the host entity responsible for the volunteer program, with the duration, schedule, supervision conditions and guarantee of covering food and accommodation expenses, including a minimum amount of subsistence allowance or pocket money; **and**
- Subscription of civil liability insurance by the host entity, except in the case of volunteers participating in the European Voluntary Service
- Proof of means of subsistence can be done by submitting a statement of responsibility by the organization responsible for volunteer programs. (**must be legalized** by a Public Notary)

10	<b>Minors (*)</b> <ul style="list-style-type: none"> <li>➤ Copy of the minor's birth certificate (enclose original for verification)</li> </ul>		
11	<b>Minors (*)</b> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Copy of the parents' passports and copy of the parent's identity card</li> <li>➤ Copy of the Court order establishing family relationship or guardianship for the purpose of the intended trip (if applicable)</li> </ul>		

**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.

<b>REMARKS to be filled up VAC staff (please tick what is relevant)</b>	<b>YES</b>	<b>NO</b>
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:**

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**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