

## SCHENGEN VISA CHECKLIST

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| <b>Applicant's name and surname:</b>   |                          |                          |
| <b>Email address:</b>  |                          |                          |
| <b>Direct phone number:</b>  |                          |                          |
| <b>Purpose for traveling to Portugal:</b>  |                          |                          |
| <b>GENERAL REQUIREMENTS</b>  |                          |                          |
|  | <b>YES</b>               | <b>NO</b>                |
| <b>National Visa application</b> filled in and duly signed by the applicant (or by the legal guardian in case of minors or the disabled);  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>1 identical passport-sized photograph</b> , recent and in good condition to identify the applicant.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Passport</b> or other travel document, valid for at least 3 months beyond the intended period of stay;<br><br>Photocopy of passport (biographical data).  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Proof of regular status</b> , if of other nationality than that of the country where applying for a visa, valid beyond the date of expiry of the visa you are applying for.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Valid travel insurance</b> , covering necessary medical expenses, including urgent medical assistance and possible repatriation- minimum 30.000€.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of the <b>round-trip transport tickets</b> from/to original country and the Member State of destination.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Proof of lodging</b> , such as reservation of accommodation for the entire of the stay in Schengen territory or, if residing with family/friends/sponsors, proof of sponsorship ( <b>AIMA's model 4 form</b> ) and accommodation.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>In case of the applicant being a minor travelling alone or with one of the parents/legal guardians:</b> <ul style="list-style-type: none"> <li>- Proof of consent by one or the two non-travelling parents, with details of the planned trip and names of the responsible sponsor/guardian for the trip. Signatures must be legalized accordingly.</li> <li>- Copy of the non-travelling parent(s) National Identity Cards and Passports</li> <li>- Proof of enrolment at school</li> <li>- Copy of the court order establishing family relationship or guardianship for the purpose of the intended trip.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |



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| <ul style="list-style-type: none"> <li>• For <b>business purposes</b>, an invitation clarifying on the purpose of travelling and date of arrival and departure, as well as host organization and person responsible; <b>or</b>,</li> <li>• For <b>participation in political, economic, scientific, cultural, sport or religious events</b>, proof of attendance is required, registration or entry ticket; <b>or</b>,</li> <li>• For <b>journeys undertaken for medical reasons</b>: an official document of the medical institution confirming necessity for medical care in that institution and proof of sufficient financial means to pay for the medical treatment; <b>or</b>,</li> <li>• <b>Entry visa for the destination country (if applicable).</b></li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Additional and specific proof of <b>financial means of support and ties to the country of residence.</b></p> <ul style="list-style-type: none"> <li>- Payslip for the last three months before applying</li> <li>- Copy of the employment contract</li> <li>- Employer's letter stating the approval for leave of absence, with specific dates mentioned, position and salary of the employee, duration of employment, purpose of absence and contact number of the employer</li> <li>• In case of being <b>Self-employed</b>, certificate of registration of the company</li> <li>• In case of being <b>Civil servant/Government employee</b>, Non Objection Certificate (NOC) issued by the Administration/Public service, stating the dates of the visit.</li> <li>• In case of being <b>retired</b>, pension statements for the last six months.</li> <li>• In case of <b>Sponsorship</b>, proof of Sponsorship in <b>AIMA's model 4 form</b>.</li> <li>• In case of being <b>dependent from another applicant</b>, FRC or proof of family relationship through national civil status records</li> <li>• In case of being a <b>student</b>, proof of enrolment at university and student's card.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>SPECIFIC DOCUMENTS FOR PAKISTAN NATIONALS</b>   |                          |                          |
| <b>Proof of residence</b> , Copy of Pakistani identity card (CNIC) or proof of legal residence in Pakistan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Proof of the existence of <b>means of support and ties to the country of residence.</b></p> <ul style="list-style-type: none"> <li>- Bank Statements showing movements in the last six months, duly signed and stamped by the bank;</li> <li>- Nation Tax Number Certificate;</li> <li>- Federal Board of Revenue tax return of the last two fiscal years</li> <li>- <b>Or</b>, other documented proof of income generating assets or means of substance</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Family Registration Certificate (FRC)</b> , in English, issued by NADRA.  | <input type="checkbox"/> | <input type="checkbox"/> |



| SPECIFIC DOCUMENTS DEPENDING ON TRAVEL PURPOSE  |                          |                          |
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| <b>Official visits and Members of Official Delegations</b> <ul style="list-style-type: none"> <li>Holders of official or diplomatic passports: <b>Note Verbale</b> issued by the MOFA and NOC from the belonging department, stating the purpose of the visit and its duration. Exemptions may apply to travelers in official duty.</li> <li>Non-diplomatic passport holders: letter on letterhead from the sending and an invitation letter from the receiving authorities, describing the names, position and purpose of visit.</li> <li>Media personnel accompanying official delegations: detailed invitation letter on letterhead and copy of press card.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Business</b> <ul style="list-style-type: none"> <li>Invitation on company/organization letterhead detailing identity of person, purpose of visit; dates and itinerary <b>and</b></li> <li>Documentary evidence of business relationship (copies of invoices, shipments, correspondence; <b>or</b></li> <li>In case of participation in commercial affairs: entry tickets and/or stall booking with payment receipt; <b>or</b></li> <li>in case the trip is intended for media reportage, copy of press card, letter of sending media organization detailing purpose of the trip and name of journalist (s) or, for freelance journalists, evidence of professional activities;</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Tourism and Visit Family and Friends</b> <ul style="list-style-type: none"> <li>proof of sponsorship. Some Member States may require that proof to be submitted as per a national official format (c.f. website of the Member State(s) of intended destination); <b>and</b>,</li> <li>if the applicant is visiting a close relative, proof of family relationship through copy of the Family Registration Certificate (FRC) issued by NADRA (Pakistan National Database and Registration Authority), proof of family relationship through national civil status records; <b>and</b></li> <li>if the applicant is the spouse of the intended visited person, marriage certificate (Nikah Nama) and/or Marriage Registration Certificate issued in English, by Union Council of residence, or other proof as applicable for religious minorities.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Incentive package tours</b> <ul style="list-style-type: none"> <li>letter of organizing entity (company, department, association, academic institution, etc.) detailing the objective of the incentive package tour, conditions that have been met by beneficiaries (and indication whether or not beneficiaries include dependents) as well as a definitive list of participants, stating for each name, surname and date of birth as in passport.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |



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| <b>Short term study, research or internship and practical trainings</b> <ul style="list-style-type: none"> <li>- letter of receiving organization (academic institute or enterprise) stating the duration of the studies, internship or practical trainings, topic of study or research, and in the case of internships and practical trainings, name and position of the mentor;</li> <li>- proof of affiliation or employment (letter and student card from an academic or research institution, or letter from employing company stating the purpose of internship or practical trainings); and</li> <li>- proof of personal income or income of the parents or other means of subsistence as stated under section 1.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Sports competitions</b> <ul style="list-style-type: none"> <li>- letter on official letterhead of the national federation featuring information on the competitor/athlete, including his/her Pakistani Identity Card (CNIC) number, his/her national ranking, mentioning the sport event where participation is intended, and/or names and position of people accompanying competitor/athlete if applicable;</li> <li>- invitation to participate from organizers located in the territory of the Member States and evidence of enrolment in the event and program;</li> <li>- evidence of insurance covering a sports event, covering potential injuries incurred during training or competition.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Medical treatment</b> <ul style="list-style-type: none"> <li>- medical certificate from a medical doctor or medical institution stating the need for a specific treatment to be received in an establishment located in the territory of the Member States; and/or</li> <li>- an attestation stating the need for the treatment to be delivered by the physician accredited with/or designated by the Member State consulate and whose consultation fees will be paid by the applicant;</li> <li>- letter on official letterhead from the receiving medical establishment confirming that the specific treatment can be performed on the patient who had given his/her consent accordingly;</li> <li>- proof of sufficient financial means to cover the expected comprehensive treatment and proof of pre-payment of the expected comprehensive treatment if applicable;</li> <li>- correspondence between the sending and receiving medical practitioners or establishment describing the arrangements made for the specific medical treatment including expected arrival of the patient and expected duration of the treatment, as well as describing the name of the patient's attendant(s) if applicable as well as facilities extended to them during the stay of the patient; and</li> <li>- in case of transplants, certificate of registration on the national list of patients awaiting transplants, issued by the surgical team who intends to undertake the operation.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Seafarers</b> <ul style="list-style-type: none"> <li>- seafarer's book;</li> <li>- appointment letter or invitation from the maritime agency or shipping company on its letterhead that will include the name, the flag of vessel to be joined, the registration number of the ship as well as the IMO number of the ship (if available); full details of the identity of the seafarer, including date of birth, passport number and seafarer's book, position to held on the vessel; date of arrival in territory of the Member States; time of boarding and disembarking of the vessel; full details of the local shipping/manning agency in the Member State of</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |



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| destination; date of arrival of the ship at the port where the seafarer is supposed to be recruited; date of departure of the ship from the port<br>- flight reservations and itinerary to be followed before boarding the vessel in the territory of the Member States;<br>- commitment in writing on company's letterhead from the maritime agency or shipping company based in a Member State to ensure repatriation to Pakistan at the end of contract if there are no subsequent contract offer by the same or other operator or in case of medical emergency;<br>- copy of contract or letter of appointment.   |                          |                          |
| <b>Airport Transit</b><br>- valid visa or other entry permit for the final country of destination;<br>- proof of reservation of flight ticket for the onward destination.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>TEMPORARY STAY VISA FOR MEDICAL TREATMENT – CPLP MOBILITY AGREEMENT</b>  |                          |                          |
| <b>CPLP citizens are exempt from presenting:</b> <ul style="list-style-type: none"> <li>• Travel insurance,</li> <li>• Return transport ticket; and,</li> <li>• Means of support, <b>upon presentation of a sponsorship letter</b>, with a legalized signature, issued by a Portuguese citizen or a foreign citizen, with a residence permit in Portugal, covering lodging and boarding, as well as the replacement of removal costs, in case of irregular stay.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Notes:</b> <ul style="list-style-type: none"> <li>• The NADRA documents must be <b>apostilled by the Ministry of Foreign Affairs (MOFA), simple attestation is not sufficient</b>. Additionally, these documents must be <b>issued within the last six months</b> to be considered valid.</li> <li>• Failure to submit all the necessary documents may lead to the rejection of the visa application.</li> <li>• The Consular Post reserves the right to request supplementary documents if necessary.</li> <li>• Even if all the requested documents are presented, it does imply the automatic granting of the visa. The visa fee is not refunded if the visa is refused.</li> <li>• Consult the legislation in force in <a href="#">Short Stay Visa - Required Documentation - Short Stay Visas (Schengen) - Visa</a></li> <li>• Means of support: <a href="#">Means of subsistence - Required Documentation - Short Stay Visas (Schengen) - Visa</a>.</li> </ul> |                          |                          |



