

Portuguese Republic

CHECKLIST FOR SCHENGEN VISA APPLICATIONS

August 2022

List of required documents for C type visa:

Application form, completely filled in and signed.

Note that for children under 18 years old, both parents must sign the application and copies of the father and the mother passports (1st and 2nd page) and copies of their IDs and ID slip have to be attached.

- Applications shall be lodged no more than six months before the start of the intended visit. Copy of ID and ID slip that shows the address and the spouse/children information.
- Minors (under the age of 18 years old) who are travelling without parents or with one of the parents must have a written consent from the parent or both parents who are not traveling with the child. In case of parents that are divorced, the consent must be signed by parent that holds the parental rights regarding the child. Consent must be accompanied by the court decision regarding the parental rights.

Two passport size photographs (white background, avoid white or bright clothes).

Valid passport for at least 3 months beyond the expected date of leaving the Schengen space.

- Copies of previous passports and visas.

Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment, COVID-19 treatment or death during the stay. The minimum coverage must be 30.000 EUR. (Please refer to the list of accredited companies).

- For 1 or 2 entries visa, Insurance should cover the whole period of the visa validity;

- For multiple entries visa, Insurance should cover the period of the first intended visit. Applicants must also present a declaration, signed and dated, by which they state and accept that they need to have a valid medical insurance for the subsequent trips.

Proof of sufficient financial means.

Copy of bank statement + certificate from a bank in Palestine showing movements of the applicant's account for the last 3 months, signed and sealed by the bank, and copy of credit card with credit card statements, and copy of salary slips of the last 3 months, and letter of invitation by company/institution confirming that they will bear all costs related to travel and stay, if the applicant is travelling at the company expense.

- Proof of property or membership in Federations or others.
- Money for the applicants keep during their stay (60 Euros per applicant and per day) and for the journey home.

Portugal requires that you have at least 60 EUR per applicant for each day spent in Portugal, meant as pocket money, except the accommodation which is paid in advance.

Documents that prove accommodation in Portugal: booking of hotel reservation for the whole period of stay if accommodation is not provided by host or official form /invitation letter confirming accommodation by the host. If staying with a host, host must provide a term of responsibility. If the host is a family member, proof of family link is requested. If host is a foreign national, copy of their valid Annual Residence Permit and Work Permit in Portugal is requested.

Reservation of round-trip ticket with intended dates of travel. Only when the visa is granted a non-refundable ticket/e-ticket will be requested as per the Schengen regulations.

All documents to be presented in English, including the additional ones requested depending on the specific purpose of travel as stated below.

Business visit:

- Letter of invitation from a Portuguese company duly signed and sealed, including full name of the applicant, purpose and length of visit, who will cover costs of travel and accommodation, company's contact details.

- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from the Portugal. If the employer is covering the trip costs, this should be mentioned as well. This should be written and signed on company paper with letterhead by the Company President.

Visit of a friend:

- Invitation

- Copy of passport and/ or residence card of the person living in Portugal.

- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from Portugal. This should be written and signed on company paper with letterhead by the Company President.

- Students shall submit certificate of the place of study, signed by the school authority.

Visit of a family member and relatives:

- Invitation

- Copy of relevant documents proving the family relations (certificates of birth, marriage etc.).

- Copy of passport and/ or residence card of the person living in Portugal.

- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from Portugal. This should be written and signed on company paper with letterhead by the Company President.

- Students shall submit certificate of the place of study, signed by the school authority.

Visit for medical treatment:

- Fixed appointment from a Portuguese doctor or hospital with the slip of the advanced payment of the medical treatment.
- Medical reports from a local doctor or hospital.

For training/internship/seminar/special course:

- Certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in Portugal, contact details of the education establishment/company/institution.
- In case of internship, letter from the company/institution indicating if the internship is paid (how much) or unpaid.
- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from Portugal. This should be written and signed on company paper with letterhead by the Company President.
- Students shall submit certificate of the place of study, signed by the school authority.

For political, scientific, cultural, sports or religious events:

- Signed invitation from the organizing authority of the event including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the organizing authority;
- Documents that prove applicant's connection with the sending organization.
- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from Portugal. If the employer is covering the trip

costs, this should be mentioned as well. This should be written and signed on company paper with letterhead by the Company President.

- Students shall submit certificate of the place of study, signed by the school authority.

F o r t o u r i s m :

- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from Portugal. This should be written and signed on company paper with letterhead by the Company President.

- Students shall submit certificate of the place of study, signed by the school authority.

- Travel plan / schedule; which sights/museums/places he/she is going to visit etc.

Minors (under the age of 18 years old) who are travelling without parents or with one of the parents:

- Consent from the parent or both parents who are not traveling with the child. If the parent is divorced and has the parental rights over the child, he/she must present the legal decision whereupon he/she are authorized to exert the said parental rights.

- Copy of passport and ID for the parent/parents.

- Birth certificate for the child.

1. All documents must be filled in English.

2. Applicants may be called for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present any other document that the Representative Office of Portugal in Ramallah might deem appropriate.

3. APPEALS: According to Schengen regulations, refused applicants may appeal the decision after signing the rejection notice.

4. The processing time for the visa can take up to three weeks.

Please note that this time is only the processing time at the Representative Office of Portugal in Ramallah and do not include the time it takes to send the application to the Office or to send the passport back to the applicant.

Declaration I have been informed that an application without a complete set of documentation according to the above mentioned checklist may result in the rejection of my visa application.

The Representative Office of Portugal in Ramallah reserves the right to ask for additional supporting documents or may call the applicant for an interview.

In all cases, the visa fee is non-refundable and does not guarantee the issuing of the visa.

Date _____ Applicant's Signature: _____

VAC Officer SO: _____

VAC Officer SO Checker: _____

VAC Officer Bio: _____

VAC officer DO: _____

VAC officer DO Checker: _____

Insurance Companies Accredited to the Schengen States in Ramallah

Company Name

1. Ahliea Insurance Group – AIG
2. Al-Takaful Palestinian Insurance Co.
3. Global United Insurance Company
4. Trust International Insurance Company – Palestine
5. National Insurance Company – NIC
6. Al Mashreq Insurance Company
7. Palestine Insurance Company – PIC Procedure

A . A r r a n g e t h e r e q u e s t e d d o c u m e n t s (i n E n g l i s h)

B . P r e s e n t t h e m a t t h e V A C

C . A p p l y i n p e r s o n . Y o u r a p p l i c a t i o n w i l l b e c h e c k e d a n d y o u r f i n g e r p r i n t s
a s w e l l a s y o u r d i g i t a l p h o t o g r a p h w i l l b e t a k e n

D . A p p r o x i m a t e l y t h r e e w e e k s l a t e r , i n q u i r e (e m a i l o r t e l e p h o n e) a b o u t t h e
s t a t u s o f y o u r v i s a .