



**DOCUMENT CHECK-LIST FOR ALL PERSONS TRAVELLING TO PORTUGAL FOR TOURISM OR
BUSINESS PURPOSES ON TRIPS UNTIL 90 DAYS:**

		Attached	
		Yes	No
1	Schengen Application form		
2	Original of the Passport		
3	Passport Copy		
4	Copy of the Qatar ID		
5	Employment letter		
6	Proof of Accommodation		
7	Proof of Transport		
8	Travel Insurance for Schengen States		
9	Proof of funds (Bank Statement – last 3 months)		
10	Recent Color ID photos, white background, recent (x2)		

- **Passport** – The Passport must be valid for at least 3 months after the date of return from your trip. It must contain at least 2 opposite valid blank pages (marked VISA). Clear copy of the applicant's passport on A4 paper, and copy of all Schengen Visa's if applicable.
- **Qatar ID** – Permit must be valid for at least 3 months after the return date from your trip. Clear A4 copy of both sides of the applicant's Qatar ID card.
- **Proof of Accommodation** – Confirmed hotel booking made directly with the hotel or through the travel fare aggregator websites only or details of private accommodation. Hotel vouchers from travel agencies are not accepted.
- **Proof of Transport** – Flight tickets, booking confirmations with dates of a round flight **tickets printed from the airline website**. If the trip includes more than one Schengen country, tickets of internal transportation between different countries is mandatory. Vouchers from travel agencies are not accepted.
- **Employment letter** – A letter from the sponsor showing clearly:
 - The monthly salary;
 - The position in the company;
 - The purpose of the trip;
 - The starting date and the duration of the professional contract.

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EMBASSY OF PORTUGAL DOHA

This letter must be addressed to the Portuguese Embassy in Doha and state to guaranty the return of the applicant to Qatar after the trip.

- **Travel Insurance** – The travel insurance policy certificate has to be provide, which shows:
 - Name of the insured person;
 - Policy number;
 - Amount of coverage (which should be for at least €30.000);
 - Duration of the coverage (which should be for the entire trip period);
 - The travel insurance should cover the entire Schengen territory; therefore the term SCHENGEN MUST appear on the policy certificate.
- **Photos** – 2 color ID photos with white background. The photos must be taken less than a year.
- For **Business Purposes**: Invitation letter from employer or the event organizer entity from Portugal, approval of subscription for a Fair

Applicant's signature:

VFS Officer:

Date: