



## Portugal - CHECKLIST FOR SHORT STAY VISA APPLICATION (KSA)

	Visa application requirements:	YES	NO	Remarks :
1.	<b>Application form</b> (available online, free of charge) <ul style="list-style-type: none"> <li>duly completed, signed and dated by the applicant or the legal guardian in case of minors (legal guardian's passport copy must be attached)</li> <li>A recent passport size photograph not older than three months with a white background (not stapled)</li> </ul>			
2.	<b>Original passport + copy of all relevant pages (ID page, previous Schengen visas, etc.)</b> must be valid for at least 3 months after the intended return from the Schengen area, be issued within previous 10 years and contain at least 2 blank pages if the passport does not state place of birth (KSA), ID card needs to be presented			
3.	<b>For business/conference/sports event visit:</b> letter from the inviting company/organizer stating the period and duration of stay, or official Invitation Letter form certified by the Portuguese Foreign Police <b>For visiting family or friends:</b> original letter from the inviting person stating the period and duration of stay, the contact details and a full reference address, or official Invitation Letter form certified by the Portuguese Foreign Police <b>For medical reasons visit:</b> <ol style="list-style-type: none"> <li>a recent medical report from a Saudi health or rehabilitation facility and,</li> <li>a letter issued by the receiving Sweden institution confirming the type of treatment reserved, the dates of stay and cost and,</li> <li>pre-payment or other proof of sufficient financial means for the treatment and related expenses</li> </ol> <b>For study visit:</b> official documents from the receiving Portuguese institution including contact details			
4.	<b>Hotel reservation(s) or other proof of accommodation for the whole stay in Schengen</b> for the whole of stay in the Schengen area			
5.	<b>Flight/travel reservations, including return flight</b> incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable			
6.	<b>Proof of sufficient financial means for the intended visit of the Schengen area</b> for Saudi nationals a bank statement for the past 3 months is requested, or a credit card statement with a copy of the credit card for non-Saudi nationals original bank statement for the past 6 months is requested (online print-out statements need to be stamped by the bank)			
7.	<b>Original letter from employer/sponsor in KSA</b> (stamped and signed, attested by Chamber of Commerce) stating employment status, position held, date of recruitment, length of contract, whether renewable or not, salary and the purpose of trip <b>Self-sponsored:</b> valid original trade license + 1 copy thereof with translation <b>Domestic staff:</b> a letter from sponsor and a copy of job contract			
8.	<b>Travel medical insurance policy</b> valid for the Schengen area and covering the entire period of intended stay minimum coverage of 30.000 EUR, including repatriation			
09.	<b>Minors travelling without parents/legal guardian:</b> original authorisation signed by parents/legal guardian and a copy of parent/legal guardian's passport			
	<b>Additional, for Non-Saudi applicants:</b>			
10.	<b>Iqama and 1 copy thereof</b> valid at least 3 months after the planned return			
11.	<b>Saudi Arabian re-entry visa + 1 copy thereof</b> valid beyond the intended return from Schengen			
12.	<b>Any other documents submitted, specify:</b>			

**Important Note:**

- Supporting documents must be presented in original during submission (additional copy required if the original cannot be given away).
  - Translation of all Arabic documents into English or Portuguese is mandatory.
  - In all applicants aged 12 and older fingerprints will be collected, unless previously submitted in the last 59 months.
  - For a child registered in a parent's passport, a separate application needs to be submitted.
  - Visas can be requested at the earliest 3 months before the planned trip.
  - Visa applications are decided within 15 calendar days. There is no express fee for a faster visa appointment or procedure. In case of visa refusal, visa fee is not refunded.
  - The Portugal Embassy in Riyadh reserves the right to request any additional supporting documents or an interview, and does not guarantee the issuance of the visa.
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**Applicant's Declaration (tick below if applicable):**

I am aware that my application file does not comply with the above stated list of requirements, which may result in a visa refusal. Nevertheless, I insist on submitting my application.

I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I insist on submitting my application, assuming all the responsibility if my application is not processed in time.

***Place:***

***Date:***

***Applicant's (legal guardian's) signature:***

*Application received by:*

*Applicant's identity checked by:*

*Remarks by VFS Global, if any:*