



Portugal - CHECKLIST FOR SHORT STAY VISA APPLICATION (KSA)

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

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: