



This checklist refers to the documentation to be presented at VFS Global Visa Application Centre in Singapore for a Schengen visa application (transit purposes). In addition to the documents listed below, the following general requirements must be observed:

- The applicant is transiting in Portugal and will not leave the international area at the point of transit;
- The applicant is a legal resident of Singapore
- One separate set of documents is required for each individual applicant;
- The application cannot be lodged more than 6 months or less than 15 days before the intended date of travel;
- All documents must be provided in English or Portuguese.

1.	Application form: All fields of the application form are mandatory, unless otherwise stated, and need to be clearly filled out. In the case of children under the age of 18, the form should be signed by both parents or by the legal guardian, who must provide proof of that capacity.
2.	One photo: taken less than 6 months ago, original, passport-size, in colour and glued to the application form.
3.	Original passport: must be valid for a minimum of 3 months beyond the intended date of departure from the territory of the Member States, signed by the bearer, with at least two blank pages and should not have been issued more than 10 years ago.
4.	Copies of the passport's personal identification page and visas from the past 3 years.
5.	Proof of legal residence in Singapore: Permanent Resident card / Employment Pass / Dependent Pass / Student Pass (original plus one clear copy, front and back) <u>valid for more than 3 months beyond the intended date of departure</u> from the territory of the Member States. If the document does not have a validity date on it, a printout of the validity check done less than 15 days before lodging the application must be presented together with the document.
6.	Flight reservations until the final destination and back: must clearly show the entire flight itinerary from and back to Singapore, with all transit stops, and cover the whole duration of the intended trip.
7.	Proof of economic and work conditions: Latest three bank account statements from a Singaporean bank. <i>If travelling on a business trip, an original guarantee letter from the applicant's employer with all details about employment, salary, purpose and duration of travel. This letter must also attest the responsibility for the applicant's expenses.</i> <i>If sponsored by a family member abroad: provide a sponsor letter, certified by the Portuguese Embassy in the country where the sponsor lives, together with a copy of the sponsor's passport, plus the sponsor's proof of sufficient financial resources (letter of employment and latest three bank account statements).</i>
8.	Visa for the country of destination (if applicable)
9.	Additional requirements for minors: Original and copy of the applicant's birth certificate / proof of adoption / custody decree (in Portuguese or English); Copy of the passport of both parents or legal guardian; When minors are not travelling with both parents, or are travelling with a third person, a written consent of one or both parents respectively (legalized by a Portuguese notary/Portuguese Embassy), or a court order, is required.

(additional documents may be requested in cases deemed necessary)