



REPÚBLICA  
PORTUGUESA

EMBASSY OF PORTUGAL  
IN SINGAPORE

SCHENGEN VISA APPLICATION

**STANDARD (TOURISM / BUSINESS / PRIVATE VISITS)**



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

- Portugal is the main destination of the applicant's trip;
- 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;
- Decisions on visa applications should be taken within 15 calendar days from the date the application has been considered admissible.
- All documents must be provided in English or Portuguese.
- Necessary documents being considered admissible as well as the payment of the visa fee for the administrative processing of the visa application does not entail a visa being granted, nor does it entail a refund in case of refusal.

1.	<b>Application form:</b> All fields of the <a href="#">application form</a> 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.	<b>One photo:</b> taken less than 6 months ago, original, passport-size, in colour and glued to the application form.	
3.	<b>Original passport:</b> 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.	<b>Copies of the passport's personal identification page and visas from the past 3 years.</b>	
5.	<b>Proof of legal residence in Singapore:</b> 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.	<b>Flight reservations, including return:</b> must clearly show the entire flight itinerary from and back to Singapore, with all transit stops, and cover the whole duration of the intended stay.	
7.	<b>Medical Travel Insurance/Health Insurance*:</b> The insurance should be valid for the entire territory of Member-States and cover the entire duration of stay or transit of the visa applicant.  The insurance must cover medical expenses including those of medical repatriation, medical emergency and/or hospital emergency, with a minimum coverage of 30,000 Euro, and clearly identify the visa applicant.  Holders of diplomatic passports are exempted from Medical Travel Insurance and Health Insurance	
8.	<b>Proof of economic and work conditions:</b> 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 Foreign Domestic Worker accompanying a family: copy of work contract and an original <b>"Termo de Responsabilidade"</b> in the official format, signed by the employer and certified by a public notary in Portugal or in Singapore, together with a copy of the employer's passport plus proof of sufficient financial resources by the employer (three latest bank account statements). The <b>"Termo de Responsabilidade"</b> must indicate that the employer is responsible for all expenses.</i>	

	<p><i>If sponsored by a sponsor: provide an original “<b>Termo de Responsabilidade</b>” in the official format, signed by the sponsor and certified by a public notary in Portugal or in Singapore, together with a copy of the sponsor’s identification document plus proof of sufficient financial resources (eg.: three latest bank account statements).</i></p> <p><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></p>	
9.	<p><b>Proof of accommodation for the entire trip:</b>  Proof of accommodation with full address (name, street, city, postal code, contact information) during intended stay: hotel reservation, rental contract or proof of residential property Hotel reservation(s);</p> <p>If staying with family/friends: “<b>Termo de Responsabilidade</b>” in the official format confirming that accommodation is provided, signed by the host and certified by public notary in Portugal, together with a copy of the host’s EU passport or residence card.</p>	
10.	<p><b>Specific documentation in accordance with the purpose of the trip, if applicable:</b></p> <p><u>For business purposes:</u>  An invitation letter from a company or an authority in Portugal to attend a meeting, conference or event (e.g. confirmed registration for trade fairs or congresses) mentioning the duration of the visit/stay, purpose and (if applicable) financial arrangements of the stay, <b>and</b>  An original letter with the company’s letterhead, addressed to the Embassy of Portugal in Singapore, stating employment status, position, length of contract and salary, stating the purpose of visit. If self-employed, a print-out of BiZ-File issued by ACRA less than 15 days before lodging the application.</p> <p><u>For participation in political, economic, scientific, cultural, sport or religious events:</u> Proof of invitation, attendance, registration or entry ticket is required;</p> <p><u>For journeys undertaken for medical reasons:</u> An official document of the medical institution confirming the need for medical care in that institution; plus confirmation of pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage.</p> <p><u>For an appointment for investment permit:</u> Proof of appointment at SEF – Serviço de Estrangeiros e Fronteiras – in Portugal.</p> <p><u>For other purposes:</u> Proof of the intended purpose.</p>	
11.	<p><b>Additional requirements for minors:</b></p> <p>Copy of the applicant’s birth certificate / proof of adoption / custody decree (Portuguese or English);</p> <p>Copy of the passport of both parents or legal guardian;</p> <p>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.</p>	

*(additional documents may be requested in cases deemed necessary)*