



This checklist refers to the documentation to be presented at VFS Global Visa Application Centre in Singapore for a Schengen visa application (business, participation in events, medical treatment, appointment for investment permit or other). 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.	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, including return: 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.	Medical Travel Insurance/Health Insurance*: 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. * Exemption from insurance may be applicable to certain professional categories, such as, for example, maritime professions, already covered by the required professional insurance, as well as diplomatic passport holders.	

8.	<p>Proof of economic and work conditions:</p> <p>Latest 3 bank account statements from a Singaporean bank, <i>or</i></p> <p>An original guarantee letter from the applicant’s employer, addressed to the Embassy of Portugal in Singapore, with all details about employment, purpose and duration of travel and confirming full responsibility for the applicant’s expenses (applications for business purposes only).</p>	
9.	<p>Proof of accommodation:</p> <p>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.</p> <p>If staying with family/friends: “<i>Termo de Responsabilidade</i>” 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>Specific documentation in accordance with the purpose of the trip:</p> <p><i>Business purposes:</i></p> <p>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, <i>and</i></p> <p>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. The letter should also be duly stamped with the name and position of the signatory, specify the dates of approved leave and state 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><i>For participation in political, economic, scientific, cultural, sport or religious events:</i> Proof of invitation, attendance, registration or entry ticket is required;</p> <p><i>For journeys undertaken for medical reasons:</i> 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><i>For an appointment for investment permit:</i> Proof of appointment at SEF – Serviço de Estrangeiros e Fronteiras – in Portugal.</p> <p><i>For other purposes:</i> Proof of the intended purpose.</p>	
11.	<p>Additional requirements for students:</p> <p>Students must provide proof of enrolment at a Singapore educational institution (university or school).</p>	
12.	<p>Additional requirements for minors:</p> <p>Original and copy of the applicant’s birth certificate / proof of adoption / custody decree (in 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)