



EMBAIXADA DE PORTUGAL
ABU DHABI

PORTUGAL - CHECKLIST UAE FOR STUDY/TRAINING PURPOSE FOR A STAY SHORTER THAN 90 DAYS

(SCHENGEN VISA)

- **A certificate of enrolment in an educational establishment** for the purposes of attending vocational or theoretical courses within the framework of basic and further training in Portugal.
- Student cards or certificates of the courses to be attended.
- **Application Form** (handwritten forms are not accepted). Typewritten and fully completed in Portuguese or English and signed two times and dated by the applicant himself.
For minors, below the age of 18, it is mandatory both parent's sign the application form and visit the application center for submission. If only one parent goes to VFS, the NOC delivered should be signed and Legalised/Authenticated. Irrespective of age, each individual requires a separate application form.
It is mandatory to provide current UAE address, applicant's number and email address in the application form.
- **One recent passport size photo**
Passport size with white background; must be recent (not older than 6 months).
- **Original passport and one passport copy**
The passport must be valid a minimum of 3 months after your intended departure from the territory of the Member States, signed by the bearer, shall contain at least two blank pages and should not be issued more than 10 yrs ago.
- **Copy of the latest 3 Schengen visas issued during the last 3 years**
- **UAE residence visa and one copy**
Valid three months beyond the intended date of departure from the territory of the Schengen Member States.
- **Valid travel insurance (Original and stamped)**
Covering the entire territory of all Schengen Member States with a minimum coverage of 30.000,00 € (euros) for medical expenses. The insurance policy must cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. An original certificate policy clearance is mandatory.
- **Original letter from local sponsor - NOC**
To be addressed to "Embassy of Portugal in Abu Dhabi", dated not later than one month.
For employees, an original letter with the company's letterhead 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.
- For BUSINESS OWNERS (Partner) /self-employed persons;** Commercial Trade License is **MANDATORY** to be submitted original, authenticated and stamped by UAE MoFA along with NOC letter signed by the responsible(s) of the Company with power to legally represent and bind it.
For those on parents / university / spouse sponsorship, a NOC (no objection certificate) indicating no objection for the applicant to travel to the Schengen area and the expenses are covered during the stay by the sponsor along with the sponsors passport and UAE residence visa.
- **Flight reservation including return ticket**
- **Proof of accommodation**
For tourism: hotel reservation, rental contract or proof of residential property with full address (name, street, city, zip code, contact information) during intended stay.

For private visits: an original invitation letter using the official format required *Termo de responsabilidade* signed by the host and certified by a public notary in Portugal together with a copy of the host EU passport or residence card. If the inviting person (the host) is to cover the applicant's expenses, the host must provide evidence of possession of sufficient financial resources to cover the intended stay (e.g. signed and stamped bank statements last 3 months).

- **Originally signed and stamped personal UAE bank account statement for the last 3 months**

For those on company travel / spouses / children / dependents who do not have their personal bank statements, he / she sponsoring the trip must submit their original bank statements along with a letter stating the same.
A copy of credit card valid throughout the intended stay can be joined along with the bank statements.

- **Minors below the age of 18**

Copy of Portuguese or English certified translation of birth certificate / proof of adoption / custody decree if parents are divorced / death certificate of parent. Proof of present legal guardianship is mandatory.

Birth Certificate should *mandatorily* be authenticated by their respected Embassy in UAE and duly stamped by MoFA prior to lodging the applications.

Letter of authorization signed by both parents / legal guardian.

Passport copies and copies of the UAE residence visa page of parents / legal guardian.

Minors traveling without their parents / legal guardian: original authorization signed by their parents / legal guardian in front of the visa officer of their country's Embassy in Abu Dhabi.

- The processing time takes minimum 15 calendar days to process.
- For EU Spouse marriage certificate should be certified by **EU Authority** and authenticated, stamped by **UAE MoFA** with a validity not more than 6 months to avail visa fees gratis/free. Portuguese spouses can obtain their marriage certificate in <https://eportugal.gov.pt/en/servicos/pedir-uma-certidao-de-casamento>
- The Embassy of Portugal in Abu Dhabi reserves the right to request additional documents if deemed necessary, may call the applicant for an interview.

NOTE: Original documents must be submitted; additional photocopies may be required

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Remarks:

Applicant's Signature: _____ Date: ____/____/____ VFS Officer: _____