



SCHENGEN VISA

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INTRODUCTION

A Schengen visa is a short-stay visa, valid for a maximum of [ninety \(90\) days during any hundred and eighty \(180\) day period](#) inside the Schengen area, and can be granted for tourism, family visit, business, seasonal work, transit, family members of Portuguese/EU/EEA/Swiss, family members of UK citizens residing in Portugal under the Withdrawal Agreement, among others.

Schengen Area:

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/schengen-area>

Who needs a Schengen visa:

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa>

Who needs a Transit visa:

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa#airport-transit-visa-requirements>

Holders of UK travel document for refugees and stateless persons (a Schengen visa is required when travelling to Portugal):

https://vistos.mne.gov.pt/images/schengen/legislacao_sch/01022023_information_4.pdf

Competency to accept visa applications:

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/competent-member-state-consulate>

Schengen visa deadlines:

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/deadline-for-filing-application>

Recognised travel documents:

<https://www.consilium.europa.eu/prado/en/prado-recognised-documents.html>

Applications should be made at the country of legal residency of the applicant. The requirements for being the competent Member State to examine and decide on a uniform short-stay visa are:

- The Member State whose territory is the sole destination of the visit;
- If the visit includes more than one destination, or if several separate visits are to be carried out within a period of two months, the Member State whose territory constitutes the main destination of the visit(s) in terms of the length of stay, counted in days, or the purpose of stay; or
- If the main destination cannot be determined, the Member State through which external border the applicant intends to enter first.

The number of entrances and validity of a Schengen visa is the sole discretion of the Member-State responsible for the application, and is based on the documents provided, validity of the applicant's documents (passport and UK residence) and previous Schengen visas obtained and correctly used.

A Schengen visa (including Schengen business visa) can be used to travel anywhere inside the Schengen area during its validity (please check the visa carefully in terms of area, number of entrances, and dates). If a visa is not used as originally intended, more information can be requested by the border control agency and/or Schengen authority.

An applicant's right to enter the Schengen area is assessed by flight operators and border control. If you have any doubts, please contact the airline that will operate the flight, and/or the relevant border control agency ([AIMA](#) for Portugal).

Notes:

- *Failure to submit all the necessary documents may lead to the rejection of the visa application.*
- *The Consular Post reserves the right to request documents other than those mentioned above whenever deemed convenient.*
- *Even if all the requested documents are presented, it doesn't imply the automatic granting of the visa. Refusal of the visa application shall not entitle to a reimbursement of the visa fee.*
- *Consult the legislation in force in <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/eu-legislation>*
- *Financial resources: Ordinance nº 1563 /2007, of the 6th of December*

Applicants can [appeal](#) refusal to grant a visa, in compliance with Portuguese domestic law.

Available options being:

- *Issue a complaint, within 15 days following acknowledgment of refusal, against the issuer of the refusal (in compliance with article 191, Administrative Process Code (CPA));*
- *Appeal the decision of refusal, within three months following notification, (in compliance with article 59 Administrative Court Process Code, CPTA and paragraph 2 of artigo 193 CPA), to the Minister of Foreign Affairs - email din@mne.pt*
- *Bring an action to competent court (Administrative Court, Lisbon, Article 22 by suppletion, CPTA), within three months of notification of refusal (Articles 69 and 59 Administrative Court Process Code, CPTA) requesting the overruling of the refusal, and the granting of the required lawful act.*

The referred options are not mutually exclusive. As such, the applicant can appeal to the Minister and, depending on the results of such appeal, continue towards litigation (Paragraph 4, Article 59, CPTA).

The applicant can also appeal the decision and bring an action simultaneously to the administrative court, without waiting for the results of the appeal (in compliance with paragraph 5 of article 59 CPTA).

SCHENGEN VISA APPLICATION

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/required-documentation/short-stay-visa>

Applicant's name and surname:		
Email address:		
Direct phone contact:		
GENERAL REQUIREMENTS		
	YES	NO
Visa application form filled and duly signed (in case of minors, it must be signed by the parents or legal guardian(s))	☐	☐
One passport-sized photograph , recent and in good condition to identify the applicant.	☐	☐
Personal statement explaining the reason(s) for applying for a Schengen Visa to Portugal, which should reference purpose of trip and itinerary if available.	☐	☐
Passport (original plus photocopy) valid for an additional three months beyond the scheduled date of departure from the Schengen Area, with at least two blank pages and issued within the last 10 years – photocopy of previous Schengen visas (if applicable).	☐	☐
UK Residence permit (original plus photocopy) , endorsed in the passport, issued as a Biometrics card, or digital share code , valid for at least one month beyond the return date of the trip to the Schengen Area. The printout for the share code can be accessed via the UKVI website: https://www.gov.uk/evisa/view-evisa-get-share-code-prove-immigration-status	☐	☐
Reservation of round-trip transport tickets (plus invoices) - airplane, train, boat, coach, car, etc.: Round-trip transport tickets (with invoices), mentioning the customer's name and travel dates to and from the Schengen Area, or proof of onward travel (if not returning to the United Kingdom), such as authorisation of entry into the country of destination (if applicable) and confirmed overseas ticket; - When travelling by car: car registration, car insurance, return travel tickets (ferry or Eurotunnel with invoices) mentioning the car's registration number and driver's driving licence. If the customer is not the driver, then driver's cover letter (signed & dated) confirming joint travel with the customer and travel dates need to be provided as well.	☐	☐
Proof of accommodation: Proof of accommodation for the whole stay (hotel, hostel, camping, etc.), mentioning customer's name, travel dates and	☐	☐

accommodation address details. If the customer's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ID card and passport's signature page, if signature is not on passport's bio page; or, • Term of responsibility filled and signed by host/institution. When sponsored by a private citizen, the term of responsibility must also be accompanied with a copy of the host's passport/ID and property deeds/rental agreement with the host's name. The Term of Responsibility concerning the conditions of stay within Portuguese territory will only be accepted if the subscriber's signature is duly recognized by a Notary, Lawyer or Solicitor, or signed in the presence of the officer responsible for receiving the application.		
Travel insurance, clearly showing the applicant's name, validity and area, valid for all Schengen Area countries and for the entire period of stay in the Schengen Area - minimum coverage of 30.000€ and must include medical emergency and repatriation. Applicants are responsible for ensuring they are in possession of adequate travel insurance for any future stays in the Schengen area.	☐	☐
Proof of funds/means of subsistence: • Last 3 months of bank account statements, showing customer's name, address and an end balance dated within the last month of the visa application submission date. The available balance in the most recent bank statement must meet the criteria for means of subsistence: to enter and stay in Portugal, a foreign citizen must have 75 € for each entry in the Schengen area and 40 € for each day in the Schengen area. A credit card account statement, indicating the cardholder's name, address and monthly limit or spending cap, may also be taken into consideration when submitted together with the bank account statements; or, • Term of responsibility filled and signed by sponsor/institution, which guarantees the bearing of all living costs related to the stay of the visa applicant, as well as removal costs in case of irregular stay. When sponsored by a private citizen, the term of responsibility must also be accompanied by a copy of the sponsor's passport/ID, last 3 months of bank statements, and latest self-assessment tax return or proof of employment of the sponsor (if applicable). The Term of Responsibility concerning the conditions of stay within Portuguese territory will only be accepted if the subscriber's signature is duly recognized by a Notary, Lawyer or Solicitor, or signed in the presence of the officer responsible for receiving the application.	☐	☐
Proof of current occupation: If employed: • Official, signed, and dated letter from employer, addressed to the relevant Consulate or Portuguese Foreign Ministry, confirming employment (issued within the last 3 months).	☐	☐

• Last 3 months payslips. If self-employed: • Official, signed, and dated letter from accountant/solicitor, addressed to the relevant Consulate or Portuguese Foreign Ministry, confirming the nature of self-employment (issued within the last 3 months). • Latest self-assessment tax return. • Companies House registered certificate of incorporation of business (if applicable). If retired: • Document certifying pension amount (issued within the last 3 months). If unemployed and receiving benefits: • Official letter obtained from local Jobcentre+ or relevant institution (issued within the last 3 months). If unemployed and not receiving benefits: • Cover letter explaining applicant's financial situation and proof of funds/sponsorship as described on the funds/means of subsistence section. If a student: • Official, signed, and dated enrolment letter from School, College, or University in the United Kingdom (issued within the last 3 months).		
SPECIFIC ADDITIONAL DOCUMENTS TO BE SUBMITTED - DEPENDING ON THE PURPOSE OF THE TRIP		
Business: • Invitation from a firm or an authority to attend meetings, conferences, or proof of registration for events connected with trade, industry or work; or, • Other documents that show the existence of trade relations or relations for work purposes; or • Entry tickets or registration for fairs and congresses. Study or professional training: • Certificate of enrolment at an educational establishment (school, university, college, etc.) for the purposes of attending vocational or theoretical courses for basic and further training; • Student card or certificate of the courses to be attended, relevant; • Internship agreement, if relevant. Tourism: • Invitation letter if travelling to visit friends and/or family members (if applicable). Medical treatment: • Official document from the healthcare establishment, confirming that the applicant will be carrying out specific and necessary medical treatment. • Proof of sufficient means of subsistence to pay for medical treatment and related expenses, or proof of pre-payment of treatment. Seafarers: • Seaman's book, if applicable;	☐	☐

**SCHENGEN VISA APPLICATION FOR EEA/EU AND SWISS NATIONAL FAMILY MEMBER, AND
FAMILY MEMBERS OF UK CITIZENS RESIDING IN PORTUGAL UNDER THE WITHDRAWAL
AGREEMENT (DIRECTIVE 2004/38/EC)**

<https://vistos.mne.gov.pt/pt/vistos-schengen/familiares-de-cidadaos-ue-eee-e-suica>

Applicant's name and surname:		
Email address: Direct phone contact:		
GENERAL REQUIREMENTS		
	YES	NO
Visa application form filled and duly signed (in case of minors, it must be signed by the parents or legal guardian(s))	☐	☐
One passport-sized photograph , recent and in good condition to identify the applicant.	☐	☐
Personal statement explaining the reason(s) for applying for a Schengen Visa to Portugal, which should reference purpose of trip and itinerary if available.	☐	☐
Passport (original plus photocopy) valid for an additional three months beyond the scheduled date of departure from the Schengen Area, with at least two blank pages and issued within the last 10 years – photocopy of previous Schengen visas (if applicable).	☐	☐
UK Residence permit (original plus photocopy) , endorsed in the passport, issued as a Biometrics card, or digital share code , valid for at least one month beyond the return date of the trip to the Schengen Area. The printout for the share code can be accessed via the UKVI website: https://www.gov.uk/evisa/view-evisa-get-share-code-prove-immigration-status	☐	☐
Proof of relationship with EEA/EU, Swiss national, or United Kingdom citizen residing in Portugal under the Withdrawal Agreement: • Registered partnership (original plus photocopy): marriage or civil partnership certificate, or proof of registered union in Portugal; or, • Birth certificate (original plus photocopy) If the certificate(s) is not in English or Portuguese, then a translation by a certified translator is required.	☐	☐
Valid identification of EEA/EU, Swiss national, or United Kingdom citizen residing in Portugal under the Withdrawal Agreement: • Valid Passport or ID card of EEA/EU, Swiss national or United Kingdom citizen residing in Portugal under the Withdrawal Agreement (original to be seen or certified copy); • Valid Portuguese Residence Permit under the Withdrawal	☐	☐

Agreement (original to be seen or certified copy). Only applicable for United Kingdom citizens residing in Portugal under the Withdrawal Agreement.		
Proof of joint travel: • Proof of travel/accommodation (plus invoices) with the name of the family member and the EEA/EU, Swiss national or United Kingdom citizen residing in Portugal under the Withdrawal Agreement; or, • Signed declaration from the EEA/EU, Swiss national or United Kingdom citizen residing in Portugal under the Withdrawal Agreement. The declaration will only be accepted if the subscriber's signature is duly recognized by a Notary, Lawyer or Solicitor, or signed in the presence of the officer responsible for receiving the application. Applicants must be travelling with or later joining the EEA/EU, Swiss national or United Kingdom citizen residing in Portugal under the Withdrawal Agreement.	☐	☐
Proof of dependency (applicable for third country nationals over the age of 21, not including partners/spouses, dependent on an EEA/EU, Swiss national family member, or a United Kingdom family member residing in Portugal under the Withdrawal Agreement): • Proof of shared address between the EEA/EU, Swiss national or United Kingdom citizen residing in Portugal under the Withdrawal Agreement, and the third country family member; and, • Letter/statement from relevant authority (government, tax or health authority) stating dependency to EU national; or • Updated bank statements of third country national showing financial dependency on relevant family member.	☐	☐
Notes: • <i>"Family member" means:</i> <i>the spouse;</i> <i>the partner with whom the Union citizen has contracted a registered partnership, on the basis of the legislation of a Member State, if the legislation of the host Member State treats registered partnerships as equivalent to marriage and in accordance with the conditions laid down in the relevant legislation of the host Member State;</i> <i>the direct descendants who are under the age of 21 or are dependants and those of the spouse or partner as defined in point (B);</i> <i>the dependent direct relatives in the ascending line and those of the spouse or partner as defined in point (B);</i> <i>Parents of Union Citizens under the age of 21</i> • <i>Failure to submit all the necessary documents may lead to the rejection of the visa application.</i> • <i>The Consular Post reserves the right to request documents other than those mentioned above whenever deemed convenient.</i> • <i>Even if all the requested documents are presented, it doesn't imply the automatic granting of the visa. Refusal of the visa application shall not entitle to a reimbursement of the visa fee.</i> • <i>Consult the legislation in force in https://vistos.mne.gov.pt/en/short-stay-visas-schengen/eu-legislation</i>		

- *Financial resources: Ordinance n° 1563 /2007, of the 6th of December*

Remarks (to be filled by the relevant officer responsible for receiving the application):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SCHENGEN VISA APPLICATION FOR AIRPORT TRANSIT PURPOSES

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/required-documentation/airport-transit-visas>

Applicant's name and surname:		
Email address: Direct phone contact:		
GENERAL REQUIREMENTS		
	YES	NO
Visa application form filled and duly signed (in case of minors, it must be signed by the parents or legal guardian(s))	☐	☐
One passport-sized photograph , recent and in good condition to identify the applicant.	☐	☐
Personal statement explaining the reason(s) for applying for a Schengen Visa to Portugal, which should reference purpose of trip and itinerary if available.	☐	☐
Passport (original plus photocopy) valid for an additional three months beyond the scheduled date of departure from the Schengen Area, with at least two blank pages and issued within the last 10 years – photocopy of previous Schengen visas (if applicable).	☐	☐
UK Residence permit (original plus photocopy) , endorsed in the passport, issued as a Biometrics card, or digital share code , valid for at least one month beyond the return date of the trip to the Schengen Area. The printout for the share code can be accessed via the UKVI website: https://www.gov.uk/evisa/view-evisa-get-share-code-prove-immigration-status	☐	☐
Reservation flight tickets (plus invoices) , mentioning the customer's name and travel dates, and confirming transit in a Portuguese Airport	☐	☐
Entry visa/permit for the destination country (if applicable)	☐	☐
Proof of funds/means of subsistence: Last 3 months of bank account statements, showing customer's name, address and an end balance dated within the last month of the visa application submission date. The available balance in the most recent bank statement must meet the criteria for means of subsistence: to enter and stay in Portugal, a foreign citizen must have 75 € for each entry in the Schengen area and 40 € for each day in the Schengen area. A credit card account statement, indicating the cardholder's name, address and monthly limit or spending cap, may also be taken into consideration when submitted together with the bank account statements; or, Term of responsibility filled and signed by sponsor/institution, which guarantees the bearing of all living costs related to the stay	☐	☐

of the visa applicant, as well as removal costs in case of irregular stay. When sponsored by a private citizen, the term of responsibility must also be accompanied by a copy of the sponsor's passport/ID, last 3 months of bank statements, and latest self-assessment tax return or proof of employment of the sponsor (if applicable). The Term of Responsibility concerning the conditions of stay within Portuguese territory will only be accepted if the subscriber's signature is duly recognized by a Notary, Lawyer or Solicitor, or signed in the presence of the officer responsible for receiving the application.		
Proof of current occupation: If employed: • Official, signed, and dated letter from employer, addressed to the relevant Consulate or Portuguese Foreign Ministry, confirming employment (issued within the last 3 months). • Last 3 months payslips. If self-employed: • Official, signed, and dated letter from accountant/solicitor, addressed to the relevant Consulate or Portuguese Foreign Ministry, confirming the nature of self-employment (issued within the last 3 months). • Latest self-assessment tax return. • Companies House registered certificate of incorporation of business (if applicable). If retired: • Document certifying pension amount (issued within the last 3 months). If unemployed and receiving benefits: • Official letter obtained from local Jobcentre+ or relevant institution (issued within the last 3 months). If unemployed and not receiving benefits: • Cover letter explaining applicant's financial situation and proof of funds/sponsorship as described on the funds/means of subsistence section. If a student: • Official, signed, and dated enrolment letter from School, College, or University in the United Kingdom (issued within the last 3 months).	☐	☐
Notes: • <i>Information regarding transit visa requirements can be found in the following link: https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa#airport-transit-visa-requirements</i> • <i>Third-country nationals holding a valid residence permit from the United Kingdom are exempt of visa requirement for transit purposes, but please be aware that a passenger's right to embark is assessed by flight operators and border control. If you have any doubts please contact the airline that will operate the flight, and/or the relevant border control agency.</i> • <i>Failure to submit all the necessary documents may lead to the rejection of the visa application.</i> • <i>The Consular Post reserves the right to request documents other than those mentioned above whenever deemed convenient.</i> • <i>Even if all the requested documents are presented, it doesn't imply the automatic granting of</i>		

the visa. Refusal of the visa application shall not entitle to a reimbursement of the visa fee.

- Consult the legislation in force in <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/eu-legislation>
- Financial resources: Ordinance nº 1563 /2007, of the 6th of December

Remarks (to be filled by the relevant officer responsible for receiving the application):

[illegible]

MINORS (CHILDREN BELOW 18 YEARS)

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/required-documentation/minors>

In complement with standard documentation, minors must also present the following:

- Unabridged birth certificate (original plus photocopy) showing biological parents names; if the birth certificate is not in English or Portuguese, then a translation by a certified translator is also required.
- Passports of both parents (original plus photocopy), or certified copy of the biodata page of the passports.
- Letter of consent of parental authority or legal guardian
- British school certificate (if applicable)

In the case of sole custody, the following documents must be submitted:

- birth certificate (original plus photocopy) mentioning one parent in English or Portuguese; or,
- death certificate (original plus photocopy) of absent parent in English or Portuguese; or,
- court ruling (original plus photocopy) in English or Portuguese.

LETTER OF CONSENT / PARENTAL AUTHORIZATION FOR CHILDREN UNDER 18 YEARS (to be filled out, one declaration per child, and attached to child's visa application)

1.) I / We the undersigned,

Details of Father / Mother

(Family name).....

(First name)

(date of birth) (dd/mm/yyyy)/...../

☐ if filled out, father's passport copy needs to be attached

and

Details of Father / Mother

(Family name)

(First name)

(date of birth) (dd/mm/yyyy)/...../

☐ if filled out, mother's passport copy needs to be attached

or

Details of Legal Guardian

(Family name)

(First name)

(date of birth) (dd/mm/yyyy)/...../

☐ if filled out, legal guardian's passport copy needs to be attached

Confirm to be the father / mother / legal guardian of :

Details of Child

(Family name)

(First name)

(date of birth) (dd/mm/yyyy)/...../

2.) I / We give authorization for the above mentioned minor to apply for a Visa, and travel to Portugal and / or the Schengen countries, for the intended dates of travel:

(dd/mm/yyyy)/...../ to (dd/mm/yyyy)//

Dated//

Signature father/mother (if applicable):

Signature father/mother (if applicable):

Signature legal guardian (if applicable):

TEMPLATES

<https://vistos.mne.gov.pt/en/templates-forms#short-stay-visa-schengen>

Schengen Visa Form:

https://vistos.mne.gov.pt/images/schengen/formularios/application_form_en_092021.pdf

Term of Responsibility for Schengen Visa:

<https://vistos.mne.gov.pt/images/termoderesponsabilidade.pdf>