

**Applicant Name** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Purpose of Visit** \_\_\_\_\_  
**Departure Date** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Address** \_\_\_\_\_

TOURIST VISA CHECKLIST		Yes	No
	For applying for a short-stay Schengen visa, the following documentation is required:		
1	<b>Online Visa Application Form</b> Visa application completely filled and duly signed by applicant (For minors and incapacitated, forms should be signed the legal guardian);		
2	A recent <b>color photograph (35mm x 45mm)</b> up-to-date and with enough quality to identify the <b>applicant</b> ;		
3	<b>Passport or Travel Document;</b> Passport or Travel document must be valid for 3 months beyond the Schengen stay; a photocopy of prior passport and Schengen visas required		
4	<b>Certificate of being in a regular situation when the applicant is from a different nationality than that of the country where the visa is being requested;</b> Proof and copy of residency status in the United States (Green card, Employment Authorization Card, United States Visa)		
5	<b>Travel reservation</b> Roundtrip flight reservation showing date of departure and date of return		
6	<b>Travel medical insurance</b> Proof of medical coverage, including medical emergencies and repatriation. The insurance should have a minimum coverage of €30,000 or 50,000 USD; shall a multiple entry visa be granted, applicants shall sign the statement, set out in the application form, declaring that they are aware of the need to be in possession of travel medical insurance for subsequent stays.		
7	<b>Economic and work conditions</b> Work certificate and salary, as well as three last bank transcripts (proof of means of subsistence), covering the entire stay and return to the country of origin		
8	<b>Travel authorization for minors or court decision (when applicable);</b>		
9	<b>Hotel reservation (if applicable);</b> Proof of accommodations for entire stay or <a href="#">statement of responsibility</a> .		
10	<b>If staying with a family member;</b> Proof of family relationship is required, and proof of housing conditions may be requested. If the person signing the <a href="#">term of responsibility</a> is not a Portuguese national, proof of being legally in Portugal is required;		
11	<b>For business purposes</b> An invitation clarifying on the purpose of travelling and date of arrival and departure, as well as host organization and person responsible;		
12	<b>For participation in political, economic, scientific, cultural, sport or religious events;</b> Proof of attendance is required, registration or entry ticket;		

<b>13</b>	<b><i>For journeys undertaken for medical reasons;</i></b> <i>An official document of the medical institution confirming necessity for medical care in that institution and proof of sufficient financial means to pay for the medical treatment;</i>		
<b>14</b>	<b><i>Entry visa for the destination country (if applicable)</i></b>		

**Applicants Signature:** .....

**VFS Officer Signature:** .....