

Portugal – Checklist for Work Visa (E - Visa) less than 1 Year

Date: _____

List of required documents	Check Box	Remarks
One visa application form fully filled out and signed.		
Two recent photograph in color, size (4*6), of head on, with the uncovered head and white background.		
HR letter for the traveler even if he resigned from his work. In case of high qualified they should present justifications.		
Up-to-date original personal bank account statement for the last 6 months and stamped.		
Valid travel insurance, allowing medical coverage, including medical emergencies and repatriation and cover the duration of stay. (Travel insurance from Portugal is accepted).		
Original Criminal record certificate and translation (children under 16 are exempted)		
Request for criminal record enquiry by the immigration and border services (SEF).		
Work contract signed by the traveller and the employer in Portugal.		
Invitation letter stamped and signed on the company official paper with full address and contacts of the company.		
Round flight ticket or Reservation indicating the complete itinerary of the tour more than 90 days and less than 365 days.		
Proof of accommodation in Portugal.		
Passport valid up to 3 months after the duration of the stay and Photocopy of first page of the passport + photocopy of all visas and stamps.		
Rejection before of not (in case of rejection before a copy of rejection letter should attached) + Copy of National ID.		

Remarks:

Declaration:

I have been informed that an application **without a complete set of documentation** according to above mentioned checklist may result to the rejection of my visa application.

Please Note:

- * The visa must be applied in person.
- * All documentation must be submitted in Portuguese or English language..
- * Original documents must be presented, additional photocopies may be required.
- * The visa fee is **non-refundable**.

ATTENTION: The Embassy of Portugal have a right to ask any other additional documents it consider necessary, may call the applicant for an interview and have a contractual right of refusal without any explanation.

Data Entry: _____

Applicant Signature: _____

Quality Check: _____

VFS officer Signature: _____