

**PORTUGAL – CHECKLIST FOR STUDY, UNPAID PROFESSIONAL
INTERNSHIP, VOLUNTARY SERVICE AND IN COMPLIANCE
COMMITMENTS INTERNATIONAL AGREEMENTS AND
AGREEMENTS OF WHICH PT IS A PARTY FOR
THE PROVISION OF SERVICES
(NATIONAL – TEMPORARY STAY VISA)**



EMBAIXADA DE PORTUGAL
TEHRAN

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
1	Application national visa form duly completed and signed <ul style="list-style-type: none"> ➤ Fully completed in Portuguese or English and signed and dated by the applicant ➤ For minors both parents must sign the application form and visit application center for submission 		
2	Two recent passport size photographs <ul style="list-style-type: none"> ➤ Should not be older than 6 months + (pus) in colour with white background + (plus) 3,5 by 4,5 cm 		
3	Passport / travel document <ul style="list-style-type: none"> ➤ Must have a validity of at least 3 months after the intended stay + (plus) be issued within the previous 10 years + (plus) have 2 blank pages. It is recommended to attach previous passports (if applicable) 		
4	For non-Iranian Nationals residing in Iran (*) <ul style="list-style-type: none"> ➤ Proof of legal residence in Iran as appropriate (such as long stay visa, and/or residence or work permit) valid for at least 3 months after expiry of the requested visa 		
5	Flight reservation of air ticket <ul style="list-style-type: none"> ➤ Return trip from Iran to Portugal 		
6	Proof of accommodation <ul style="list-style-type: none"> ➤ A hotel reservation, or alternative proof of accommodation 		
7	Travel medical insurance <ul style="list-style-type: none"> ➤ Cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. A certificate policy is mandatory 		
8	Proof of financial means of subsistence (*) (Please note: proof of means of subsistence will not be necessary when the applicant benefits from a scholarship or research grant) <ul style="list-style-type: none"> ➤ Supported by documents, of income generating assets or other means of subsistence as applicable 		
9	Bank account statement for the last 3 months <ul style="list-style-type: none"> ➤ Bank statements showing movements in the last three months, duly signed and stamped by the bank 		
10	Criminal record certificate from the country of origin or the country where the applicant is residing for over a year (*) <ul style="list-style-type: none"> ➤ Issued by the competent authority ➤ Children under the age of 16 are exempt from producing a criminal record 		
11	Request for criminal record enquiry by the Immigration and Border Services (SEF) <ul style="list-style-type: none"> ➤ <i>Autorização consulta do registo criminal</i> form 		
12	Study or training <ul style="list-style-type: none"> ➤ Proof of acceptance of the enrollment issued by the educational establishment (Letter of Admission) Professional internship <ul style="list-style-type: none"> ➤ Document issued by a company with admission to the internship ➤ Training contract and the program schedule ➤ Document issued by the organization in Portugal for the voluntary program that certifies admission Provision of services <ul style="list-style-type: none"> ➤ Service contract between the foreign citizen and the final consumer ➤ Certificate of the technical qualifications required for the provision of the service in question ➤ When applicable, a proof of exceptionality must also be presented Independent temporary professional activity <ul style="list-style-type: none"> ➤ Contract or a promise of service contract 		

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
13	Statement issued by the competent authority <ul style="list-style-type: none"> ➤ To verify the requirements of the practice of the profession that in Portugal is subject to special qualifications 		
14	Minors (*) <ul style="list-style-type: none"> ➤ Minor's birth certificate (enclose original for verification) 		
15	Minors (*) <ul style="list-style-type: none"> ➤ Require a travel authorization by the parents or legal guardian – proof of consent ➤ Copy of the parents passports ➤ Copy of the Court order establishing family relationship or guardianship for the purpose of the intended trip (if applicable) 		

PLEASE NOTE: Pointers (*) all the documents presented must be officially translated to Portuguese or English language (if applicable) and attested by both the Ministry of Justice and Ministry of Foreign Affairs.

The Embassy of Portugal in Tehran reserves the right to request further documentation if deemed necessary, may call the applicant for an interview. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

The Embassy cannot be held responsible for any financial losses nor can the visa fee be refunded in case of a refusal.

REMARKS to be filled up VAC staff (please tick what is relevant)	YES	NO
Applicant's first application for a visa?		
Refused visa in the past? Country and year?		
Applicant's documents are complete?		
Due to incomplete documents:		
1) Applicant has been informed that an application without the complete set of documents and proper information according to the above mentioned may result in a refusal of the visa application?		
2) Applicant wishes to submit application.		

Remarks:

SIGNATURES AND AGREEMENT

1) Visa applicant:

I have read and agreed to the terms and conditions valid for this visa application as per above.

Place and date

Signature

2) VAC staff:

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date

Signature