



This checklist refers to the documentation to be presented at VFS Global Visa Application Centre in Singapore for a Schengen visa application (tourism/private visit purposes). In addition to the documents listed below, the following general requirements must be observed:

- Portugal is the main destination of the applicant's trip;
- The applicant is a legal resident of Singapore;
- One separate set of documents is required for each individual applicant;
- The application cannot be lodged more than 6 months or less than 15 days before the intended date of travel;
- Decisions on visa applications should be taken within 15 calendar days from the date the application has been considered admissible.
- All documents must be provided in English or Portuguese.
- Necessary documents being considered admissible as well as the payment of the visa fee for the administrative processing of the visa application does not entail a visa being granted, nor does it entail a refund in case of refusal.

1.	<b>Application form:</b> All fields of the <a href="#">application form</a> are mandatory, unless otherwise stated, and need to be clearly filled out. In the case of children under the age of 18, the form should be signed by both parents or by the legal guardian, who must provide proof of that capacity.	
2.	<b>One photo:</b> taken less than 6 months ago, original, passport-size, in colour and glued to the application form.	
3.	<b>Original passport:</b> must be valid for a minimum of 3 months beyond the intended date of departure from the territory of the Member States, signed by the bearer, with at least two blank pages and should not have been issued more than 10 years ago.	
4.	<b>Copies of the passport's personal identification page and visas from the past 3 years.</b>	
5.	<b>Proof of legal residence in Singapore:</b> Permanent Resident card / Employment Pass / Dependent Pass / Student Pass (original plus one clear copy, front and back) <u>valid for more than 3 months beyond the intended date of departure</u> from the territory of the Member States.  If the document does not have a validity date on it, a printout of the validity check done less than 15 days before lodging the application must be presented together with the document.	
6.	<b>Flight reservations, including return:</b> must clearly show the entire flight itinerary from and back to Singapore, with all transit stops, and cover the whole duration of the intended stay.	
7.	<b>Medical Travel Insurance/Health Insurance*:</b> The insurance should be valid for the entire territory of Member-States and cover the entire duration of stay or transit of the visa applicant.  The insurance must cover medical expenses including those of medical repatriation, medical emergency and/or hospital emergency, with a minimum coverage of 30,000 Euro, and clearly identify the visa applicant.	

8.	<p><b>Proof of economic and work conditions**:</b></p> <p><i>If employed at a company/other entities: Original letter of the applicant's employer (confirming current work status, salary and the period of holidays granted) plus the applicant's three latest bank account statements.</i></p> <p><i>If self-employed: a print-out of BiZ-File issued by ACRA less than 15 days before lodging the application, plus the applicant's three latest bank account statements.</i></p> <p><i>If Foreign Domestic Worker accompanying a family: copy of work contract and an original "<a href="#">Termo de Responsabilidade</a>" in the official format, signed by the employer and certified by the Embassy of Portugal, together with a copy of the employer's passport plus proof of sufficient financial resources by the employer (three latest bank account statements). The "<a href="#">Termo de Responsabilidade</a>" must indicate that the employer is responsible for all expenses.</i></p> <p><i>If sponsored by a resident in Portugal: provide an original "<a href="#">Termo de Responsabilidade</a>" in the official format, signed by the host and certified by a public notary in Portugal, together with a copy of the host's Portuguese identification document plus proof of sufficient financial resources (eg.: three latest bank account statements). The "<a href="#">Termo</a>" must indicate that the host is responsible for all expenses.</i></p> <p><i>If sponsored by a family member abroad: provide a sponsor letter, certified by the Portuguese Embassy in the country where the sponsor lives, together with a copy of the sponsor's passport, plus the sponsor's proof of sufficient financial resources (letter of employment and latest three bank account statements).</i></p>	
9.	<p><b>Proof of accommodation for the entire trip **:</b></p> <p>Hotel reservation(s);</p> <p>For private visits: "<a href="#">Termo de Responsabilidade</a>" in the official format confirming that accommodation is provided for the intended dates, signed by the host and certified by public notary in Portugal, together with a copy of the host's EU passport or residence card.</p>	
10.	<p><b>Additional requirements for students:</b></p> <p>Students must provide proof of enrolment at a Singapore educational institution (university or school).</p>	
12.	<p><b>Additional requirements for minors:</b></p> <p>Original and copy of the applicant's birth certificate / proof of adoption / custody decree (in Portuguese or English);</p> <p>Copy of the passport of both parents or legal guardian;</p> <p>When minors are not travelling with both parents, or are travelling with a third person, a written consent of one or both parents respectively (legalized by a Portuguese notary/Portuguese Embassy), or a court order, is required.</p>	

(additional documents may be requested in cases deemed necessary)

**\* Exemptions from Medical Travel Insurance and Health Insurance**

- Holders of diplomatic passports;
- Family members of EU Member States citizens or Swiss citizens;
- Airport transit visa applicants.

Exemption from insurance may be applicable to certain professional categories, such as, for example, maritime professions, already covered by the required professional insurance.

**\*\* Exemptions from proof of economic and work conditions / accommodation**

Family Members of Portuguese Citizens, EU/EEE/Switzerland are exempted from proof of economic and work conditions and proof of accommodation, in accordance with the following definition:

- The spouse;
- 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;
- The direct descendants who are under the age of 21 or are dependents and those of the spouse or partner as defined above; or,
- The dependent direct relatives in the ascending line and those of the spouse or partner as defined above.

This relationship needs to be verified by presenting a marriage certificate issued by the appropriate country (EU/EEE/Switzerland) and any other documents needed to prove a family connection.