EMBAIXADA DE PORTUGAL
ABU DHABI

PORTUGAL - CHECKLIST UAE FOR BUSINESS (SCHENGEN VISA)

Documents provided by all VISA applicants must be in Portuguese or English	Yes	No
• **Application Form (handwritten forms are not accepted)** Typewritten and fully completed in Portuguese or English and signed two times and dated by the applicant himself. For minors, below the age of 18, it is mandatory both parent's sign the application form and visit the application center for submission. If only one parent goes to VFS, the NOC delivered should be signed and Legalized / Authenticated. Irrespective of age, each individual requires a separate application form. It is mandatory to provide current **UAE address, applicant's number** and **email address** in the application form.		
• **One recent passport size photo** Passport size with white background; must be recent (not older than 6 months).		
• **Original passport and one passport copy** The passport must be valid a minimum of 3 months after your intended departure from the territory of the Member States, signed by the bearer, shall contain at least two blank pages and should not be issued more than 10 years ago.		
• **Copy of the latest 3 Schengen visas issued during the last 3 years**		
• **UAE residence visa and one copy** Valid three months beyond the intended date of departure from the territory of the Schengen Member States.		
• **Valid travel insurance (Original and stamped)** Covering the entire territory of all Schengen Member States with a minimum coverage of 30.000,00 € (euros) for medical expenses. The insurance policy must cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. An original certificate policy clearance is mandatory.		
• **No Objection Certificate & Trade License** Original letter issued from UAE local sponsor To be addressed to "Embassy of Portugal in Abu Dhabi", dated not later than one month. For employees, an original letter with the company's letterhead stating employment status, position, length of contract and salary. The letter should also be duly stamped with the name and position of the signatory, specify the dates of approved leave and state the purpose of visit. * **For BUSINESS OWNERS (Partner) /self-employed persons;** Commercial Trade License is **MANDATORY** to be submitted original, authenticated and stamped by UAE **MoFA** along with NOC letter signed by the responsible(s) of the Company with power to legally represent and bind it.		
• **Flight reservation including return ticket**		
• **Proof of accommodation** Proof of accommodation with full address (name, street, city, zip code, contact information) during intended stay: hotel reservation, rental contract or proof of residential property.		
• **Originally stamped personal UAE bank account statement for the last three months** For those on company travel who do not have their personal bank statements the sponsor has to submit bank statements along with a letter stating they will take care of the expenses. A copy of credit card valid throughout the intended stay can be joined along with the bank statements.		
• **Documents reflecting the nature of business trip and existence of business relations** Invitation letter from a company or an authority in Portugal to attend a meeting, conference or event (e.g. confirmed registrations for trade fairs or congresses) mentioning duration of the visit / stay, purpose and (if applicable) financial arrangements of the stay. Documents which shows the existence of trade relations or relations for work purposes between the companies in the UAE and Portugal.		

- The processing time takes minimum 15 calendar days to process.
- For EU Spouse marriage certificate should be certified by **EU Authority** and authenticated, stamped by **UAE MoFA** with a validity not more than 6 months to avail visa fees gratis/free. Portuguese spouses can obtain their marriage certificate in https://eportugal.gov.pt/en/servicos/pedir-uma-certidao-de-casamento
- The Embassy of Portugal in Abu Dhabi reserves the right to request additional documents if deemed necessary, may call the applicant for an interview.

Remarks: _____

I hereby confirm I have taken notice about the above-mentioned information and affixing my signature below.

Applicant's Signature:_____ Date:_____/_____/_____ VFS Officer: _____