

# VFS PORTUGAL

|    | <b>SHORT TERM (BUSINESS/CONFERENCE VISA) CHECKLIST</b>  | Yes | No |
|----|---|-----|----|
| 1  | <b>Application form</b> completely filled and signed by the applicant.  |     |    |
| 2  | <b>Two Recent</b> (not older than six months) <b>passport-size photographs</b> in color with white background. (3.5cm / 4.5cm) (Do not staple).   |     |    |
| 3  | <b>The Passport should be valid for at least three months</b> (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa. No visa will be issued on the additional page of the passport.   |     |    |
| 4  | <b>Clear photocopy of first and last page of the passport on a same page and Copy of previous Schengen visa and U.K or U.S valid visa. If Any .</b>   |     |    |
| 5  | <b>A Copy of refusal notification of previously denied Schengen Visas if any.</b>   |     |    |
| 6  | A <b>Covering letter</b> from the Indian organization or company mentioning the designation and current profile of the applicant, purpose of the visit, itinerary, name & contacts of the company in Portugal.  |     |    |
| 7  | <b>An invitation letter from the company in Portugal / Notification to attend conference/ seminar/ workshops from the Organizers.</b><br>Mentioning the invitee details, the dates and purpose of the trip with detailed schedule of the business meetings or trainings, venue of conference/seminar  |     |    |
| 8  | Confirmed onward/return <b>travel ticket.</b>   |     |    |
| 9  | <b>Proof of accommodation</b> (confirmation of reservation of hotel/apartment). <b>Paid</b>   |     |    |
| 10 | <b>Overseas travel medical insurance</b> valid for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure. |     |    |
| 11 | <b>Proof of Financial support such as :</b><br><ul style="list-style-type: none"> <li>o Original Bank statement for last one year duly stamped and signed by the bank</li> <li>o Copy of Income Tax Returns for the last three years</li> <li>o Copy of Salary Slips for the last three months, if applicable</li> <li>o Copy of Pan Card</li> </ul>                                      |     |    |
| 12 | Proof of occupation.  |     |    |
| 13 | <b>Copy of Registration certificate</b> and profile of the Indian company, if applicable  |     |    |
| 14 | <b>Foreign Nationals residing in India</b> must submit valid permit to return to India.   |     |    |
| 15 | <b>Minors below 18 years</b> travelling alone must submit the written consent of their parents/ guardian  |     |    |

**Note:** (1) Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Portugal, New Delhi. (2) The visa fee, according to Schengen regulations, is non-refundable. (3) Carry All documents in Original at the time of interview. (4) Embassy of Portugal require a minimum of 15 calendar days for visa processing once the application reaches Embassy.

**Declaration: I confirm that I have submitted only the above ticked documents.**

Name: \_\_\_\_\_ Passport No: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_ Interview date: \_\_\_\_\_

Travel Date: \_\_\_\_\_ Contact No. \_\_\_\_\_

E-mail Id \_\_\_\_\_

**Comments (if any):**

**Application Submitted by:** ..... **Sign**.....

**VFS Staff:** Name ..... Date: .....