

VFS PORTUGAL

SHORT TERM BUSINESS / CONFERENCE CHECKLIST		Yes	No
1.	Online Visa Application Form completely filled and signed by the applicant (Date on Online Visa Application form should be the same date as the appointment for visa submission).		
2.	One Recent (not older than six months) passport-size photographs in color with white background. (3.5cm / 4.5cm) (without Glasses-Specs)		
3.	Original Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and itinerary of the visit in brief Full address/contact details of the Host / Relative / Hotel in Portugal. The cover letter should also mention the name and relation of any accompanying travelers with their passport numbers, Passport copy and Ticket copy. If the accompanying travelers already possess a valid Schengen Visa, please enclose a photocopy of the same and if applying through another Embassy/Consulate, please provide the details.		
4.	Original Employment Covering Letter 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 with complete and full address and contacts of host / hotel accommodation in Portugal.		
5.	Invitation Letter from the Portuguese Company with complete and full address and contacts of inviting person, host, hotel accommodation in Portugal.		
6.	Reserved Onward / Return Flight Travel Ticket . Flight ticket accompanying travellers (if any).		
7.	Internal Travel Tickets/Reservations if travelling to more than one country within Schengen area.		
8.	Overseas travel medical insurance 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 India		
9.	Proof of Accommodation (confirmation of reservation of Hotel/Apartment).		
10.	Proof of sufficient funds to cover all expenses while in Portugal: <ul style="list-style-type: none"> ○ Copy Salary Slips for the last 3 months (if working). ○ Bank Statements for the last 6 months ○ Copy of Indian Income Tax Return Verification Form-V for the last 03 Years and Copy of Pan Card 		
11.	Sponsorship Proof, if sponsor is in India: If the applicant is sponsored by another person, an original Sponsorship Letter is required on Rs. 100 Stamp Paper with sponsor's Govt. ID Copies and must be Notarized. If the Sponsor is in not in India, the Sponsorship Letter should be Notarized/Attested by a Notary/Advocate if in the E.U. or from the respective Portugal Consulate/Embassy in other countries.		
12.	Copy Proof of Registration and Profile of the Indian Company, if applicable.		
13.	Foreign nationals residing in India must submit valid permit to return to India.		
14.	The Passport should be valid for at least three months (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. <ul style="list-style-type: none"> ○ Copy of the Bio-Pages (First and Last page) of the Passport including the copy of the page stamped by the Passport Office must be enclosed. ○ Schengen Visa copies if issued in the last 03 years. 		

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Full Name: _____
Passport No: _____
Travel Date: _____
Date of Birth: _____
Contact No: _____
E-mail Id: _____

- **Note:** Applicant could be asked for additional documents or may be required for a Personal Interview if desired by The Consulate General of Portugal, Goa.
- Kindly carry all your **ORIGINAL DOCUMENTS** at the time of submission at VFS Global.
- The Visa Fee, according to Schengen regulations, is non-refundable.

Applicants Name:**Signature:**

VFS Staff Name: **Date:**

Comments (if any):

Personal Interview Date (if applicable):

Biometrics Done: