

## VFS PORTUGAL

<b>SHORT TERM BUSINESS / CONFERENCE CHECKLIST</b>		Yes	No
1.	<b>Online Visa Application Form</b> 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.	<b>One Recent</b> (not older than six months) <b>passport-size photographs</b> in color with white background. (3.5cm / 4.5cm) (Do not staple / without Glasses-Specs)		
3.	<b>Personal Covering Letter</b> from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief. The cover letter should also mention the name and relation of any <b>accompanying travelers</b> with their passport numbers. 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.	<b>Employment 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 with complete and full address and contacts of host / hotel accommodation in Portugal.		
5.	<b>Invitation Letter</b> from the Portuguese Company with complete and full address and contacts of inviting person, host, hotel accommodation in Portugal.		
6.	Reserved Onward / Return <b>Flight Travel Ticket</b> .		
7.	<b>Internal Travel Tickets/Reservations</b> if travelling to more than one country within Schengen area.		
8.	<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 India		
9.	<b>Proof of Accommodation</b> (confirmation of reservation of Hotel/Apartment).		
10.	<b>Proof of Financial support such as :</b> <ul style="list-style-type: none"> <li>○ Copy of Personal Bank statements for last 6 months</li> <li>○ Copy of Income Tax Returns for the last 3 years &amp; Copy of Pan Card</li> <li>○ Copy of Salary Slips for the last 3 months</li> </ul>		
11.	<b>Copy Proof of Registration</b> and Profile of the Indian Company, if applicable.		
12.	<b>Foreign nationals residing in India must submit valid permit to return to India.</b>		
13.	<b>Declaration form</b> granting SEF (Foreign and borders office) permission for consulting criminal records in Portugal (not required for minors below 16 years).		
14.	The <b>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. <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Schengen Visa copies if issued in the last 03 years.</li> </ul>		

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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.

**Applicant Declaration:** I confirm that, from the documents I submitted, the following are missing / incorrect:

**Missing or Incorrect Documents (If any):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware that failure to submit/correct all required documents may result in the application being refused or an increase in the processing time for my application. I still want to go ahead and submit my application and in case of any additional/correction of documents required by the Consulate General of Portugal, I am aware that I need to submit the documents at VFS Visa Application Centre.

**Applicants Name:** ..... **Signature:** .....

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

**Comments (if any):**

**Personal Interview Date (if applicable):** .....

**Biometrics Done:** .....