

VFS PORTUGAL

SHORT TERM (FAMILY / FRIEND VISIT) 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) (Do not staple / without Glasses-Specs)		
3	Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and 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. 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	Reserved Onward / Return Flight Travel Ticket.		
5	Internal Travel Tickets/Reservations if travelling to more than one country within Schengen area.		
6	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		
7	Invitation and Sponsorship Proof from Portugal: <ul style="list-style-type: none"> ○ Original Notarized Invitation from invitee in Portugal mentioning the details of the stay in Portugal notarized by a Notary/Advocate in Portugal. ○ Sponsorship letter (Termo de Responsabilidade) ○ Invitees Copy of Passport and Copy of Residential Permit card (<i>should be valid</i>) ○ Bank Account statement for the last 1 year of the Sponsor. 		
8	Residence Proof: <ul style="list-style-type: none"> ○ Residence/Rent contract copy (<i>should be valid</i>) ○ Rent receipts for the last three (03) months 		
9	If the Sponsor is working, <ul style="list-style-type: none"> ○ Declaration/Work Contract from the Company ○ Salary Slips for the last three (03) months ○ IRS (Income Tax Returns) for the last three (03) years 		
10	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.		
11	If not staying with invitee, Proof of Accommodation (confirmation of reservation of Hotel/Apartment).		
12	Proof of sufficient funds to cover all expenses while in Portugal: <ul style="list-style-type: none"> ○ Bank Statements for the last 6 months ○ Copy Income Tax Returns for the last 3 years and Copy of Pan Card ○ Copy Salary Slips for the last 3 months (if working). 		
13	Minors below 18 years travelling alone must submit the written consent (NOC) from their parents / guardian on: <ul style="list-style-type: none"> ➤ Rs. 100 Stamp Paper signed by both Parents / Guardian mentioning Financial Sponsorship for Travel and must be Notarized. ➤ If the minor is travelling with only one Parent or Guardian, the same NOC will be required from the other Parent / Guardian not travelling with them. 		
14	Declaration form granting SEF (Foreign and borders office) permission for consulting criminal records in Portugal (not required for minors below 16 years).		
15	The Passport should be valid for at least three 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.

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: