

VFS PORTUGAL

	TEMPORARY STAY VISA CHECKLIST (for stay less than one year)	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, duration & itinerary of the visit in brief. 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	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	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		
6	Proof of Accommodation (confirmation of reservation of Hotel/Apartment).		
7	Reserved Onward / Return Flight Travel Ticket .		
8	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. 		
9	In case of Work <ul style="list-style-type: none"> ◆ Covering letter from Indian firm stating the purpose and duration of the stay ◆ Invitation letter from Portuguese firm confirming the purpose and duration of the stay ◆ Copy of the work contract (individual or between two companies) 		
10	In case of Sports <ul style="list-style-type: none"> ◆ Declaration / invitation from the respective Federation in Portugal along with Sponsorship Letter (“<i>Termo de Responsabilidade</i>”) from the Sports Club / Association in Portugal undertaking responsibility for boarding, lodging and healthcare 		
11	In case of Medical treatment <ul style="list-style-type: none"> ◆ Detailed medical report and confirmation of admission in the hospital 		
12	Police Clearance Certificate issued from Passport Office (not required for minors below sixteen years) in English and duly translated to Portuguese. The documents shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, and Patiala House, New Delhi. <ul style="list-style-type: none"> ➤ PCC In English Language: Apostille ➤ PCC Translated In Portuguese Language : Apostille 		
13	Proof of sufficient funds to cover expenses during the stay in Portugal: self-supporting means, paid by the company / scholarship or any other means of sponsorship.		
14	Sponsorship Proof: If the applicant is sponsored by another person, an original Sponsorship Letter is required on Rs. 100 Stamp Paper 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.		
15	Declaration granting SEF (Foreign and Borders Office) permission for consulting criminal record in Portugal (not required for minors below sixteen years).		
16	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"> o 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. o Schengen Visa copies if issued in the last 03 years. 		

VFS PORTUGAL

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: