

## VFS PORTUGAL

| <b>SHORT TERM ( FAMILY / FRIEND VISIT ) 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) (without Glasses-Specs)   |     |    |
| 3   | <b>Original Personal</b> Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and itinerary of the visit in brief<br>Full address/contact details of the Host / Relative / Hotel in Portugal.<br>The cover letter should also mention the name and relation of any <b>accompanying travelers</b> 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   | <b>Reserved</b> Onward / Return Flight Travel Ticket. Flight ticket accompanying travellers (if any).  |     |    |
| 5   | <b>Internal Travel Tickets/Reservations</b> if travelling to more than one country within Schengen area.   |     |    |
| 6   | <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   |     |    |
| 7   | <b>Invitation and Sponsorship Proof from Portugal:</b> <ul style="list-style-type: none"> <li>○ <b>Original Termo de Responsabilidade</b> from invitee in Portugal mentioning the details of the stay in Portugal. <b>Original</b> signed &amp; Stamped by Advocate in Portugal.</li> <li>○ Invitees <b>Copy of Passport</b> and Copy of <b>Residential Permit card</b> (<i>should be valid</i>)</li> <li>○ <b>Bank Account statement</b> for the last 1 year of the Sponsor.</li> </ul>   |     |    |
| 8   | <b>Residence Proof:</b> <ul style="list-style-type: none"> <li>○ Residence/<b>Rent contract</b> copy (<i>should be valid</i>)</li> <li>○ <b>Rent receipts</b> for the last three (03) months</li> </ul>  |     |    |
| 9   | <b>If the Sponsor is working,</b> <ul style="list-style-type: none"> <li>○ Declaration/<b>Work Contract</b> from the Company</li> <li>○ <b>Salary Slips</b> for the last three (03) months</li> <li>○ <b>IRS</b> (Income Tax Returns) for the last three (03) years</li> </ul>   |     |    |
| 10  | <b>Sponsorship Proof, if sponsor is in India:</b><br>If the applicant is sponsored by another person, an original <b>Sponsorship Letter</b> 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, <b>Proof of Accommodation</b> (confirmation of reservation of Hotel/Apartment).   |     |    |
| 12  | <b>Proof of sufficient funds to cover all expenses while in Portugal:</b> <ul style="list-style-type: none"> <li>○ Copy Salary Slips for the last 3 months (if working).</li> <li>○ Bank Statements for the last 6 months</li> <li>○ Copy of <b>Indian Income Tax Return Verification Form-V</b> for the last 03 Years and Copy of Pan Card</li> </ul>   |     |    |
| 13  | <b>Minors below 18 years</b> travelling alone must submit the written consent ( <b>NOC</b> ) from their parents / guardian on: <ul style="list-style-type: none"> <li>➤ Rs. 100 Stamp Paper signed by both Parents / Guardian mentioning Financial Sponsorship for Travel and must be Notarized.</li> <li>➤ 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.</li> </ul>   |     |    |
| 14  | The <b>Passport should be valid for at least three months</b> 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>   |     |    |

# 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.

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

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

**Comments (if any):**

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

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