

# VFS PORTUGAL

	<b>STUDY / TRAINING VISA CHECKLIST</b>	Yes	No
1	<b>Application form</b> completely filled and signed by the applicant.		
2	<b>Two Recent</b> (not older than six months) <b>passport-size photographs</b> in color with white background. (3.5cm / 4.5cm). Please do not staple		
3	<b>The 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 pages of the passport. 2 copies of the front and last page		
4	<b>Clear photocopy of first and last page of the passport on a same page and Copy of previous Schengen visa and U.K or U.S valid visa. If Any .</b>		
5	<b>A Copy of refusal notification of previously denied Schengen Visas if any.</b>		
6	<b>A covering letter</b> from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief.		
7	<ul style="list-style-type: none"> <li>o <b>Proof of acceptance/confirmation/registration in a course of study/ research work /training program in a recognized University/Institute/company.</b></li> <li>o <b>Proof of college fees payment</b></li> <li>o <b>Proof of transfer of the above said amount</b></li> </ul>		
8	<b>Police Clearance Certificate</b> (not require for minors below sixteen years) Attested by Ministry of External Affairs in New Delhi/ Dhaka /Kathmandu/Colombo (For Indian nationals the document shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, Patiala House) or any other branch of MEA		
9	Proof of Qualification degree (in original form) dully apostilled by MEA .		
10	Proof of sufficient funds to cover all expenses during the stay in Portugal (scholarship/grant/fellowship from the University in Portugal/European Union) In case of Self funding (Bank Statement for the last three months, if employed Salary slips etc. of self/parents)		
11	<b>No Objection Certificate</b> from the current Institute/School (If Applicable)		
12	<b>Ticket Reservation</b>		
13	<b>Proof of accommodation/declaration from University</b>		
14	<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.		
15	<b>Minors below 18 years</b> traveling alone must submit the written consent of their parents /guardian		
16	<b>Declaration form granting SEF</b> (Foreign and Borders Office) permission for consulting criminal record in Portugal (not required for minors below sixteen years) (Forms available at VFS)		

**Note:** (1) Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Portugal, New Delhi. (2) The visa fee, according to Schengen regulations, is non-refundable. (3) Carry All documents in Original at the time of interview. (4) Embassy of Portugal require a minimum of 15 calendar days for visa processing once the application reaches Embassy.

**Declaration: I confirm that I have submitted only the above ticked documents.**

Name: \_\_\_\_\_ Passport No: \_\_\_\_\_ Interview date: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_ Travel Date: \_\_\_\_\_

Contact No. \_\_\_\_\_ E-mail Id \_\_\_\_\_

**Comments (if any):**

**Application Submitted by:** ..... **Sign**.....

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