

# VFS PORTUGAL

TEMPORARY STAY VISA CHECKLIST (Work/Study/Sports/Medical Treatment for Stay up to one year)		Yes	No
1	Application form completely filled and signed by the applicant.		
2	Two Recent (not older than six months) passport-size photographs in color with white background. (3.5cm / 4.5cm) (Do not staple).		
3	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 one blank page to affix the visa.		
4	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 .		
5	A Copy of refusal notification of previously denied Schengen Visas if any.		
6	Overseas travel medical insurance valid for all Schengen-countries .The insurance has to cover the applicant at least for 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.		
7	Police Clearance Certificate issued from Passport Office (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)		
8	Proof of Accommodation		
9	♦ Proof of sufficient funds to cover expenses during the stay in Portugal: self supporting means /paid by the company/ scholarship or grant from the University in Portugal or European Union		
10	Declaration granting SEF (Foreign and Borders Office) permission for consulting criminal record in Portugal (not required for minors below sixteen years). (Forms available at VFS)		
11	In case of <b>Work</b> ♦ 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)		
12	In case of <b>Study</b> : Confirmation/acceptance/invitation from the University/Institute in Portugal/European Union		
13	In case of <b>Sports</b> ♦ 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		
14	In case of <b>medical treatment</b> ♦ Detailed medical report and confirmation of admission in the hospital		

**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: \_\_\_\_\_

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

Interview Date: \_\_\_\_\_ Contact No. \_\_\_\_\_

E-mail Id \_\_\_\_\_

**Comments (if any):**

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

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