

VFS PORTUGAL

	WORK VISA 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) (without Glasses-Specs)		
3	Original Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and itinerary of the visit in brief 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, 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	Original Employment Letter from the Indian organization or company mentioning the designation and current profile of the applicant, place of residence in India, 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	For Employment: <ul style="list-style-type: none"> ➤ Copy of the work contract duly signed by Employer and Employee ➤ Declaration issued by the Portuguese Authorities ('Instituto de Emprego e Formação Profissional') 		
6	For Independent workers: <ul style="list-style-type: none"> ➤ Proof of working independently or Contract between two companies. 		
7	Reservation of Onward / Return Flight Travel Ticket. Flight tickets applicant and of accompanying travellers to Portugal, if any. IMPORTANT: All visa applicants are required to submit confirmed tickets (Onward / Return) with complete payment details upon collection of their passports <u>if the visa is issued.</u>		
8	Internal Travel (if applicable) – Air Tickets/Bus Reservations/Euro Rail Reservation/Car Booking required if travelling to more than one country within Schengen area. In case, the applicant is scheduled to travel to some other country than Schengen countries, prior or post to the travel to Portugal, applicants are requested to submit the reservation tickets for that particular travel.		
9	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, loss of baggage, 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 in & departure from India		
10	Recently issued Police Clearance Certificate issued from Passport Office in English and duly translated to Portuguese. The documents should 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 		
	Proof of Accommodation (Hotel/Apartment booking reservations). Please provide a booking reservation directly from Hotel or from any booking sites. Example: booking.com, makemytrip.com, yatra.com etc. Note: Hotel bookings done by any third party travel agent are not acceptable.		
11	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.		

VFS PORTUGAL

12	<p>Proof of sufficient funds to cover all expenses while in Portugal:</p> <ul style="list-style-type: none"> ○ Copy Salary Slips for the last 3 months (if employed). ○ Bank Statements for the last 6 months ○ Copy of Indian Income Tax Return Verification Form-V for the last 03 Years and Copy of Pan Card <p>Note: In case the applicant has not filed the Income Tax returns for the last 03 years, the same needs to be mentioned on the covering letter with justification for the same.</p>		
13	<p>Sponsorship Proof, if sponsor is in India:</p> <ul style="list-style-type: none"> ○ If the applicant is sponsored by other than the inviting/employer organization, an original Notarized Sponsorship Letter is required on Rs. 100 Stamp Paper with sponsor's Govt. ID Notarized Copies. ○ 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. <p>Note: The Sponsor person should introduce himself/herself and provide complete passport details, introduce the traveller/applicant and mention complete passport details and about the complete stay in Portugal.</p>		
14	<p>Declaration form granting SEF (Foreign and borders office) permission for consulting criminal records in Portugal.</p>		
15	<p>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.</p> <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. ○ Copies of all the pages that contain Occidental visas. 		
16	<p>Documentary Proof of Professional / Educational / Technical Qualifications copy</p>		

IMPORTANT:

- The rules and requirements are subject to change without prior notice.
- All visa applicants are required to submit confirmed tickets and hotel bookings with complete payment details upon collection of their passports with visa.
- 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.

Full Name: _____
Passport No: _____
Travel Date: _____
Date of Birth: _____
Contact No: _____
E-mail Id: _____
Signature: _____

VFS Staff Name: **Date:**

Comments (if any):

Personal Interview Date (if applicable): **Biometrics Done:**