

VFS PORTUGAL

WORK VISA CHECKLIST		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 two blank pages to affix the visa. No visa will be issued on the additional pages of the passport.		
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	Declaration form granting SEF (Foreign and Borders Office) permission for consulting criminal record in Portugal (not required for minors below sixteen years)		
7	Police Clearance Certificate issued by 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 sufficient funds to cover all expenses during the stay in Portugal (sponsor or self).		
9	Proof of accommodation in Portugal (lease contract , proof of residence offered by employer).		
10	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.		
•	For Employment:		
11	IEFP Document		
11	Copy of the work contract duly signed by employer and employee		
12	Declaration issued by the Portuguese Authorities (‘Instituto de Emprego e Formação Profissional’)		
•	For independent workers:		
13	Proof of working independently or Contract between two companies		
14	Documentary proof of professional/educational/technical qualifications		
15	Air Ticket Reservation.		

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: (1) _____ Passport No: (1) _____ Date of Birth: (1) _____

Travel Date: _____ Interview date: _____

Contact No. _____ E-mail Id _____

Comments (if any):

Application Submitted by: Sign.....

VFS Staff: Name Date: