

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) (Do not Staple)		
3	Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief. The cover letter should also mention the name and relation of any accompanying travelers with their passport numbers. And passport 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 Covering Letter from the Indian organization or company mentioning the designation and current profile of the applicant, 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	Reserved Onward / Return Flight Travel Ticket . Flight ticket accompanying travellers (if any).		
8	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 India.		
9	Police Clearance Certificate issued from Passport Office (not required for minors below sixteen years) in English and duly translated to Portuguese. The documents shall 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 		
10	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		
11	Personal Proof of Financial support such as : <ul style="list-style-type: none"> ○ Copy of Personal Bank statements for last 6 months ○ Copy of IT Returns Form-V for the last 3 years & Copy of Pan Card ○ Copy of Salary Slips for the last 3 month 		
12	Declaration form granting SEF (Foreign and Borders Office) permission for consulting criminal record in Portugal (not required for minors below sixteen years)		
13	Sponsorship Proof: If the applicant is sponsored by another person, an original Sponsorship Letter is required on Rs. 100 Stamp Paper 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.		

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14	<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. ○ Schengen Visa copies if issued in the last 03 years. 		
15	Documentary Proof of Professional / Educational / Technical Qualifications		

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.

Applicant Declaration: I confirm that, from the documents I submitted, the following are missing / incorrect:

Missing or Incorrect Documents (If any):

I am aware that failure to submit/correct all required documents may result in the application being refused or an increase in the processing time for my application. I still want to go ahead and submit my application and in case of any additional/correction of documents required by the Consulate General of Portugal, I am aware that I need to submit the documents at VFS Visa Application Centre.

Applicants Name: **Signature:**

VFS Staff Name: **Date:**

Comments (if any):

Personal Interview Date (if applicable):

Biometrics Done: