

VFS PORTUGAL

	SHORT TERM (FAMILY / FRIEND VISIT) 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 page of the passport. Previous passport, if any, should also be submitted with the visa application.		
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	Covering letter explaining the purpose of the visit with complete and full address and contacts of host/relative/hotel in Portugal.		
7	If visiting Friend Invitation letter from the host in Portugal mentioning names of all invitees, duration of stay, purpose of stay, relationship along with copy of Portuguese/Indian passport, residence permit		
8	Travel ticket reservations.		
9	Overseas travel medical insurance valid for 6 months 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.		
10	Proof of sufficient funds to cover expenses while in Portugal: <ul style="list-style-type: none"> o Original Bank statement for last three (03) months duly stamped and signed by the bank o Copy of Income Tax Returns for the last three (03) years o Copy of Salary Slips for the past 3 months (if employed). o Copy of Pan Card 		
11	A minor must have a N.O.C letter from both the parents (If they are not traveling with the parents).		
12	Sponsorship Proof if visiting family: <ul style="list-style-type: none"> o Sponsorship letter (Termo de Responsabilidade which can be downloaded here: https://www.vistos.mne.pt/images/schengen/formularios/termo_de_responsabilidade_portugal.pdf) o Copy of Passport o Copy of Residence Permit (Must be valid) 		
13	Residence Proof: <ul style="list-style-type: none"> o Residence/Rent contract copy (<i>Must be valid</i>) o Rent receipts for the last three (03) months 		
14	If the Sponsor is working, <ul style="list-style-type: none"> o Salary Slips for the last three (03) months o IRS (Income Tax Returns) for the last three (03) years 		
15	Bank Account statement for the last 6 Months of the Sponsor.		

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) _____

Contact No. _____

E-mail Id _____

Interview Date: _____

Comments (if any):

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

VFS Staff: Name Date: