

# VFS PORTUGAL

<b>WORK VISA CHECKLIST – SHORT TERM</b>		Yes	No
<b>1</b>	Application form completely filled and signed by the applicant.		
<b>2</b>	Two Recent (not older than six months) passport-size photographs in color with white background. (3.5cm / 4.5cm). (Do not staple).		
<b>3</b>	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.		
<b>4</b>	<b>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 .</b>		
<b>5</b>	<b>A Copy of refusal notification of previously denied Schengen Visas if any.</b>		
<b>6</b>	<b>Police Clearance Certificate issued by Passport Office</b> (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)		
<b>7</b>	Proof of accommodation in Portugal (lease contract , proof of residence offered by employer).		
<b>8</b>	<b>Overseas travel medical insurance</b> 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.		
<b>9</b>	Work insurance provided by employer		
<b>10</b>	Copy of the work contract duly signed by employer and employee		
<b>11</b>	Documentary proof of professional/educational/technical qualifications		
<b>12</b>	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: .....