

# PORTUGAL – CHECKLIST

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<b>Applicants Name Surname</b>		
<b>EMAIL ADDRESS:</b>		
<b>Purpose of Visit</b>		
	<b>Yes</b>	<b>Missing</b>
<p><b>Application form</b> (fully completed)</p> <ul style="list-style-type: none"> <li>- <u>Completed and signed by the applicant</u></li> </ul> <p><b>Photograph:</b> One passport sized photo with white background no smiling no teeth showing. <b>(NOT MORE THAN 12 MONTHS OLD)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Passport</b> <ul style="list-style-type: none"> <li>- Valid for a period of at least 3 months after expiry date of the requested Schengen Visa.</li> <li>- At least three blank pages to affix visa.</li> <li>- <b>For non-SA citizens: Proof of permanent residence.</b></li> <li>- <b>Work permit and study visas in South Africa</b> must be valid for at least 3 months after the return of the applicant from a Schengen State.</li> <li>- <b>Accompanying spousal visa only valid if spouse is travelling with, and has to be valid for three months after return date</b></li> </ul> </li> </ul> <p><b>Temporary RSA passports</b> are not accepted for traveling to or transit Austria, Germany, Belgium, France, The Netherlands, Denmark or Luxembourg.</p> <p><b>Nationals with Dual Nationality (EU passports and SA passports) are not allowed to apply for visas.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Copy of flight round trip reservation and detailed itinerary</b> with dates and flight numbers specifying entry and exit from ALL Schengen State. <b>Please provide a copy for each application.</b> <ul style="list-style-type: none"> <li>- Itinerary if traveling to additional Schengen States (With Proof of travel to additional Schengen countries if No connecting flights proof of - Car Hire / Ferry / Coach / Train Tickets etc.)</li> <li>- Accept application if the stay in <b>Portugal is the longest or equal to other Schengen member states or in case of equal duration stay, if Portugal is the first State of entry.</b></li> <li>- Please ensure the reservation states the <b>passenger's name.</b></li> <li>- The visa of the final country of destination (if needed) should be obtained before applying for a Schengen visa.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Copy of Travel Insurance Policy</b> <ul style="list-style-type: none"> <li>- Visa letter</li> <li>- Covering the entire period of intended stay</li> <li>- Valid for all Schengen States</li> <li>- covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay</li> <li>- Minimum coverage EUR 30 000.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>• <b><u>Proof of Accommodation</u></b> <ul style="list-style-type: none"> <li>- Hotel / holiday home confirmed reservation or tour vouchers. It should clearly state names of applicants, arrival and departure date and address of the hotel.</li> <li>- If applicant is travelling to other Schengen States as well, proof of accommodation in each country.</li> <li>- If accommodation is booked on another individual's name, you are requested to get a letter from that individual confirming that you are accompanying them.</li> </ul> </li> <li>• <b><u>For applicants visiting friends or family:</u></b> <ul style="list-style-type: none"> <li>- A Term of Responsibility form needs to be completed by the inviting person <b>duly notarized or stamped by a Commissioner of Oaths</b> and must specify if they are responsible for Accommodation or for All the Costs.</li> <li>- Copy of inviting persons ID / Passport.</li> </ul> </li> <li>• <b><u>Cruise:</u></b> <ul style="list-style-type: none"> <li>- A detailed itinerary of the cruise with all applicants' names on it.</li> <li>- Proof of payment for cruise with all applicants' names on it.</li> <li>- You are only able to apply for Portugal if Portugal is your longest stay on the Portugal.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b><u>Proof of sufficient funds for duration of stay</u></b> <ul style="list-style-type: none"> <li>- Present Original last 3 months bank statements (savings, cheque or current account) each page to be bank stamped</li> <li>- Proof of purchase (receipt) FOREX / Travel Allowance if available</li> <li>- If applicant is not employed and being sponsored then three months statements from Sponsor, copy of sponsors ID / Passport and A Term of Responsibility form needs to be completed by the Sponsor <b>duly notarized or stamped by a Commissioner of Oaths.</b></li> <li>- If account is a business account and not in the applicants name, proof of company registration (CK/CC/ Cipro doc's).</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b><u>For employees:</u></b> <ul style="list-style-type: none"> <li>- Letter from Employer / University or College, specifying the date of recruitment, and confirmation of leave approval</li> <li>- if self-employed proof of company registration (CK/CC/Cipro docs, accountant letters or any Legal document showing ownership of the company )</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b><u>Minors</u></b> <ul style="list-style-type: none"> <li>- <b>Parents / Legal guardians must sign:</b></li> <li>- Child 12 years and older must appear in person at the VAC for Biometrics (under 12 years do not need to come in as No Biometric is taken)</li> <li>- Letter from School confirming enrolment.</li> <li>- An unabridged birth certificate should be submitted or the official documents/court decisions establishing the minor's parents/legal guardians.</li> <li>- If One / Both Parents are travelling - proof of Flight details required</li> <li>- If One / Both parent is not travelling – submit Affidavit of parental consent duly signed and certified.</li> <li>- Copies of both / Non Travelling parent ID / Passport required.</li> <li>- If any parent deceased then certified copy of death certificate.</li> <li>- Only in case of delay by SA authorities to issue unabridged birth certificate: <ul style="list-style-type: none"> <li>- proof of having lodged the relevant request to the competent authorities (home affairs) showing the parents' names and stamped by Home Affairs</li> </ul> </li> <li>- A Term of Responsibility from the person responsible for the child whilst on holiday Duly Notarized or stamped by a Commissioner of Oaths and must specify if they</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>are responsible for Accommodation or for All the Costs. Copy of inviting / responsible persons ID / Passport.</p> <ul style="list-style-type: none"> <li>- Copy of inviting / responsible persons ID / Passport.</li> <li>- Child under 6 years the Visa is Free of charge</li> <li>- Child between ages 6 – 12 Visa fee is half</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>EEA/EU Dependents:</u></b> <ul style="list-style-type: none"> <li>- <b>Spouse or children of EEA/EU passport holders are required to submit marriage certificate and/or unabridged birth certificate.</b></li> <li>- Copy of <b>EEA/EU citizen's passport</b> (verify the original)</li> <li>- <b>Flight reservation</b> with details of applicant and EEA/EU national</li> <li>- Consular fees not charged when above documents duly submitted and are not subjected to travel with the spouse that holds the EU passport.</li> </ul> </li> <li>• <b><u>No proof of adequate funds and accommodation needed</u></b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b><u>Copies of previous Schengen visas obtained in the last three years</u></b> (if not in current passport)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Copy of Applicants <b>Bio Data page from passport</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

VFS Submission Officer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_