PORTUGAL – CHECKLIST

Applicants Name Surname		
EMAIL ADDRESS:		
Purpose of Visit		
	Yes	**Missing**
Application form (fully completed) - Completed and signed by the applicant - Minor: Both parents need to sign the application form in person, at the visa application centre. **Photograph:** **One** passport sized photo with white background no smiling no teeth showing. (**NOT MORE THAN 12 MONTHS OLD & NOT PREVIOUSLY USED FOR ANY OTHER VISA**)	☐ ☐	☐ ☐
• **Passport** - Valid for a period of at least 3 months after expiry date of the requested Schengen Visa. - Damaged passports cannot be accepted - At least three blank pages to affix visa. - **For non-SA citizens: Proof of permanent residence.** - **Work permit and study visas in South Africa** must be valid for at least 3 months after the return of the applicant from a Schengen State. - **Accompanying spousal visa only valid if spouse is travelling with, and has to be valid for three months after return date** **Temporary RSA passports** are not accepted for traveling to or transit Austria, Germany, Belgium, France, The Netherlands, Denmark or Luxemburg. **Nationals with Dual Nationality (EU passports and SA passports) are not allowed to apply for visas.**	☐	☐
• **Copy of flight round trip reservation and detailed itinerary** with dates and flight numbers specifying entry and exit from **ALL Schengen State**. **Please provide a copy for each application.** - 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.) - Accept application if the stay in **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.** - Please ensure the reservation states the **passenger's name.** - The visa of the final country of destination (if needed) should be obtained before applying for a Schengen visa. - If not returning to South Africa, must show proof of onward plans (job, studies, or residence elsewhere).	☐	☐
• **Copy of Travel Insurance Policy** - Visa letter - Covering the entire period of the intended stay - Valid for all Schengen States - Applicants full name and passport number to appear as per the passport. - covering all expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay - Minimum coverage EUR 30 000.	☐	☐

PORTUGAL – CHECKLIST

• **Proof of Accommodation** - Provide proof of accommodation for the entire stay. - Hotel / holiday home confirmed reservation or tour vouchers. It should clearly state the names of all applicants, arrival and departure date and addressof the hotel. - The telephone number of the Hotel/Airbnb that the applicant will be staying in, needs to appear on all accommodation. If the applicant is travelling to other Schengen States as well, proof of accommodation ineach Schengen country has to be provided. - If accommodation is booked on another traveler's name, you are requested to geta letter from the accommodation confirming each individual person's name.	☐	☐
• **For applicants visiting friends or family:** - A Term of Responsibility form needs to be completed by the inviting person **A Term of Responsibility must be stamped in Portugal if the inviting party is in Portugal and if the inviting party is in South Africa, they need to get it stamped by the Portuguese Consulate.** and must specify if they are responsible for Accommodation or for All the Costs. - Copy of inviting persons ID / Passport. - Copy of inviting persons Utility Bill - Please ensure the declaration on the 2nd page is marked correctly.	☐	☐
• **Cruise:** - A detailed itinerary of the cruise with all applicants' names on it. - Proof of payment for cruise with all applicants' names on it. - Accept application if the stay in **Portugal is the longest.** - **In case of equal duration stay, if Portugal is the first State of entry.**	☐	☐
• **Seaman / Seafarer:** - Flight reservation: The applicant can provide a one-way flight with the full names of the person who is travelling; – employment contract of the seafarer in order to board the ship; – invitation letter from the maritime agency; – seaman's book; – An invitation from the maritime agency of the Member State stating the location / seaport where the sailor will embark. The invitation needs to be signed and contain the seal / stamp of the agency and include the following data: 1) name and family name of the seafarer; 2) place and date of birth, passport number, seaman's book number; 3) date of issue, period of validity; 4) position of the seafarer on the boat (if there are many seafarers their information can be included in a list signed and sealed, as an annex of the invitation letter); 5) date and airport of entry into the territory of the Member States; 6) name of the boat; 7) port of boarding; 8) duration of the contract; 9) itinerary that the seafarer will follow to arrive in the Member State of destination. The maritime agency from the Member State must indicate the following in their letter of invitation to the South African Agency it collaborates with: - company name; - registration and VAT number; - physical and postal address.	☐	☐

PORTUGAL – CHECKLIST

The above requirements apply to any South African based company which will be in charge of presenting the visa application or which will act on behalf of the seafarer once the applicant arrives in the Member State until embarkation takes place. If the application is presented by a maritime agency of South Africa: letter of invitation of the South African agency that includes a list of the seafarer(s), in which is stated their employment on the ship. - Proof of sufficient funds: 3 months stamped bank statement with the minimum amount of R2000. - If the seafarer is staying in a hotel, proof of accommodation to be provided.		
• **<u>Conferences, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs, training</u>** - Sports events or exhibitions and fairs: document proving the participation of the applicant in the event. - Other events: - Invitation Letter from the Inviting company - The invitation should include clear identification of both parties, the inviting entity as well as from the invitee; the nature / purpose, duration and location of the event; applicant's role in the event and the link between the host and the invitee - If the inviting company is not a Portuguese company, the event organizer in Portugal will need to provide a confirmation that the event / conference / meeting is taking place in Portugal. This will need to be on a letterhead, with contactable details in Portugal. - Proof of registration and payment. If expenses are covered by the host this needs to be clearly stated in the invitation letter or *note verbale*, as appropriate.	☐ ☐	☐ ☐
• **<u>Medical travel:</u>** - Doctor's letter confirming need for treatment. - Confirmation from hospital (costs + acceptance). - Proof of funds or prepayment. - Estimated length of stay.	☐	☐

PORTUGAL – CHECKLIST

• **Proof of sufficient funds for duration of stay** - Present Original last 3 months bank statements (savings, cheque or current - account) each page to be bank stamped. - Overdraft bank balance is not acceptable. - Proof of purchase (receipt) FOREX / Travel Allowance if available - If the applicant is not employed and being sponsored then three months statements from Sponsor, copy of sponsors ID / Passport and A Term of Responsibility formto be completed by the Sponsor **duly notarized or stamped by a Commissioner of Oaths.** - If an account is a business account and not in the applicant's name, proof of company registration (CK/CC/ Cipro doc's). - **Tourist:** R1000 multiplied by the number of days that the applicant is going to stay in addition to the total amount of the flight and accommodation if the applicant has not paid for them. - **Visiting family and friends:** R800 multiplied by number of days the applicant is going to stay if the applicant is not being sponsored by the inviting party. If the applicant is sponsored, 18 years and above they need a minimum amount of R2000 on their latest bank balance. - **Business:** Minimum amount of R2000 bank balance and clearly stating an applicant is being sponsored by the company / inviting company.	☐	☐
• **For employees:** - Letter from Employer / University or College, specifying the start date of the employment, and confirmation of leave approval, duration of vacation and continuing employment after period of leave. - The letter of employment must be signed and on a company letterhead. - if self-employed, please provide a recent certification from the SA Companies and Intellectual Property Commission (CIPC) and a current Tax Certificate from SARS. • **For Tertiary Students:** - Letter from University or College, specifying registration of studies, and confirmation of enrolment and leave approval. - A letter from University or College must be signed and on the school's letterhead.	☐ ☐	☐ ☐
• **Minors** - All Parents / Legal guardians must sign the visa application form in person at the time of appointment in front of the VFS Global staff: - 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); - Signed Letter from School, on School Letterhead confirming enrolment; - An unabridged birth certificate should be submitted or the official documents/court decisions establishing the minor's parents/legal guardians; - Certified copies of ID/Passport of all parents/legal guardians; - If One / Both Parents are travelling - proof of Flight details required & Copy of Visa; - If One / Both parent is not travelling – submit Affidavit of parental consent duly signed and certified; - Copies of both / non-travelling parent ID / Passport required; - If any parent deceased, then certified copy of death certificate; - Only in case of delay by SA authorities to issue unabridged birth certificate: proof of having lodged the relevant request to the competent authorities (home affairs) showing the parents' names and stamped by Home Affairs; - 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 are responsible for Accommodation or for All the Costs. Copy of inviting / responsible persons ID / Passport & Utility Bill. - Copy of inviting / responsible persons ID / Passport. - Child under 6 years the Visa is Free of charge. - Child between ages 6 – 12 Visa fee is half.	☐	☐

PORTUGAL – CHECKLIST

• **EEA/EU Dependents:** - **Spouse or children of EEA/EU passport** holders are required **to submit marriage certificate and/or unabridged birth certificate.** - **Parents / Legal guardians must sign the visa application form in person at the time of appointment in front of the VFS Global staff** - Copy of **EEA/EU citizen's passport** (verify the original) - **Flight reservation** with details of applicant and EEA/EU national - Consular fees are not charged when above documents duly submitted and are notsubjected to travel with the spouse that holds the EU passport. **No proof of adequate funds and accommodation needed**	☐	☐
• **Copies of previous Schengen visas obtained in the last three years** (if not in current passport)	☐	☐
• Copy of Applicants **Bio Data page from the current passport**	☐	☐

Please ensure that you are applying at the correct Jurisdiction which is determined by your city/place of Legal Residence and not the Nationality of passport holder (check the website for more information)

Please ensure 15 calendar days processing time, before your intended travel date,

VFS Submission Officer Name:_____ **Date:** _____

Applicant Signature: _____ **Date:** _____

For Office Use:
VFS Submission Officer Name: **Signature:**
VFS Data Entry Officer Name: **Signature:**
VFS Quality Check Officer Name: **Signature:**