PORTUGAL – CHECKLIST

APPLICANTS NAME SURNAME		
EMAIL ADDRESS:		
PURPOSE OF VISIT:		
	YES	**MISSING**
Application form (fully completed & signed by the applicant) **Photograph:** **One** passport sized photo with white background no smiling no teeth showing. **(NOT MORE THAN 12 MONTHS OLD)**	☐ ☐	☐ ☐
Passport: Valid for a period of at least 6 months after expiry date of the requested Schengen Visa. - At least three blank pages to affix visa, excluding the 1st and last visa page of the passport - **FOR NON-SA CITIZENS:** **Proof of permanent residence**, v**alid work permit and study visas in South Africa** which **must be valid for 6 months** after the return of the applicant from a Schengen State. **Accompanying spousal visa only valid if spouse is travelling with and must be valid for six 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 & SA passports) are not allowed to apply for visas.**	☐ ☐ ☐	☐ ☐ ☐

<u>Supporting documents to be submitted by applicants in South Africa for short-stay visas</u> • **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.	☐ ☐	☐ ☐
<u>Proof of sufficient means of subsistence during the intended stay:</u> • **Latest 3 months Bank statements with bank verification codes** • **Copy of Travel Insurance Policy Visa letter** covering the entire period of intended stay. Valid for all Schengen States covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay **Minimum coverage EUR 30 000** • **Proof of Accommodation Hotel / holiday home confirmed reservation or tour vouchers.** If applicant is travelling to other Schengen States as well, proof of accommodation in each country. 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. **Proof of the other individuals valid visa or date of application needs to be provided in this instance.** It should clearly state names of applicants, arrival and departure date and address of the hotel.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐

<u>For applicants visiting friends or family</u>:		
• A Term of Responsibility form needs to be completed by the inviting person **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 persons ID / Passport & proof of address by means of Portuguese bank account or utility bill	☐	☐
<u>For tourism, business, study or visit:</u>		
• If traveling for business a letter of guarantee from the inviting company;	☐	☐
• If staying with a relative or friend, an invitation letter is required. - If visit, an invitation letter from host, dated and signed, with a copy of passport and/or valid residence permit; if the invitation does not include accommodation, proof of accommodation including complete address for entire stay in the Schengen area; - The signed invitation letter must clearly identify the host and the invitee (name, address, date of birth, official identification number, occupation and permanent residence), the purpose of the visit, length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form;	☐	☐
• In case of a **pre-paid tour**, details of the tour with a proof of payment to the tour operator should be provided;	☐	☐
• In case of **attending a festival / concert or any other event** proof of the event is required, including proof of payment	☐	☐
• **Proof of employment**: a letter from the employer stating monthly wages, commencement of employment, continuing employment after period of leave and duration of vacation etc.	☐	☐
• If **self-employed**: a recent certification from the SA Companies and Intellectual Property Commission (CIPC) and a current Tax Certificate from SARS (South African Revenue Services)	☐	☐

• If **student**: letter of enrolment/confirmation from school/college/university in South Africa certifying the student status of the applicant. • for persons participating in **Sports events** or **attending exhibitions and fairs**: document proving the participation of the applicant in the event; - For other events: an invitation from the host or a company in the Member State of destination. - 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; • For participation in **conferences**: 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>Minors</u> Parents / Legal guardians must sign. Child 12 years and older must appear in person at the VAC for Biometrics. Children under 12 years do not need Biometrics to be taken but are required to appear in person with the parents. • The minor's 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 the minor travels alone: certified Home Affairs Parent consent document signed by all parents/legal guardians; • If the minor travels with only one parent/legal guardian, the other parent/legal guardian must produce certified Home Affairs Parent consent document signed by all parents/legal guardians; • If only one person has guardianship of the minor, or if the minor is in the care of guardians other than the parents, the relevant court documents must be presented.	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

• Letter from School confirming enrolment. • If any parent is deceased, then certified copy of death certificate. • 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	☐ ☐ ☐	☐ ☐ ☐
EEA/EU Dependents: • Spouse or children of EEA/EU passport holders are required to submit marriage certificate and/or unabridged birth certificate. • Copy of EEA/EU citizen's passport (verify the original) • Flight reservation with details of applicant and EEA/EU national Consular fees not charged, when above documents duly submitted and are not subjected to travel with the spouse that holds the EU passport. No proof of adequate funds and accommodation needed	☐ ☐ ☐	☐ ☐ ☐
Documents to be submitted by seafarers: • Employment contract of the seafarer to board the ship • Invitation letter from maritime agency 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: I) name and family name of the seafarer; place and date of birth, passport number, seaman's book number; date of issue, period of validity; 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); date and airport of entry into the territory of the Member States; name of the boat; port of boarding; duration of the contract; itinerary that the seafarer will follow to arrive in the Member State of destination.	☐ ☐ ☐	☐ ☐ ☐

• Copy of Seaman ´s book 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. The above requirements apply to any South African based company which will oversee 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.		
• **Copy of Applicants Bio Data page from passport** • **Copies of previous Schengen visas obtained in the last three years (if not in current passport)**	☐ ☐	☐ ☐

VFS Submission Officer Name: _____

Date: _____

Applicant Signature: _____