

PORTUGAL – CHECKLIST

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Applicants Name Surname		
EMAIL ADDRESS:		
Purpose of Visit		
	Yes	Missing
Application form (fully completed) - <u>Completed and signed by the applicant</u>	☐	☐
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. For non-SA citizens: Proof of permanent residence. Work permit and study visas in South Africa must be valid for at least 6 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 six months after return date <u>Temporary RSA passports</u> 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.	☐	☐
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.	☐	☐

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• <u>Proof of Accommodation</u> - Hotel / holiday home confirmed reservation or tour vouchers. It should clearly state names of applicants, arrival and departure date and address of the hotel. - 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. • <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. • <u>Cruise:</u> - A detailed itinerary of the cruise with all applicants' names on it. - Proof of payment for cruise with all applicants' names on it. - You are only able to apply for Portugal if Portugal is your longest stay on the Portugal.	☐	☐
• <u>Proof of sufficient funds for duration of stay</u> - Present Original last 3 months bank statements (savings, cheque or current account) each page to be bank stamped - Proof of purchase (receipt) FOREX / Travel Allowance if available - 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 duly notarized or stamped by a Commissioner of Oaths. - If account is a business account and not in the applicants name, proof of company registration (CK/CC/ Cipro doc's).	☐	☐
• <u>For employees:</u> - Letter from Employer / University or College, specifying the date of recruitment, and confirmation of leave approval - if self-employed proof of company registration (CK/CC/Cipro docs, accountant letters or any Legal document showing ownership of the company)	☐	☐
• <u>Minors</u> - Parents / Legal guardians must sign: - 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) - Letter from School confirming enrolment. - An unabridged birth certificate should be submitted or the official documents/court decisions establishing the minor's parents/legal guardians. - If One / Both Parents are travelling - proof of Flight details required - 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	☐	☐

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are responsible for Accommodation or for All the Costs. Copy of inviting / responsible persons ID / Passport. - 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		
• <u>EEA/EU Dependents:</u> - 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. • <u>No proof of adequate funds and accommodation needed</u>	☐	☐
• <u>Copies of previous Schengen visas obtained in the last three years</u> (if not in current passport)	☐	☐
• Copy of Applicants Bio Data page from passport	☐	☐

VFS Submission Officer Name: _____ Date: _____

Applicant Signature: _____