



PORTUGAL – CHECKLIST FOR RESEARCH, STUDY, HIGHER EDUCATION STUDENTS EXCHANGE AND VOLUNTEER WORK (NATIONAL – RESIDENCE VISA)

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
1	Application national visa form duly completed and signed <ul style="list-style-type: none"> ➤ Fully completed in Portuguese or English and signed and dated by the applicant ➤ For minors both parents must sign the application form and visit application center for submission 		
2	Two recent passport size photographs <ul style="list-style-type: none"> ➤ Should not be older than 6 months + (pus) in color with white background + (plus) 3,5 by 4,5 cm 		
3	Passport / travel documente <ul style="list-style-type: none"> ➤ Must have a validity of at least 3 months after the intended stay + (plus) be issued within the previous 10 years + (plus) have 2 blank pages ➤ It is recommended to attach previous passports (if applicable) 		
4	For non-Pakistani Nationals residing in Pakistan <ul style="list-style-type: none"> ➤ Proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit) valid for at least 3 months after expiry of the requested visa 		
5	Flight reservation of air ticket		
6	Proof of accommodation <ul style="list-style-type: none"> ➤ A hotel reservation, or alternative proof of accommodation 		
7	Travel medical insurance (original) <ul style="list-style-type: none"> ➤ Cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. A certificate policy is mandatory 		
8	Proof of financial means of subsistence (*) (Please note: To determine means of subsistence, means obtained through grants or scholarships should be taken into consideration. Proof of means of subsistence will not be necessary when the applicant benefits from a scholarship or research grant) <ul style="list-style-type: none"> ➤ Supported by documents, of income generating assets or other means of subsistence as applicable 		
9	Bank account statement for the last 3 months <ul style="list-style-type: none"> ➤ Bank statements showing movements in the last three months, duly signed and stamped by the bank 		
10	Criminal record certificate from the country of origin or the country where the applicant is residing for over a year (*) <ul style="list-style-type: none"> ➤ Issued by the competent authority ➤ Children under the age of 16 are exempt from producing a criminal record 		
11	Request for criminal record enquiry by the Immigration and Border Services (SEF) <ul style="list-style-type: none"> ➤ <i>Autorização consulta do registo criminal forma</i> 		
12	Research purposes <ul style="list-style-type: none"> ➤ Work contract or agreement with the research center or university, letter of acceptance by the research center or university scholarship or research stipend or statement of responsibility signed by the research center or university to cover admission and living costs ➤ Researchers that have been admitted to officially recognized research centers or universities are exempt from producing any health insurance or similar, work contract or agreement, travel insurance or means of subsistence ➤ Researchers admitted to officially recognized research or higher education centers are exempt from providing proof of means of subsistence Higher education purposes – Licenciatura, Mestrado (Masters) or Phd <ul style="list-style-type: none"> ➤ Fulfills admission criteria or has been accepted to university for a study program and has sufficient resources to attend such program ➤ Students that have been admitted to officially recognized university are exempt from producing any health insurance or similar, proof of compliance with admission criteria or acceptance to the university, travel insurance or means of subsistence ➤ Document issued by the higher education institution certifying admission or eligibility for admission, is waived when benefiting from a scholarship 		

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	<p>Secondary Education purposes</p> <ul style="list-style-type: none"> ➤ Proof of acceptance in high-school; respect the maximum age limit set by law (age 14 to 21 years) ➤ In case of student exchange, proof of means of subsistence can be made through a statement of responsibility issued by the organization in charge of student exchange programs <p>Internship purposes</p> <ul style="list-style-type: none"> ➤ Proof of internship acceptance by certified host institution, proof of practical and theoretical training in the field of studies obtained or ongoing, including: 1 Description of training program, including objectives and learning components; 2 Duration and schedule for training; 3 Location and supervising conditions; 4 Legal status of the intern within the host institution; 5 Statement that internship does not constitute a replacement for a professional post and acknowledgment of responsibility of payment by the host institution of living costs and removal in case of illegal stay ➤ Proof of means of subsistence can be made through a statement of responsibility issued by the entity hosting interns <p>Volunteer work purposes</p> <ul style="list-style-type: none"> ➤ Proof of contract with host institution responsible for volunteer program, including description of content and duration of program, schedule, supervising conditions, and living costs guarantee (housing and food), including a minimum living stipend or per diem; subscription of a civil liability insurance except for volunteers participating in the European Volunteer Service ➤ In case of student exchange, proof of means of subsistence can be made through a statement of responsibility issued by the organization in charge of volunteer work programs 		
13	<p>Minors (*)</p> <ul style="list-style-type: none"> ➤ Copy of the minor's birth certificate (enclose original for verification) 		
14	<p>Minors (*)</p> <ul style="list-style-type: none"> ➤ Proof of consent by one (if travelling with the other except in case of a single parent having sole duly attested custody or guardianship) or two parents in an affidavit with details of the planned trip and name of sponsors/guardians during the trip ➤ This shall apply on both scenarios if minor is travelling alone or with parents affidavit is must. ➤ Affidavits have to be recent (less than one month) ➤ Copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s) ➤ Proof of enrolment at school ➤ Copy of the Court order establishing family relationship or guardianship for the purpose of the intended detailed trip 		

PLEASE NOTE: Pointers (*) all the documents presented must be officially translated to Portuguese or English language (if applicable) Attestation by the Ministry of Foreign Affairs and attestation must be valid (180 days)

The Embassy of Portugal in Islamabad reserves the right to request further documentation if deemed necessary, may call the applicant for an interview. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

The Embassy cannot be held responsible for any financial losses nor can the visa fee be refunded in case of a refusal.

REMARKS to be filled up VAC staff (please tick what is relevant)	YES	NO
Applicant's first application for a visa?		
Refused visa in the past? Country and year?		
Applicant's documents are complete?		
Due to incomplete documents:		
1) Applicant has been informed that an application without the complete set of documents and proper information according to the above mentioned may result in a refusal of the visa application?		
2) Applicant wishes to submit application.		

Remarks:

SIGNATURES AND AGREEMENT

1) Visa applicant:

I have read and agreed to the terms and conditions valid for this visa application as per above.

Place and date

Signature

2) VAC staff:

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date

Signature