

**VISA – SCHENGEN****Necessary Documents for the Instruction of a Short-Term Visa:**

1. Signed and filled in Form (in case of minors or incapacitated the form should be signed by their legal tutor);
2. 2 Passport photos;
3. Authentic and valid travel document for more than 3 months beyond the foresee exit date – photocopy of the Passport and previous visas;
4. Proof of “regular situation” in case of being from a country other than the one where the visa is solicited;
5. Reservation of inbound and outbound flight;
6. Labour-Economic conditions: proof of the employment entity and the salary received in the last 3 months, bank extracts (proof of income) that guarantee the stay and return;
7. Travel Medical Insurance (minimum coverage of 30.000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital care or death, during the stay(s) on the territory of the Member States);
8. Hotel Reservation (if applicable) or “term of responsibility”. If the stay is with a family member, proof of kinship should be made and it may be solicited the proof of the condition of the accommodation. In case the subscriber of the “term of responsibility” is not Portuguese, he/she should submit legal documental situation in Portugal;
9. Travel authorization for minors or court decision (when applicable);
10. Guaranteed accommodation by family member or by the host, or a hotel reservation;
11. In business trips an invitation shall be presented with the motive of the journey, dates of arrival and departure, as well as the indication of the host with the name of one responsible for the invitation;
12. In case of participating in political, economical, scientific, cultural or sports events, proof enrolment in the event should be presented.

The applicant must bring along with him/her, original and legible copies of all documents above mentioned.