

PORTUGUESE SCHENGEN VISA INFORMATION

Fee: £137.00

Last Updated: July 2010

GENERAL INFORMATION:

- We need to receive your documents **two weeks** before your travel date, except if you made a special arrangement with one of our consultants.
- Processing time for a Portuguese Schengen visa is 1 week at the Embassy.
- We reserve the right to move your application date to accommodate changing circumstances at the Embassy. We will do our best to finalise your visa before you depart for your vacation. Please note that the Portuguese Embassy may make changes to their lodging procedures and regulations.
- It is the client's responsibility to check the validity dates on the visa before travel
- Please note that **the Portuguese Embassy ultimately decide the length of the visa they issue**. We always apply for the longest possible visa however the Portuguese consulate normal grant single entries.
- Please make sure you have at least one blank page in your passport for the visa to be affixed.
- Portugal has to be your main destination, i.e. the country you will be spending most nights in, or first country of entry if you are spending the same amount of days in each country you going to visit.
- If you are married you will need to include the original unabridged marriage certificate. If the marriage certificate is not in English or in Portuguese you should get an official translation certified by the Embassy of the country where you celebrated your wedding or by the legalisation bureau of the Foreign Office in the UK.
- For minors travelling with parents we require an ORIGINAL UNABRIDGED birth certificate. Please also complete the application form and the authorisation to travel form. Unfortunately, we will not be able to apply for children not travelling with their parents.

Ensure that you meet all the requirements. **YOUR PASSPORT and UK VISA MUST BE VALID FOR THREE MONTHS AFTER RETURN DATE FROM YOUR VACATION.** If not the visa will **NOT** be granted by the Portuguese Consulate!
YOUR UK VISA HAD TO INITIALLY HAVE BEEN ISSUED FOR LONGER THAN 6 MONTHS.

Payments:

Payments can be made by cheque (**to Nexus Visas Ltd**), cash or paid into our bank account: Please note that if you make the payment directly into our bank account you need to send us proof of payment!

Barclays bank

Name: Nexus Visas Ltd.

Account No: 50276219 Sort Code: 20-90-74

Who can not apply through an Agency?

Nationals of the following countries MUST LODGE THEIR VISA APPLICATION IN PERSON; Afghanistan, Algeria, Bahrain, Bangladesh, Belarus, Belize, Birmanie (Myanmar), Burundi, The Democratic Republic of Congo (previously Zaire), Egypt, Indonesia, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Mali, Niger, Nigeria, North Korea, Oman, Pakistan, Palestine, Philippines, Qatar, Vietnam, Refugees (Convention 1951), Rwanda, Saudi Arabia, Somalia, Sudan, Surinam, Syria, United Arab Emirates (U.A.E), Yemen, Zimbabwe

NB! We cannot assist you if you have a tourist visa.

CHECK LIST:

- 1. Letter of employment**
- 2. 3 Months' pay slips**
- 3. Your latest bank statement or travellers cheques**
- 4. Travel insurance**
- 5. Travel tickets**
- 6. Accommodation confirmation**
- 7. 2 Passport photos**
- 8. Passport**
- 9. Application forms**
- 10. Any additional information (marriage certificate, birth certificate, partner's passport- if applicable to your application)**

Please read carefully through the specifications of above mentioned documents:

1 If you are employed:

- Original signed Letter, on Letterhead. **NO** scan or fax.
 - Letter not older than one month
 - Date of Letter issued.
- Letter needs to state the following:
- Date of Employment
 - Permanent, Contract or temporary basis, confirming ongoing employment
 - Occupation
 - Full names and D.O.B
 - If employed by an Agency include the following: Name of Agency, who are you working For currently and who pays your salary.

If UNEMPLOYED and not MARRIED apply in person at the Embassy.

2 If you are self-employed:

- Original Letter form Solicitor, Bank Manager or Accountant
- Date when letter was issued not olden than one month.
- Copy of Certificate of Incorporation
- Copy of Vat Certificate
- The date your company was registered and if it's still active.

3 If you are a student:

- Original Letter from College or University, stating your full names, date started and ending of enrolment.
- Letter must be originally signed, or stamped, dated.

4 If you are applying for a business visa:

- The first letter from UK Employment. (Same as above "If you are employed".)

- Purpose of visit, dates that you'll be in Portugal stated on the first letter.
 - Second Letter from Company in Portugal, can be faxed, scanned or original.
Second letter needs to state the following:
 - Purpose and reason of travelling
 - Dates of visit
 - Full names, passport number and DOB
 - If staying in Hotel organised by Portugese Company, please confirm the address and dates of accommodation, and if Company will support you during your visit.
- (Please include Hotel booking and flights organised by Portugese Company).**

5 If you are 18 years or younger:

- Original Birth Certificate
- Letter from School
- All parents documents. (All of Above)
- **If only one parent is travelling with child, please include a letter from the other parent giving the minor authorisation to travel with a copy of their passport.**
- **If minor is travelling without any parents, apply at the Embassy in person.**

6 If you are a Nanny:

- Contract of Employment, signed by employer and employee.
- Letter from Employer, signed and dated.
- Payslips, if no payslips it has to be mentioned on Letter how much you earn per week or per month.
- Copy of Employers passport
- Letter needs to state the following:
 - Starting date
 - Ongoing Employment
 - Full names and passport number

Travel Insurance:

Your insurance document must have the person(s) names on who are insured and also state the period for which they are covered. Please provide the original certificate and policy document.

- **Single Insurance – Issued a single entry visa.**
- **Annual Insurance – Multiple Entries.**
- **If you already have insurance:** Make sure it covers the dates of your trip. If applying for a six (6) month visa, have at least six months left after returning from your trip.
- **If you have travel insurance with your bank:** Call the number on the policy document and request a letter confirming your insurance. Also include a recent statement from that account.
- Please make sure that your insurance covers you for **medical** and **repatriation** expenses.
- **If you plan more than one trip:** The insurance must cover from the start of the first trip up to the end of the second, third etc. trips if taking out single trip insurance.

Bank statements:

- 1 Month recent statements not older than **3 weeks.**
- Online Statements accepted, if it has name & account no on statement, and accompanied by at least one original. Can be older than 1 year.

- **If you have no bank account or statement:** You need to get travellers cheques worth €50 per day. Please note that we will need the original cheques for the application and it needs to be signed by the applicant. (TRAVELLER'S CHEQUES MUST BE ORIGINAL).

Payslips:

- Last 3 payslips
- **If you do not have payslips:** Your employer must state on your letter of employment that you do not receive any payslips and how much you earn per month or week.
- Electronic payslips need to be stamp and dated by company.
- If you are **Self Employed** please provide your last 3 invoices

Travel Tickets or E-Booking Confirmation:

E.g. Plane, Euro Star, Ferry, Euro Tunnel etc.

- The travel confirmation must state the date you are departing and returning.
- Names of ALL passengers, not only the lead passenger
- You need to have a return ticket to the UK.

Accommodation Confirmation or E-Booking Confirmation:

- Dates of arrival/departure
- Names of guests
- Name and address of Hotel
- **If staying with friends or family that are PERMANENT RESIDENTS in Portugal:** A letter of invitation signed and dated with invitees address and dates of travel with a copy of their passport.
- **If staying with friends or family that are PERMANENT RESIDENTS in the UK but own property in Portugal:** A letter of invitation signed and dated with invitees address and dates of travel with a copy of their passport, copy of a utility bill or ownership papers in Portugal.

2 colour Passport Photo's:

It must be full colour on a WHITE background. **No glasses, hats or hair hiding your face.**
Please see the passport photograph information form.
Most recent passport photo's not older than a month.

Spouse/ Dependant of EU National:

All the Same documentation will be required however the visa fee will be waived.

- Spouses original passport
- Original marriage certificate or attested translated copy.
- **Those married to Portuguese nationals:** Your marriage will need to be registered with the Portuguese authorities for your consular fee to be waived.

Civil Partnership:

Documents Required: (Same as normal application).

- Letter from Employer
- Payslips
- Bank statements
- Accommodation
- Transport
- Travel Insurance
- Original passport and Marriage Certificate of Spouse.

Please make sure you have filled out the following documents:

**One completed application form
Client info sheet**