EMBAIXADA DE PORTUGAL
TEHRAN

PORTUGAL – CHECKLIST FOR EMPLOYMENT (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** ➢ Fully completed in Portuguese or English and signed and dated by the applicant		
2	**Two recent passport size photographs** ➢ Should not be older than 6 months + in color with white background + 3,5 by 4,5 cm		
3	**Passport / travel document** ➢ 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 the photocopy of the previous passports (if applicable/ biographical data)		
4	**For non-Iranian Nationals residing in Iran** ➢ Proof of legal residence in Iran 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** ➢ A hotel reservation, or alternative proof of accommodation		
7	**Travel medical insurance** ➢ 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 (*)** ➢ Supported by documents, of income generating assets or other means of subsistence as applicable ➢ To determine means of subsistence, means obtained through a work contract or work contract promise should be taken into consideration ➢ Proof of means of subsistence can be produced through a statement of responsibility issued by the workers hosting entity		
9	**Bank account statement for the last 3 months** ➢ Bank statements showing movements in the last three months and the exact amounts in EUR/USD in addition to the IRR, 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 (*)** ➢ Issued by the competent authority		
11	**Official translation of birth certificate (*)**		
12	**Work contract, work promise or demonstration of interest**		
13	**Professional certificate (*)** ➢ When such profession is regulated in Portugal		

PLEASE NOTE: Pointers (*) all the documents presented must be officially translated to Portuguese or English language (if applicable) and attested by both the Ministry of Justice and Ministry of Foreign Affairs and legalized by Portugal Embassy in Tehran.

The Embassy of Portugal in Tehran 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 refusal. Failure to submit all the necessary documents may lead to the rejection of the visa application.

REMARKS to be filled up with VAC staff (please select 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) Applicants have 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:

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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:

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

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Place and Date Signature