PORTUGAL – CHECKLIST FOR TEACHING, HIGHLY QUALIFIED AND CULTURAL ACTIVITIES CARRIED OUT BY SALARIED EMPLOYEES (NATIONAL – RESIDENCE VISA)

EMBAIXADA DE PORTUGAL
TEHRAN

	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 + (plus) in color with white background + (plus) 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	**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		
6	**Proof of means of subsistence** ➢ 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 made through a statement of responsibility signed by the workers hosting entity.		
7	**Criminal record certificate from the country of origin or the country where the applicant has been residing for over a year (*)** ➢ Issued by the competent authority		
8	**Official translation of birth certificate (*)**		
9	**For teaching, highly qualified activity and cultural activity** ➢ Work contract, work promise or service provider contract; **or**, ➢ Invitation letter issued by a higher education institution; **or**, ➢ Statement of responsibility provided by a certified company as stipulated by law; **or**, ➢ Invitation letter issued by a company or institute developing a relevant cultural activity, in the Portuguese territory, recognized by the government agent responsible for cultural activities, or as stipulated by law; **or**, ➢ Invitation letter issued by a research center **Highly qualified activity carried out by a salaried employee** ➢ Valid work contract or work promise, for a minimum period of one year and for a salary of 1,5 times the annual gross salary, or three times de indexed value for social welfare support (IAS) ➢ Professional certificate, when required, for regulated highly qualified professions, as stipulated by Law n. º 9/2009, 4 March, or specific legislation referring to the recognition of professional qualifications necessary for the profession mentioned on the work contract or work promise ➢ Professional certificate, in case of un-regulated professions, adequate for the referred field of work or sector stipulated in the work contract or the work promise. For work related activities in the 1st and 2nd international category types (CITP) groups, as stipulated by the Council of Ministers, and following the opinion of the Permanent Commission for Social Harmonization (CPCS). For professional activities considered particularly in need of professionals from third countries, the minimum salary should (Article 1, a) correspond to 1,2 times the annual gross salary, or two times the indexed value for social welfare support (IAS) For further information on types of activities and for the purpose of verification of professional experience of third-country nationals, line ministries responsible for employment, education and science should provide their formal opinion prior to the decision to issue the visa.		

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.

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) 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:

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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.

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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