



Please prepare your documents in the following order

For all persons travelling to Portugal for Tourism/or Business purposes on trips until 90 days:

- 1 Schengen Application form
- 2 Original of the Passport
- 3 Passport Copy
- 4 Copy of the Qatar ID
- 5 Employment letter
- 6 Proof of Accommodation
- 7 Proof of Transport
- 8 Travel Insurance for Schengen States
- 9 Proof of funds (Bank Statement – last 3 months)
- 10 Recent Color ID photos, white background, recent (x2)

Attached	
Yes	No

- **Passport** – The Passport must be valid for at least 3 months after the date of return from your trip. It must contain at least 2 opposite valid blank pages (marked VISA). Clear copy of the applicant's passport on A4 paper, and copy of all Schengen Visa's if applicable.
- **Qatar ID** – Permit must be valid for at least 3 months after the return date from your trip. Clear A4 copy of both sides of the applicant's Qatar ID.
- **Employment letter** – A letter from the sponsor showing clearly:
 - The monthly salary;
 - The position in the company;
 - The purpose of the trip;
 - The starting date and the duration of the professional contract.
 This letter must be addressed to the Portuguese Embassy in Doha and state to guaranty the return of the applicant to Qatar after the trip.

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- **Travel Insurance** – The travel insurance policy certificate has to be provide, which shows:
 - Name of the insured person;
 - Policy number;
 - Amount of coverage (which should be for at least €30.000);
 - Duration of the coverage (which should be for the entire trip period);
 - The Travel Insurance should cover the entire Shengen territory, **therefore the term SHENGEN MUST appear on the policy certificate.**
- **Photos** – 2 color ID photos with white background. The photos must be taken less than a year.