



## CONSULADO GERAL DE PORTUGAL SYDNEY

### *SHORT STAY VISA (Schengen Visa)*

Citizens of some non-EU countries are required to hold a valid Schengen visa when travelling to the Schengen area.

Current Schengen States are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

A Schengen visa is a short stay visa, i.e. for stays up to 90 days, allowing its holder to circulate in the Schengen Area. This type of visa has to be obtained from the Mission of the Schengen State, which will be the main destination (i.e. where the most nights will be spent) during a single trip to the Schengen Area.

If an equal amount of nights will be spent in different Schengen States during a single trip to the Schengen Area, then the Schengen visa must be obtained with the Mission of the Schengen State, which will be entered first.

The documentation related to the means of travel and accommodation must cover the complete itinerary of the single trip to the Schengen Area (i.e. travel tickets must be provided, not only for the travel from and to the Schengen Area, but also for the travel between the different Schengen States, when more than 1 Schengen State will be visited during the single trip).

Each Schengen visa application must fully comply with the documents required for the respective visa category and can only be submitted up to 3 months before the intended departure date.

The acceptance of a Schengen visa application and supporting documents does not guarantee the issuance of a Schengen visa (the visa validity period, the number of entries and amount of travel days are at the sole discretion of the Mission).

[Note: If a visa application is returned by the Mission requesting missing documents or any other missing/ incorrect information, the applicant must accept responsibility for any delay that may occur in the visa application processing time.]

Please note: Holders of valid Schengen visas are still subject to immigration control upon arrival in the Schengen Area and are not necessarily guaranteed entry into any of the Schengen countries, even though they may hold a valid Schengen visa for these countries.

Following visa categories are considered Short stay visas:

- Tourist
- Visitor Family/Friends
- Business
- EEA/EU and Swiss national family member
- Minors
- Airport Transit



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### *REQUIRED DOCUMENTS*

The list of documents below is not an exhaustive list of documents and the applicant can always be asked to provide additional information/documents, if desired by the Mission.

Both the standard and the supporting documentation have to be recent (i.e. not older than 1 month) and need to be provided for every Schengen visa application.

Applicants always have to bring and present their original documents, but they only need to submit photocopies of the same; unless the requirements specify that an original document has to be submitted.

### *STANDARD DOCUMENTATION FOR SCHENGEN VISA APPLICATION*

1) Online Visa application form (see [here](#))

2) Passport (original)

Signed passport, at least 2 blank pages for visa purposes, must be valid for at least 90 days beyond the return date of the trip to the Schengen Area and has to be issued within the last 10 years on the day of leaving the Schengen Area.

Extended passport may still be valid, but when older than 10 years the passport is no longer acceptable; in that case applicant first needs to apply for a new passport.

Photocopies of previous Schengen visas endorsed in an old passport and issued in the last 3 years, if applicable.

3) Australian Visa Grant Number Letter

AUS Visa Grant Number letter, must be valid for at least 90 days beyond the return date of the trip to the Schengen Area.

4) Photograph (original)

### *SUPPORTING DOCUMENTATION FOR SCHENGEN VISA APPLICATION*

1) Proof of current occupation:

a) Employer letter (original)

recent (less than 1 month old), signed, headed letter (addressed to the Mission, name and position of the signee and confirming applicant's employment) OR last 3 months payslips

b) Student letter (original)

recent (less than 1 month old), signed, AUS school/college/university letter (addressed to the Mission, name and position of the signee and confirming applicant's enrolment)

c) Self-employment letter (original):

recent (less than 1 month old), signed, headed letter (addressed to the Mission, name and position of the signee and confirming applicant's self-employment)

d) Unemployed/retired

(1) Receiving Benefits: recent original letter obtained from local Centrelink



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- (2) Not receiving Benefits: cover letter explaining applicant's financial situation
- (3) Housewife/man (only applicable to married couples): applicant's may be sponsored by their spouse/registered partner; in these cases the following needs to be provided:
  - (a) marriage certificate (original + copy): when this document was issued outside the EU and is not in English or Portuguese, then it should be translated by a certified translator in the AUS
  - (b) spouse/registered partner's passport (original + copy)
  - (c) spouse/registered partner's proof of occupation (as in B.1.a, b or c)
  - (d) spouse/registered partner's proof of funds
  - (e) spouse/registered partner's cover letter (signed & dated) confirming sponsorship

### 2) Proof of funds

- i) Latest 3 months AUS current account bank statements showing applicant's name, address and an end balance dated within the last month on the visa application submission date; balance needs to show a minimum amount of AUD 50.00/day of stay in the Schengen Area + outstanding accommodation and travel fees (alternatively online bank account printouts are also accepted).
- ii) Travellers' cheques covering the same amount as explained under i).

### 3) Proof of travel [airplane, train, boat, coach, (hired) car]

- a) Confirmed return travel tickets: mentioning applicant's name and travel dates to & from the Schengen Area;
- b) When travelling by car: car registration, car insurance, return travel tickets mentioning the car's registration number and driver's driving licence. If applicant is not the driver, then driver's cover letter (signed & dated) confirming joint travel with applicant and travel dates need to be provided too.

When travel tickets have been paid through travel agency, then a receipt, an invoice or a payment confirmation is also required.

### 4) Proof of accommodation:

confirmed accommodation (hotel, hostel, camping,...) reservation mentioning applicant's name, travel dates and accommodation address details.

If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ID card + passport signature page, if signature is not on passport's bio page.



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When accommodation is reserved for a group, then a list with the names of the group members will also be required; alternatively the group members their names may also be mentioned on the travel ticket.

### 5) Travel insurance (all-risk medical travel insurance)

The travel insurance – clearly showing the applicant's name - has to be valid throughout the complete territory of the Schengen Area and must cover the entire period of the applicant's intended stay in the Schengen Area; the minimum coverage for medical emergency and repatriation (in case of death clause included) must be 30.000 €.

Minors applications need additional documents (see Annex 1).

### *PROCESSING TIME*

Every applicant can submit his/her Schengen visa application up to 3 months before the intended travel date to the Schengen Area.

The processing time of a visa application can take up to 20 days, so applicants are advised to leave enough time - between the appointment date and travel date - for the Mission to process their visa application; no guarantees can be given on the visa application's return date as delays may occur.

For certain nationalities (see Annex 2) the visa application needs consultation from the other Schengen countries and therefore the minimum processing time can take longer.

In order to avoid any delays in the visa application process, it is paramount that the visa application is complete and its documents submitted are as per the Mission's requirements.

Furthermore applicants need to consider that Mission's closures and holidays may extend the visa application processing time.

Therefore we recommend all applicants:

- to book their appointment as soon as they know they'll be travelling;
- to ensure that their visa application's documentation meets the Mission's requirements;
- to leave enough processing time for the Mission.

### *APPLICATION FORM*

For Portugal every applicant needs to provide a signed printout from an online Schengen visa application form (VAF). Therefore each applicant first needs to duly complete and print the online Schengen visa application form as follows:

1. Click **Schengen Visa Application form** (takes some minutes to download);
2. Duly complete the online visa application form (as per the passport's details);
3. Select and confirm a date for the interview (interviews are only done on Wed & Thu between 2pm and 4pm);
4. Print the form:  
Once the online Schengen visa application form has been printed, then applicant needs to finish the remaining steps:
  - 1) Sign the completed visa application form in the designated places (1st signature at no.37, 2nd signature right under the disclaimer at the end of the VAF) (see blue boxes in Annex 3);
  - 2) Bring the signed visa application form with the supporting documents on his/her appointment day.

Please note:

You should submit your visa application no more than 90 days prior to your date of travel.

Please carry the originals and copies of all documents.

ALL applicants traveling **MUST** apply in person.

### *VISA FEE*

Schengen Visa has a cost of \$94.15 AUD to be processed. If applicants intend to leave their passports in the Consulate, we advise to either bring a self-addressed envelope or it will incur an extra cost of \$17.10 AUD (the extra cost includes: envelope + postage + signature on delivery + extra cover 500 insurance).

Fees are payable by cash (in the interview day) or by bank transfer (upon previous request by email to [consulado.sidney@mne.pt](mailto:consulado.sidney@mne.pt)).

### *AFTER SUBMISSION*

Once you submit your application, you must wait until the Consulate has a confirmation regarding the decision on your case. However, it may take longer in certain cases.

Applicants are advised to check that the visa granted meets with their travel schedule.



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*Annex 1*

Minors are applicants who haven't reached the age of 18 years when submitting a Schengen visa application.

Therefore each minor **MUST** provide the following additional documents:

1. Child's unabridged/full birth certificate showing both biological parents their names
2. Written consent (signed and dated) of mother and father mentioned on the child's birth certificate
3. Copy of both parents their passport's Bio page and signature page, if signature is not on Bio page
4. In case the parents are divorced or one of the parents has deceased, then respectively the court order confirming one parent's sole custody or the deceased parent's death certificate.
5. In case a guardian has been appointed by the parents, then the guardianship letter and the guardian's passport's Bio page and signature page, if signature is not on Bio page

Due to European legislation regarding protection of children/minors, it has to be emphasized that Minors, who are not providing all the required documents, may not be granted a Schengen visa.

Applicable visa fee for minors varies in 3 age groups:

1. Minors under 6 years old: Free
2. Minors 6 years old but just not 12 years old: Reduced visa fee
3. Minors 12 years old and more: Full visa fee

**Eligibility**

Applicant must at least meet the following criteria in order to be eligible to submit a Schengen visa application:

1. holding a valid passport/travel document;
2. holding a valid AUS residence permit. In case applicant holds a short stay visa.



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*Annex 2*

The following countries listed below can have a longer processing time:

Afghanistan  
Algeria  
Bangladesh  
Belarus (applies only to holders of diplomatic and service passports)  
Cameroon  
Central African Republic  
Chad  
DR Congo  
Egypt (does not apply to holders of diplomatic and service passports)  
Iran  
Iraq  
Jordan  
Kenya  
Lebanon  
Libya  
Mali  
Mauritania  
Morocco  
Niger  
Nigeria  
North Korea  
Pakistan  
Russian Federation (applies only to holders of service passports)  
Rwanda  
Saudi Arabia (does not apply to holders of diplomatic passports)  
Somalia  
South Sudan  
Sri Lanka  
Sudan  
Syria  
Tunisia  
Uzbekistan (does not apply to holders of diplomatic passports or soldiers or police officers who travel for the purpose of exercising their duty)  
Vietnam  
Yemen  
Palestinians  
Refugees  
Stateless Persons



*Annex 3*

<b>34. Personal data of the family member who is an EU, EEA or CH citizen</b>		
Surname		First name(s)
Date of birth	Nationality	Number of travel document or ID card
<b>35. Family relationship with an EU, EEA or CH citizen</b>		
<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Dependent ascendant		
<b>36. Place and date</b>		<b>37. Signature</b> (for minors, signature of parental authority/legal guardian):

I am aware that the visa fee is not refunded if the visa is refused.

Applicable in case a multiple-entry visa is applied for (cf. field No 24):  
I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.

I am aware of and consent to the following: the collection of the data required by the application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and my personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member State for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of prevention, detection and investigation of terrorist offences and of other serious criminal offences. The authority of the Member State responsible for processing the data is the Directorate General for the Consular Affairs and the Portuguese Communities (DGACCP).

I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority [Portuguese Data Protection Commission (CNPD) – Rua de São Bento nº. 148 – 3º, 1200-821 Lisboa – www.cnpd.pt ] will hear claims concerning the protection of personal data.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

<b>Place and date</b>	<b>Signature</b> (for minors, signature of parental authority/legal guardian):
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