





**VISA REQUIREMENTS**

**SAUDI AND GCC CITIZENS GOING ON A BUSINESS TRIP OR TOURISM**

1. Application form must be filled completely, typed in black clear font and signed by the applicant.
2. Two recent photographs are required in color and 4 x 6 size.
3. Passport must be valid for 6 months after the expiry date of the requested visa.
4. Letter from the company legalized by the Chamber of Commerce, indicating the purpose of travel.
5. Letter from Portugal inviting the applicant (from company, Institution, Conference, seminar organizers or individuals).
6. Hotel or lodging certificate (Voucher, reservation Slip).
7. Original of the passport + Copy.
8. Original of the identification card (ID) + Copy.
9. Original of the air ticket (reservation must be confirmed) + Copy.
10. Copy of credit card/ Traveller's cheques (US\$ 150 per day of intended stay)
11. Medical insurance for the entire duration of the intended stay in Portugal.

**NON-SAUDI CITIZENS GOING ON A BUSINESS TRIP OR TOURISM**

1. Application form must be filled completely, typed in black clear font and signed by the applicant.
2. Two recent photographs are required in color and 4 x 6 size.
3. Passport must be valid for 1 year after the expiry date of the requested visa.
4. An Exit re-entry visa valid for minimum two months.
5. Copy of the residence permit IQAMA (Sponsor's name on Iqama must coincide with employers name)
6. Letter from Sponsor legalized by the Chamber of Commerce, indicating the purpose of travel, applicants' salary, position in the business, length of labor contract and undertaking coverage of all expenses in Portugal (lodging; medical care and guarantee of the applicant's return to the KSA).
7. Letter from Portugal inviting the applicant (from company, Institution, Conference, seminar organizers or individuals).
8. Hotel or lodging certificate (Voucher, reservation Slip).
9. Original of the passport + Copy.
10. Original of the air ticket (reservation must be confirmed as a return ticket, non endorsable and non refundable); the dates indicated in the ticket must correspond to those in the application form and the lodging certificate or hotel reservation + Copy.
11. Copy of credit card/ Traveller's cheques (US\$ 150 per day of intended stay)
12. Bank account book or copy of the pages identifying the name/ number/ balance.
13. Medical insurance for the entire duration of the intended stay in Portugal.

**IMPORTANT INFORMATION FOR ALL APPLICANTS:**

- As of 25<sup>th</sup> of March 2001, the Schengen States are: Australia, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, The Netherlands, Norway, Portugal, Spain, and Sweden.
- Visas are to be applied at the Embassy representing the country of main destination.
- The visa applicant must present him/herself at the Embassy if resident in Riyadh; otherwise the applicant must present a written letter indicating the reason of absence.
- The approval takes 15 to 20 days from the application date. Some nationalities, however, require more time to process their applications. The applications are thus advised to submit their applications in advance.
- Applications can be for a 90-day visa valid for all Schengen countries.
- Obtaining a visa gives no real guarantee to enter Portugal or any other Schengen Country. At Schengen borders, any foreigner with regular visa can indeed be refused access following future checks by the relevant authorities, ultimately responsible for allowing access.

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Incomplete or scribbled forms cannot be processed and shall be rejected.

Consular Section is open for the public from 9.00a.m to 11.00a.m