

Dear Sir/Madam,

In order to apply Schengen visa from Ankara, you must have a valid Turkish residence permit. **(Your residence permit has to be valid at least for 3 more months after your return from Portugal. - If your residence permit is not valid 3 more months, please contact us after you renewed it).**

**If you are not living in Turkey or do not have a valid Turkish residence permit, you can find where you can apply for visa from this link:**

**[http://www.secomunidades.pt/vistos/index.php?option=com\\_content&view=article&id=175&Itemid=151&lang=pt](http://www.secomunidades.pt/vistos/index.php?option=com_content&view=article&id=175&Itemid=151&lang=pt)**

**To get an appointment please send an e-mail to [sconsular.ankara@mne.pt](mailto:sconsular.ankara@mne.pt), we only give appointments through e-mail.**

**A kind reminder**, in our Consular Section there are only Turkish, English and Portuguese speaking staff, if you don't know any of them, you need to bring a translator and **all the documents have to be translated into English or Portuguese by a sworn translator**. If you are going to bring a translator, you need to write his/her name with your confirmation e-mail.

**When you are coming to your appointment, you need to bring all necessary documents written as below. If there is a missing or wrong document/information, your application will not be submitted!**

**For some country nationalities the visa process may take more than 2 weeks.**

**All of the documents must be in English or Portuguese. If you need to translate the documents, the translations must be done by a SWORN translator.**

• All documents should be A4 size, any documents which are smaller or larger than A4 size, should be photocopied onto A4 sized paper. • All documents should be free from any clips/pins/folders before they are submitted. • Torn, crumpled or heavily creased documents will not be accepted. • Documents should not be laminated. If you need to present the photocopy of a document, you must bring the original document as well.

**All documents must be translated into English or Portuguese by a sworn translator.**

**Your application cannot be accepted with missing documents. Your documents must be complete according to the list below. If you come to your appointment with missing documents, they will not be accepted and you will have to get a new appointment. Please do not come with missing documents.**

**If you are not a Turkish citizen, to apply visa from Portugal Embassy in Ankara, you need to have valid residence permit in Turkey. This information and appointment are only for Ankara Portugal Embassy Consular Section. If you are living in Istanbul, you apply from Istanbul Hungarian Consulate, to get information, please contact them.**

**A kind reminder**, in our Consular Section there are only Turkish, English and Portuguese speaking staff, if you don't know any of them, you need to bring a translator and **all the documents have to be translated into English or Portuguese by a sworn translator**. If you are going to bring a translator, you need to write his/her name with your confirmation e-mail.

**When you are coming to your appointment, you have to bring all necessary documents written as below. If there is a missing or wrong document/information, your application will not be submitted!**

**Schengen visa applications may take 2 weeks to be finalized, for some country nationalities the visa process may take more than 2 weeks up to 1 or 2 months.**

**Schengen Visa application Documents:**

1. **Application Form:** Additional document completed for each applicant and signed by the applicant (have to be signed by both legal guardians for children)  
**For minors (under the age of 18):** The guardian/guardians have to make an application. In case of a divorce, the custody decision has to be submitted. Application has to be signed by both guardians.  
**[http://www.ancara.embaixadaportugal.mne.pt/images/VisaSchengen\\_ENG.pdf](http://www.ancara.embaixadaportugal.mne.pt/images/VisaSchengen_ENG.pdf)**
2. **Photograph:** 2 untouched photographs in compliance with biometric features (should not be older than 6 months and dimensions have to be 35x45 mm).
3. Invitation letter from Portugal - On the letter the address of the Company/University, the name surname of the applicant and the inviting dates must be written.
4. In case of participating in political, economical, scientific, cultural, religious or sport events, proof enrolment in the event should be presented.
5. Documents regarding the hotel reservation or travel plan. Proof of accommodation, hotel reservation or “**term of responsibility**” (<https://www.ancara.embaixadaportugal.mne.pt/images/TERMOFRESPONSABILITY.pdf>)  
”. If the stay is with a family member, proof of kinship should be made and it may be solicited the proof of the conditions of accommodation. If the the subscriber of the “term of responsibility” is Portuguese, he/she should submit the photocopy of his/her passport photocopy, in case the subscriber of the “term of responsibility” is not Portuguese, he/she should submit legal documental situation in Portugal (the photocopy of residence permit) and the recent bank extract for last 3 months;
6. **Income documents:** Documents showing how the expenses incurred during the time spent in Portugal will be borne;
  - a. Bank account statements for the last 3 months (**The balance of the bank extract must be at least: (40xnumber of days you will tstay in Portugal)+75 Euro**) - **The bank extracts must be original, signed and sealed by the bank authorities.**
  - b. Payroll for the past 3 months,
  - c. If you are receiving a scholarship, proof of scholarship with a recent date and bank account statements for last 3 months.
  - d. If someone else is going to be a sponsor for you, the signed declaration from the sponsor, the proof of kinship between you and your sponsor, hir/her recent salary payments for last 3 month and his/her recent bank extracts for last 3 months. **The balance of the bank extract must be at least: (40xnumber of days you will tstay in Portugal)+75 Euro** - **The bank extracts must be original, signed and sealed by the bank authorities.**
7. If you are a foreign student, you have to bring documents that proofs your income in Turkey (Please check the article 6).
8. Minors shall present an authorization signed by a person exercising permanent or temporary parental authority or by a legal guardian
9. **Travel Health Insurance:** It should have at least 30,000 Euros coverage and it should be valid in all Schengen countries. Both the **original and photocopy** of the travel health insurance policy have to be submitted. **The original copy of the travel health insurance has to bear a wet signature and a stamp.** Insurance policies that include exemptions for certain situations or limit the coverage or claim certain conditions related to healthcare that

increase the contribution share, will not be accepted. - - The travel health insurance needs to cover 1 day before and 1 day after of your travel.

10. Your Turkish residence permit and its photocopy. The validity rule is the same with the passport. You must present an actual residence permit card, the application form for extension is not acceptable. If you are waiting your residence permit card, you must apply after you received it.
11. **Passport:** It has to be valid at least for 3 months after the expiry date of the requested visa. Passport should not be older than ten years (extensions cannot be accepted) and it has to have at least two empty pages. Photocopies of the colored page of the passport and your visas (Schengen, EU, United Kingdom, USA, and Canada) issued during the last 3 years. Old passports, which have expired, should also be submitted during the application.
12. Flight **reservation** (round-trip) or documents regarding other means of transportation
13. **Visa fee:** Schengen visa fee is 60 Euros in Turkish Lira, it is free for children under 6 years old, the visa fee for children between 6-12 years old is 35 Euro in TRY. **You need to pay the visa fee in cash as TRY.**

**Additionally for wage earners and public servants:**

- Employment certificate providing an explanation regarding your job (signed and stamped),
- Permit document for the duration of the visa requested (signed and stamped),
- SGK service record,
- SGK statement of employment, notarized employment agreement

**Note:** If the applicant is retired and still working, he/she has to submit the service record and support premium payments.

**Additionally for company owners/Self-employed:**

- Photocopy of the Chamber of Commerce and Industry Registration document (should not be older than 6 months)
- Trade Registry Gazette photocopy
- Current Tax Certificate photocopy

**Additionally for farmers:**

- Farming Certificate from the Chamber of Agriculture

**Additionally for retirees:**

- Retirement certificate showing your monthly retirement pension

**Additionally for students:**

- **Original copy** of the student certificate
- If the expenses are to be borne by the family, employment documents of the parents

**Additional documents for participating in a cultural event or congress:**

An **invitation** issued by the organizer of the event or an **agreement** executed with the provider of the cultural service in question or an **invitation** related to an innovative study including the following information:

- a) The address and contact information of the organizer of the event and information about the place where the event will be organized and the location in Portugal
- b) Time interval when the event will be organized and the type of organization

- c) Applicant's name and information about his/her position
- d) Documents showing that travel and accommodation expenses etc. will be met depending on the situation

**Additional documents for participating in a sports event:**

- 1) **Invitation** issued by the sports club or the sports federation or the document **confirming the participation in the sports organization** and including the following information:
  - a) The address and contact information of the organizer of the event and information about the place where the event will be organized and the location in Germany
  - b) Time interval when the event will be organized and the type of organization
  - c) Information about the athlete and his/her position
  - d) Documents showing that travel and accommodation expenses etc. will be met depending on the situation
- 2) **Document issued by the sports club or sports federation in Turkey sending the athlete, which includes the following information:**
  - a) Time interval when the event will be organized and the type of organization
  - b) Information about the athlete and his/her position
  - c) Documents showing that travel and accommodation expenses etc. will be met depending on the situation

**Additional documents for Business Visit and Exhibition Visitor Visa:**

- 1) The invitation provided by the company in Portugal including the following information (the invitation can be an e-mail version)
  - a) The name and complete address of the inviting company
  - b) The name and position of the applicant in the company and the name of the company
  - c) Duration of the visa requested (will there be multiple trips?)
  - d) The purpose, objective and duration of the trip (company, exhibition name have to be specified)
  - e) Documents showing that travel and accommodation expenses will be met depending on the situation
- 2) **For those who will set up an exhibition stand:** Document related to the exhibition stand (Payment made for the exhibition stand/bank receipt, Exhibition entry card etc...)

**WARNING - INFORMATION NOTES:**

- The presentation of all of the aforementioned documents is highly recommended.
- Please consider that the Visa Section may request other documents, in case it is deemed necessary. Submitting the aforementioned documents does not imply that a visa will be definitely issued.
- Those without a regular income (students, homemakers etc.) should look at the lists of documents regarding the subsistence of immediate family that support them financially. In addition to this, they have to submit a signed and legible petition indicating that they are supported by their immediate family.
- Everyone above the age of 18, have to make their own application personally. For minors, the application document will be signed by the guardian.

- **Please be aware of any of the electronic equipment (laptops, mobile phones, etc.) will be allowed to Consular Section.**
- Short term trips can be made to the Schengen Area with the Schengen Visa provided that they do not exceed 90 days within 180 day period. Based on this calculation, with a two-year visa (C 2), 4 trips can be made each for 90 days, however latest at the end of 90 uninterrupted days; you have to leave the Schengen Area. The visa that has to be issued for visits, touristic or business trips, is the Schengen Visa.
- Schengen Area is comprised of 26 countries: Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Austria, Poland, Portugal, Sweden, Switzerland, Slovakia, Slovenia, Spain, Czech Republic, and Hungary.
- It is highly recommended to make the visa application in due time: Visa Section has to make a decision about the complete visa applications submitted, within 15 days after the application documents are delivered to the Visa Section. For this reason, you have to submit your application latest 15 days before your trip. However, you cannot make your application at a date earlier than three months before your travel date. **The return of the passport can additionally take a few days. The transaction times may be prolonged particularly before religious holidays such as the Eid-al-Fitr or the Feast of Sacrifice or Portuguese religious holidays, Easter or Christmas.**
- The applicants above the age of 12 have to submit their fingerprints during their Schengen visa application as of 25 September 2014
- In order for fingerprints to be taken, each applicant is required to go to the Consular Section personally. The fingerprint data obtained shall be kept within the European Union Visa Information System for a period of five years. Once you submit your fingerprint, you can make your other Schengen visa applications within this time period, through a proxy that you will appoint. You can access the sample letter of attorney for authorization from the Additional Forms section. After the five year period has expired, fingerprints have to be taken again.
- If your original country of destination is Portugal, you can submit your application documents to the Consular Section. If your original destination country is not Portugal but another Schengen country, you have to make an application to the official representation of that country.
- If you have to travel to Portugal frequently or on a regular basis due to business or family related reasons, you are recommended to make a long-term visa application and submit the documents required for this.
- After you receive your passport, please check that all of the information in the visa issued is correct and the fees collected are right. Please convey your complaints to the Embassy/Consulate General's Visa Section in due time.
- We would like to highlight that an individual who has been issued with a visa does not have the right to enter Portugal without any conditions. In this regard, the final decision shall be given by the authorized border control officials.

#### **WARNING - INFORMATION NOTES:**

- The presentation of all of the aforementioned documents is highly recommended.
- Please consider that the Visa Section may request other documents, in case it is deemed necessary. Submitting the aforementioned documents does not imply that a visa will be definitely issued.
- Those without a regular income (students, homemakers etc.) should look at the lists of documents regarding the subsistence of immediate family that support them financially. In

addition to this, they have to submit a signed and legible petition indicating that they are supported by their immediate family.

- Everyone above the age of 18, have to make their own application personally. For minors, the application document will be signed by the guardian.
- Short term trips can be made to the Schengen Area with the Schengen Visa provided that they do not exceed 90 days within 180 day period. Based on this calculation, with a two-year visa (C 2), 4 trips can be made each for 90 days, however latest at the end of 90 uninterrupted days; you have to leave the Schengen Area. The visa that has to be issued for visits, touristic or business trips, is the Schengen Visa.
- Schengen Area is comprised of 26 countries: Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Austria, Poland, Portugal, Sweden, Switzerland, Slovakia, Slovenia, Spain, Czech Republic, and Hungary.
- It is highly recommended to make the visa application in due time: Visa Section has to make a decision about the complete visa applications submitted, within 15 days after the application documents are delivered to the Visa Section. For this reason, you have to submit your application latest 15 days before your trip. However, you cannot make your application at a date earlier than three months before your travel date. **The return of the passport can additionally take a few days. The transaction times may be prolonged particularly before religious holidays such as the Eid-al-Fitr or the Feast of Sacrifice or Portuguese religious holidays, Easter or Christmas.**
- The applicants above the age of 12 have to submit their fingerprints during their Schengen visa application as of 25 September 2014
- In order for fingerprints to be taken, each applicant is required to go to the Consular Section personally. The fingerprint data obtained shall be kept within the European Union Visa Information System for a period of five years. Once you submit your fingerprint, you can make your other Schengen visa applications within this time period, through a proxy that you will appoint. You can access the sample letter of attorney for authorization from the Additional Forms section. After the five year period has expired, fingerprints have to be taken again.
- If your original country of destination is Portugal, you can submit your application documents to the Consular Section. If your original destination country is not Portugal but another Schengen country, you have to make an application to the official representation of that country.
- If you have to travel to Portugal frequently or on a regular basis due to business or family related reasons, you are recommended to make a long-term visa application and submit the documents required for this.
- After you receive your passport, please check that all of the information in the visa issued is correct and the fees collected are right. Please convey your complaints to the Embassy/Consulate General's Visa Section in due time.
- We would like to highlight that an individual who has been issued with a visa does not have the right to enter Portugal without any conditions. In this regard, the final decision shall be given by the authorized border control officials.