

Dear Mr/Mrs.Applicant,

If you are not a Turkish citizen, to apply visa from Portugal Embassy in Ankara, you need to have a valid residence permit in Turkey. This information and appointment are only for the Consular Section of Portuguese Embassy in Ankara.

A kind reminder, in our Consular Section there are only Turkish, English and Portuguese speaking stuff, 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!

To get an appointment please send an e-mail to sconsular.ankara@mne.pt, we only give appointments through e-mail.

The national visas may take minimum 1 month to be finalized. For some country nationalities the visa process may take approximately between 1 and 2 months.

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.

The documents for national visa:

http://www.secomunidades.pt/vistos/index.php?option=com_content&view=article&id=111%3Avistos-de-estada-temporaria&catid=42&Itemid=96&lang=en

• 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.

The list of documents for study visa more than 3 months:

1. The application form fully filled and signed -
http://www.ancara.embaixadaportugal.mne.pt/images/VisaSchengen_ENG.pdf
2. 2 photos (suitable for the document) with white background
3. The acceptance letter can be e-mail version from Portugal
4. If you are going to study for Bachelor's Degree, Master's degree, Phd's Degree, etc. (except Erasmus program) you must submit a proof of payment to Portuguese university and the payment program from the University.
5. A letter signed by you explaining the reason of your travel to Portugal (please use the sub categories of article 6)
6. Documents according to your contract / promise of your contract or the other purpose of residence visa:
 - a. Allow entry into Portugal for period of stay **less than one (1) year**. It is valid for the duration of the stay and for multiple entries in national territory.
According to the reasons of the stay, there are two (2) visa subtypes, whose applications must be accompanied by the following documents:

1. **E6: To remain in the National Territory for periods longer than three (3) months** in duly substantiated cases, namely the fulfillment of international commitments: a) proof of exceptional situation; or, b) document issued by an educational establishment, or in the scope of student exchange; or, c) document issued by recognized company or entity attesting admission to the internship; or d) document issued by the organization responsible in Portugal for the volunteering program, attesting the admission to the program; e) service agreement; technical qualifications certificate for the provision of services.
2. **E9: Attendance of a course at an educational or vocational training institution**: document issued by the educational or vocational training institution

b. These visa types are for the applicants who will stay **more than 1 year** according to their contract or purpose. They allow stays for periods of 4 months with two entrances, in view of establishing residence. According to the reasons for the stay, there are two (2) visa subtypes, whose applications must be accompanied by the following documents:

1. **D4: For research, study, exchange of students of secondary education, internship and volunteering:**

For researchers: employment contract or host agreement with research center or higher education institution, or those who have been admitted to a research center or higher education institution, and hold a scholarship or a research grant, or submit a term of responsibility subscribed by the research center research or the higher education institution guaranteeing your admission, as well as the costs of your stay.

Researchers admitted to a research center or higher education institution officially recognized under the legislation in force are exempted from presenting health insurance or equivalent, employment contract or convention, travel insurance or livelihoods.

For study in higher education: you fulfill the conditions of admission or have been accepted in a higher education institution to attend a program of studies and have sufficient resources for this attendance.

University students of institution of higher education officially recognized under the current legislation are exempted from presenting health insurance or equivalent, of proving admission conditions or how he/she was accepted in higher education institution, travel insurance or livelihoods.

For secondary school students: you have been accepted in an educational establishment; your age is according with the limits established in the regulation; and you will be hosted by a family or you have accommodation provided in appropriate facilities during the period of stay.

For the purpose of internship: prove that you have been accepted as an intern by a certified host institution and present a contract for theoretical and practical training, in the field of higher education diploma that you own or of the study cycle you attend, which must contain : (a) a description of the training program, including its educational goals or learning components; b) Duration and timetable of the training; c) Location and conditions of the internship supervision; d) description of the legal relationship between the intern and the host entity; e) Mention that the internship does not replace a job and that the host entity is responsible for the reimbursement to the State of the expenses of stay and departure, in case the intern remains illegally in national territory.

For volunteering: prove that you have a contract with the host organization responsible for the volunteering program, which includes a description of the content and duration of the volunteering program, timetable, supervision conditions and guarantee of the cost coverage of food and accommodation expenses, including minimum sum of allowances or pocket money; and that the host organization has insured personal liability insurance, except in the case of volunteers participating in the European Voluntary Service.

2. D5: In the scope of mobility of students of higher education: it is no longer necessary to obtain a residence visa for students in the scope of mobility of students of higher education:

A student of higher education who holds a residence permit issued by a Member State of the European Union and who is covered by a European Union or multilateral program with mobility measures, or by an agreement between two or more higher education institutions, is authorized to enter and remain in the national territory to carry out part of the studies, including to exercise professional activity under article 97, for a maximum period of 360 days, provided that he/she communicates it to the Foreigner and Border Services (SEF) up to 30 days before starting the mobility period.

7. The document from your home university (if you are working the letter from your employee)
8. Your valid student certificate
9. Documents that proof your livelihood (your financial income while you are living) in Turkey. **If you are receiving a scholarship in Turkey**, you need to bring **the declaration** of scholarship in English (the offer of scholarship is not accepted), last 3 months bank extracts that proves the deposit of the sholarship. If you are working in Turkey, you must present the letter from your employer (signed and sealed), last 3 months´ pay slips and last 3 months bank extract that proves your payments. (Not for Azerbaijan and Georgian citizens) - **This is different from the Erasmus grant**. If your parents are responsible for your financials in Turkey, please check the Article 8/b.
10. **The financial documents; (articles b are mandotary for all students)**
 - a. If you have a scholarship from your university **for Erasmus program**; the documents that declares your scholarship from the university and the photocopy of your euro bank account within one month scholarship payment.
 - b. Although if you have a Erasmus scholarship from the university or government scholarship or a scholarship from Portuguese university you must present the following documents. A letter of undertaking from your parents issued by a notary, the proof of kinship with your sponsor (the proof that your sponsor is from your family), the SWORN translations of them and the photocopy of your parents´ last 3 months´ bank extracts and the last 3 months´ payrolls of your sponsor. All documents especially bank extracts must be translated into English or Portuguese.
 - c. If you are going to receive a scholarship from Portuguese university that invited you, please bring a declaration from the Portuguese university.
11. Criminal record certificate from the country of origin (for foreigners) and from the country where the applicant lives for more than a year; (**Criminal record from your origin country and the other one have to be translated into English by a sworn translator.**) If you are living in Turkey more than 1 year, you need to submit a document that

proofs you need to bring the original of your criminal record and the SWORN TRANSLATION of it. If you are living in Turkey you need to bring criminal record 1 from Turkish authorities and 1 from your country.

12. **The place where you are going to stay;** if it is not said in your acceptance letter, you need to bring one week hotel reservation.
13. Travel medical insurance that covers any expenses which might arise, including urgent medical attention and repatriation; (The period of insurance should cover 1 day before and 1 day after of your travel)
14. Valid residence permit and the photocopy of your residence permit (Not for Georgian, Azerbaijan and Afghan citizens who do not live in Turkey) - You must have a valid residence permit card - the renewal declaration cannot be accepted.
15. **Passport**
16. **The photocopy of your passport's first ID page and the photocopy of all pages with stamps and visas.**
17. ******* We cannot start the process without the passport! Your passport. We cannot start the process without the 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. . **In your passport there should be 2 pages both sided empty.**
18. The flight reservation to Portugal

***** The translations and all documents must be in English or Portuguese.**

• 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.

The passport and residence permit must be valid at least 1 more year from the date that you apply. If your passport or residence permit is not valid 1 more year, your application cannot be accepted!

The applicants with missing documents will not be accepted.