

# Instructions for Completing a Portugal Visa Application

Note: All required fields in the application have asterisks \*

## Page 1: “Identification”

| Field on Visa Application:                  | Your Answer:                                                                                        | API Example:                  |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------|
| Requestor's email                           | Your email address                                                                                  | caitlin.beasley@apiabroad.com |
| 1. Surname (Family Name)                    | Your last name                                                                                      | Beasley                       |
| 2. Surname at birth (Former family name(s)) | Maiden name or last name at birth                                                                   | Beasley                       |
| 3. First name                               | First and middle name                                                                               | Caitlin Leigh                 |
| 4. Date of birth (day-month-year)           | Your birth date (day-month-year)                                                                    | 01/10/1995                    |
| 5. Place of Birth                           | City and State                                                                                      | Austin, TX                    |
| 6. Country of birth                         | Country of birth                                                                                    | United States                 |
| 7. Current nationality                      | Your nationality                                                                                    | USA                           |
| Original nationality                        | Previous nationality if different from country of birth or your current nationality                 |                               |
| 8. Sex                                      | Your gender                                                                                         | Female                        |
| 9. Marital Status                           | Your marital status                                                                                 | Single                        |
| 10. In the case of minors...                | If you're under 18 list your guardian's last names, first and middle name, address, and nationality | N/A                           |
| ID number                                   | Your social security number                                                                         | 000000000                     |

Then, click “Next” at the bottom of the screen. DO NOT click submit until you have reached the fifth page, “Journey” and completed all required fields.

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## Page 2: "Journey Doc."

|                                                 |                                                                                                                                                                                                                        |                                                                                |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>12. Type of passport</b>                     | <b>Check "Ordinary Passport"</b>                                                                                                                                                                                       | "Ordinary Passport"                                                            |
| <b>13. Passport Number</b>                      | <b>Your passport number</b>                                                                                                                                                                                            | 134567890                                                                      |
| <b>14. Date of issue (yyyy-mm-dd)</b>           | <b>Your passport's issue date (YEAR-MONTH-DAY)</b><br><b>*Note: You will need two digits for month and day, so if for example, your passport issue date is January 3, 2017, then you need to type 2017-01-03</b>       | 2017-01-03                                                                     |
| <b>15. Valid until (yyyy-mm-dd)</b>             | <b>Your passport's valid until date (YEAR-MONTH-DAY)</b><br><b>*Note: You will need two digits for month and day, so if for example, your passport issue date is January 3, 2017, then you need to type 2017-01-03</b> | 24/03/2025                                                                     |
| <b>16. Issued by</b>                            | <b>Issuing Country (dropdown menu)</b>                                                                                                                                                                                 | United States                                                                  |
| <b>17. Applicant's home address</b>             | <b>Your home address</b>                                                                                                                                                                                               | 301 Camp Craft Road,<br>Austin, Texas, 78746                                   |
| <b>18. Telephone number</b>                     | <b>Your phone number</b>                                                                                                                                                                                               | 555-444-5454                                                                   |
| <b>19. Current occupation</b>                   | <b>Select "Student: trainee" from the dropdown menu</b>                                                                                                                                                                | Student, Trainee                                                               |
| <b>20. Employer name and employer's address</b> | <b>The name and address for the school you attend</b>                                                                                                                                                                  | University of Denver,<br>2199 S University Blvd,<br>Denver, Colorado,<br>80208 |

Then click "Next >>"

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## Page 3: “Visa”

|                                                 |                                                                                                                                                                                                                                                                                                 |                                                                                                      |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>21. Main purpose of the journey</b>          | <b>Check “Study”</b>                                                                                                                                                                                                                                                                            | “Study”                                                                                              |
| <b>22. Member State(s) of destination</b>       | <b>Program Site Country</b>                                                                                                                                                                                                                                                                     | Portugal                                                                                             |
| <b>23. Member State of 1<sup>st</sup> entry</b> | <b>1<sup>st</sup> E.U. country you will arrive to – must have flight itinerary to answer this question.</b>                                                                                                                                                                                     | Germany (or other country if you are arriving somewhere else first, such as on a connection)         |
| <b>24. Number of entries requested</b>          | <b>Check “Multiple” (By checking multiple, it will allow you to travel in and out of Portugal for the duration of your visa).</b>                                                                                                                                                               | “Multiple”                                                                                           |
| <b>25. Duration of intended stay</b>            | <b>Number of days in program (Count the total days from program start date to end date based on your current flight itinerary – you can do so by entering the information here <a href="http://www.calculator.net/date-calculator.html">http://www.calculator.net/date-calculator.html</a>)</b> | 90 (you will be able to extend the duration when you appear for your appointment with the consulate) |
| <b>26. Schengen visas issued...</b>             | <b>Select applicable answer</b>                                                                                                                                                                                                                                                                 | No                                                                                                   |
| <b>27. Fingerprints collected...</b>            | <b>Yes, date you got prints for FBI/Channeler record (YEAR-MONTH-DAY)</b>                                                                                                                                                                                                                       | Yes, 2019/01/22                                                                                      |

Then click “Next >>”

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## Page 4: “References”

|                                                                                                                                                                         |                                                                                                                                                                                                 |                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>28. Entry permit...</b>                                                                                                                                              | <b>Select “no”</b>                                                                                                                                                                              | No, leave everything else blank                                                                                                                                                                 |
| <b>29. Date of arrival</b>                                                                                                                                              | <b>Enter program’s start date – (YEAR-MONTH-DAY)</b>                                                                                                                                            | 2018/08/31 (or other date if you are arriving to Portugal before your program begins)                                                                                                           |
| <b>30. Date of departure</b>                                                                                                                                            | <b>Enter 90 days after the program start date, if this does not auto populate</b>                                                                                                               | Example: 2018/11/29                                                                                                                                                                             |
| <b>31. Name and Surname(s) Person(s) that invites in Member(s) State(s) or, alternatively, the name(s) hotel (or temporary accommodation in the Member(s) State(s))</b> | <p>Name and Surname: ISCTE - Lisbon University Institute</p> <p>Address: Cidade Universitária de Lisboa, Av. das Forças Armadas, 1649-026 Lisboa, Portugal</p> <p>County: Lisboa (dropdown)</p> | <p>Name and Surname: ISCTE - Lisbon University Institute</p> <p>Address: Cidade Universitária de Lisboa, Av. das Forças Armadas, 1649-026 Lisboa, Portugal</p> <p>County: Lisboa (dropdown)</p> |
| <b>32. Name and surname Company / Organization invites</b>                                                                                                              | <p><b><u>Carlos Loureiro</u></b></p> <p><b>Address: Palma de Cima, 1649-023 Lisboa, Portugal</b></p> <p><b>County: Lisboa (dropdown)</b></p> <p><b>Phone: +351 21 727 0250</b></p>              | <p>Name and Surname: ISCTE - Lisbon University Institute</p> <p>Address: Cidade Universitária de Lisboa, Av. das Forças Armadas, 1649-026 Lisboa, Portugal</p>                                  |

Then click “Next >>”

# Instructions for Completing a Portugal Visa Application

## Page 5: "Journey"

|                                                                                              |                                                                                                                                                                                         |                                                                                                        |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>33. Travel Expenses and subsistence during the stay of the visa applicant are covered</b> | <b>Under "Applicant" select your own means of support, such as "cash" and "credit card".<br/>Under "Sponsor" check "referred to..." and select "Accommodation provided" and "Other"</b> | By the applicant...<br>- Cash<br>- Credit Card<br>By a sponsor...<br>-accommodation provided<br>-other |
| <b>34. Personal data of the family member who is an EU...</b>                                | <b>Fill in if applicable</b>                                                                                                                                                            | N/A                                                                                                    |
| <b>35. Family relationship with an EU, EEA, or CH citizen</b>                                | <b>Fill in if applicable</b>                                                                                                                                                            | N/A                                                                                                    |

Once all required fields are completed and you have checked that all information is correct, click "submit".