



TLSCONTACT VISA APPLICATION CENTRE – ALGERIA

LIST OF DOCUMENTS

BUSINESS VISA (LESS THAN 90 DAYS)

You wish to go to Portugal, as part of a business visit, for a stay of less than 90 days, without the intention of settling there

GENERAL DOCUMENTS FOR ALL APPLICANTS

☐ [Schengen visa application form](#)

- *Duly completed and signed by the applicant.*

☐ **An identity photo**

- *A standard identity photo;*
- *Size 3.5 cm x 4.5 cm, on a white background, less than 3 months old.*

☐ **Passport**

- Passport, original
An ordinary passport or a recognized travel document with a validity of at least 3 months after the planned stay. The passport or travel document must contain at least two blank pages marked "visa" in order to affix a Visa. Must have been issued within the past 10 years. The photo used on the passport must resemble its holder at the time of filing.
- Passport, copy
*Photocopy of the pages of the passport containing personal identity data including a photocopy of the pages containing the extensions of validity, any remarks and **all pages containing the Schengen visas obtained**. Issued in the last 10 years, as well as entry and exit stamps.*

☐ **For non-Algerian Nationals**

- *Residence permit, valid at least three months after expiry of the visa requested. If this card is (or will be) expired, the applicant must also send a letter from the applicant confirming that he has again requested a new residence card which has not yet been issued.*



☐ **Travel medical insurance**

- Insurance, original
*Must be valid for the Schengen area if you are applying for a short stay visa;
Must cover medical and repatriation costs up to a minimum of 30,000 Euros;*
- *Covering the entire duration of the planned stay and any costs of repatriation, emergency medical treatment, emergency hospital treatment, death and valid for all Schengen States.*
- Insurance, copy

☐ **Plane ticket reservation**

- *Round-trip airplane ticket reservation, copy.*

☐ **Proof of accommodation**

- *Confirmation of accommodation provided by the host company, or*
- *A hotel reservation for the entire period of the planned stay*
- *Confirmation of private accommodation, indicating cost coverage by the host, or*
- *Proof of rental or ownership, or*
- *Evidence of sufficient means to cover accommodation costs.*

☐ **Proof of sufficient livelihood during planned stay**

- *Covering costs by the inviting / sending organization (some Member States require the use of a specific national form), or*
- *Payment of costs by an individual (and proof of resources from the host or guarantor) (some Member States require the use of a specific national form), or*
- *Account statement from an Algerian bank for the past three months, or*
- *Other proof of the financial means available during the visit (international credit card, traveler's checks, etc.).*

PROOF OF WORK

☐ **Invitation letter from a company in the Member State of main destination**

- *Specifying the reason for the visit and the date (s) of the visit, as well as documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.).*

☐ **Other documents to be submitted by persons exercising a specific profession / occupation**

- **Notary:** *appointment decree;*
- **Other profession, organized by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, as well as members of their families):** *certificate from the professional body;*
- **Judges:** *certificate of appointment from the Ministry of Justice;*



- **Senior civil servants (Algerian civil servants belonging to a group made up of a body (within the meaning of article 8 of the Algerian civil service statute) and agents appointed to a high-level post within the meaning of article 15 of the same statute):** certificate mandate of the competent body;
- **Academic (assistant, lecturer, lecturer, director, dean of the faculty, rector):** certificate of appointment from the higher education institution;
- **Algerian Army Officers:** certificate of appointment from the Ministry of National Defence (DREC);
- **Journalist:** certificate of employment of the publication or of the distributor who uses it.