

### Portugal Visa Requirements (Employed):

- **Introduction Letter** – with date of travel, countries visited, name, contact# and signature.
- **Application form** – completely filled up, dated and signed
- **2 Passport size ID** - taken within 3mons. / avoid wearing white clothes / ears and forehead must be visible and no jewelry.
- **Valid Passport** - (with signature) and previous original passport (if any)
- Photocopy of personal details, departure, arrival and visa stamps of all previous and new passport.
- **Detailed Itinerary** **C/O MARIPOSA**
- **Flight Booking Certificate** **C/O MARIPOSA**
- **Hotel Confirmation Letter/Voucher** **C/O MARIPOSA**
- **Travel Insurance**
- **Personal Financial Documents**
  - \*Bank Certificate address to embassy with 6 mons. Bank Statement
  - Must be addressed to:**
  - Greek Embassy**
  - SEDCCO 1 Building, 120 Rada,**
  - Legazpi Village, Makati City, 1229 Metro Manila**
- \*Other proof of means (Car O.R/C.R, Land Tittle, Credit Card Copy)
- **ITR (if employed)** – (latest and with signature both applicant and employer)
- **Original Employment Certificate (if employed)** - on proper letterhead with period of employment, position and salary/compensation, position and original signature of signatory.
- **Original Approved Leave of Absence (if employed)** – on proper letterhead with date of travel, period of employment, position and salary/compensation, position and original signature of signatory.
- **Original PSA Birth and Marriage Certificate** if married (if with child, please attach Original PSA Birth Certificate of child) *-each applicant must have Birth Certificate*

### ADDITIONAL DOCUMENTS IF MINOR AND STUDENT (traveling with parent/s):

- Original School Certificate and copy of School ID (back to back)
- Authorization to travel (letter from the parent/s with both signature)
- Original Affidavit of Support (notarized)
- Original PSA Birth Certificate

### ADDITIONAL DOCUMENTS (SPONSORED BY THE COMPANY)

- Incentive Certificate - on proper letterhead with date of travel and namelist of all applicant/s.
- Affidavit of Support (notarized)
- Bank Certificate and Bank Statement (same format as above mentioned)
- Mayor's/Business Permit, SEC, ITR

**Note: All documents should be printed on A4 size bond paper.**

**Additional documents may be requested by the embassy if necessary.**

*Updated as of August 2026*