



LISBON  
SCHOOL OF  
ECONOMICS &  
MANAGEMENT  
UNIVERSIDADE DE LISBOA

# Visa Application Guide and Residence Permit



PORTUGAL | LISBON 2020



## I've been accepted by ISEG, what now?

First of all, Many Congratulations! If you are reading this, then you will soon be part of ISEG. We sincerely hope that studying abroad, in particular at ISEG, will be an enriching and valuable experience, which will create a solid foundation for a brilliant professional future and also a network of contacts and lasting friendships.

To be able to study in Portugal, all foreign students are subject to certain rules and responsibilities. In some cases it is necessary to submit a series of documents and requisitions to obtain legal authorisation to enter and remain in Portugal. We are aware that this process can sometimes be confusing and unclear, hence this document is designed to focus on the essential information in order to facilitate and simplify the various bureaucratic processes that you will come across.

### I am a Citizen of a Member State of the European Union

The sole requirement for European Union citizens who remain in Portugal for a period of 90 days or less is to have a valid identity card or passport. For a stay of more than 90 days, European Union citizens are obliged to request a REGISTRATION CERTIFICATE FOR EU/EEA/SWISS CITIZENS.

#### ➔ Who can request this certificate?

Citizens of the European Union, Island, Liechtenstein, Norway, the Principality of Andorra, and Switzerland.

#### ➔ Where can I request it?

At the Town Hall of your area of residence. Before going to the Town Hall, check with your local Municipality the exact location and opening hours for attending the public.

#### ➔ When can I request it?

Within 30 days after you have been in Portugal for a period of three months.

#### ➔ How much does it cost?

15 Euros.

#### ➔ What is needed to request it?

- Identity document/valid passport.
- A sworn declaration that you are enrolled in an officially-recognised public or private educational establishment, together with a declaration or other evidence of your choice that you have sufficient financial funds to support yourself and family members (if applicable), and also proof that you have a health insurance, in cases where this insurance is required by your country for Portuguese citizens.

 [click here to access the form](#)

## I am not a Citizen of a Member State of the European Union

### Before you leave for Portugal

Those students who are not nationals of a Member State of the European Union are required to obtain a **study visa** at the Portuguese Consulate of their home country before traveling to Portugal.

To obtain a study visa, it is necessary to present a Letter of Acceptance from ISEG. This document is given to the student on their acceptance to study at ISEG, on payment of the basic tuition fees in the case of a Full Degree student, or on acceptance by ISEG of students nominated for Erasmus/international mobility by their home university.


Due to the fact that it can take a long time to issue a visa, we strongly recommend that you apply for your study visa at a Portuguese Consulate at least two (2) months in advance of your expected departure date for Lisbon.

### → Which documents do I have to present for my request for a visa?

- Temporary Stay Permit (*International Exchange students*)

To consult the necessary documentation  [click here](#)

- Residence Permit (*Full Degree students*)

To consult the necessary documentation  [click here](#)



### After arrival in Portugal

Those foreigners who enter Portugal through an uncontrolled border\* are required to declare this fact (by submitting a Declaration of Entry) within three working days from their date of entry with the Foreigners and Borders Service (Serviço de Estrangeiros e Fronteiras, or SEF), with the exception of the following foreign citizens:

- Residents, or those with authorisation to stay in the country for more than six months.
- Those who benefit from the EC regime, or similar scheme.
- Those who are living in a hotel or similar establishment.

### → How do I submit a Declaration of Entry?

For further information  [click here](#) ([DOWNLOAD FORM](#))

\* An Entry Declaration is also required for those who fly into Portugal after having had a stopover at an airport in another European Union country.

## RESIDENCE PERMIT | Booking an appointment

Under the new Regulation of the Immigration Law, it has been stipulated that, when the Foreigners and Borders Service (SEF) is informed of the arrival date of a foreigner, when a positive decision is made regarding a request for a residence visa, the Service is now obliged to book an appointment for an interview with SEF. Accordingly, it is no longer up to the applicant to book an appointment on arrival in Portugal.

If the above is not your case, then you should apply for an appointment with SEF and submit your Residence Permit application to enable you to remain legally in Portugal after your visa expires. We recommend that you apply for an appointment very soon after your arrival, rather than risk leaving it until near your visa expiry date, as there is a long waiting time of up to three to four months.

### I am an Erasmus student and I hold a Residence Permit issued by another Member State of the European Union

University students who holding residence permits issued by a Member State of the European Union, who are covered by a European Union or multilateral mobility programme, or by an agreement between two or more universities, are allowed to enter and remain in Portugal to study for part of their degree, (...) in accordance with Article 97, for a maximum of 360 days, provided that they inform SEF by at least 30 days before the start of their period of mobility.

**This communication, may be submitted by ISEG on receipt of an advance requested by the student, which must be accompanied by the following documentation:**

- A valid passport;
- If applicable, a copy of the Residence Permit issued by another Member State where you reside, which is valid for the entire period of mobility;
- Health insurance, or proof that you are covered by the Portuguese National Health Service;
- Proof of sufficient financial funds;
- Proof of admission to a university or other higher education institution under an EU mobility programme, or an agreement with your the home university or other higher education institution;
- Proof of payment of tuition fees, if applicable.

**NOTES:** *The communication of mobility should preferably be submitted by e-mail to institutional email address of the delegation or regional directorate of SEF in the area of the host university.*

*Should the student be ineligible for a residence permit: in this case, SEF issues a statement certifying that the applicant is authorised (or not) to remain in Portugal can benefit from the rights provided for by Law, especially those of Art. 83º of REPSAE.*

## I HAVE A RESIDENCE VISA. How can I request my residency permit for Portugal?

If you hold a residence Visa (Art. 62), you should book an appointment for an interview to apply for a residence permit by using the dedicated SEF telephone numbers:

**Booking of an appointment by telephone:** Fixed Line 808 202 653 | Mobile Line 808 962 690

**Documentation:** To consult the necessary documentation  [click here](#)

- Notes:**
1. A residence permit is valid for one year and is renewable for equal periods should the bearer continue to fulfil the conditions for which it was originally granted
  2. Online booking of an appointment with SEF is not available when applying for a residence permit.

## I HAVE A TEMPORARY STAY VISA. How can I extend my stay?

Those students who have a temporary stay permit (Art. 54) who need to extend their stay in Portugal should book an appointment by using the dedicated SEF telephone numbers, or alternatively, via the online platform which is available on the SEF website:

**Booking of an appointment by telephone:** Fixed Line 808 202 653 | Mobile Line 808 962 690

**Documentation:** To consult the necessary documentation  [click here](#)

**Online booking:** To book your appointment  [click here](#)

## I ALREADY HAVE A RESIDENCE PERMIT. How can I apply for renewal?

Those students who wish to renew their residence permit should book an appointment by using preferably the online platform available on the SEF website, or alternatively, the dedicated SEF telephone numbers:

**Booking of an appointment by telephone:** Fixed Line 808 202 653 | Mobile Line 808 962 690

**Documentation:** To consult the necessary documentation  [click here](#)

**Online booking:** To book your appointment  [click here](#)





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