

VISA & PERMIT OF STAY

ERASMUS MUNDUS JOINT MASTER DEGREE



Version 05/2022

PARIS-SACLAY UNIVERSITY (FRANCE)
ADAM MICKIEWICZ UNIVERSITY (POLAND)
UNIVERSITY OF GENOA (ITALY)
UNIVERSITY OF PORTO (PORTUGAL)



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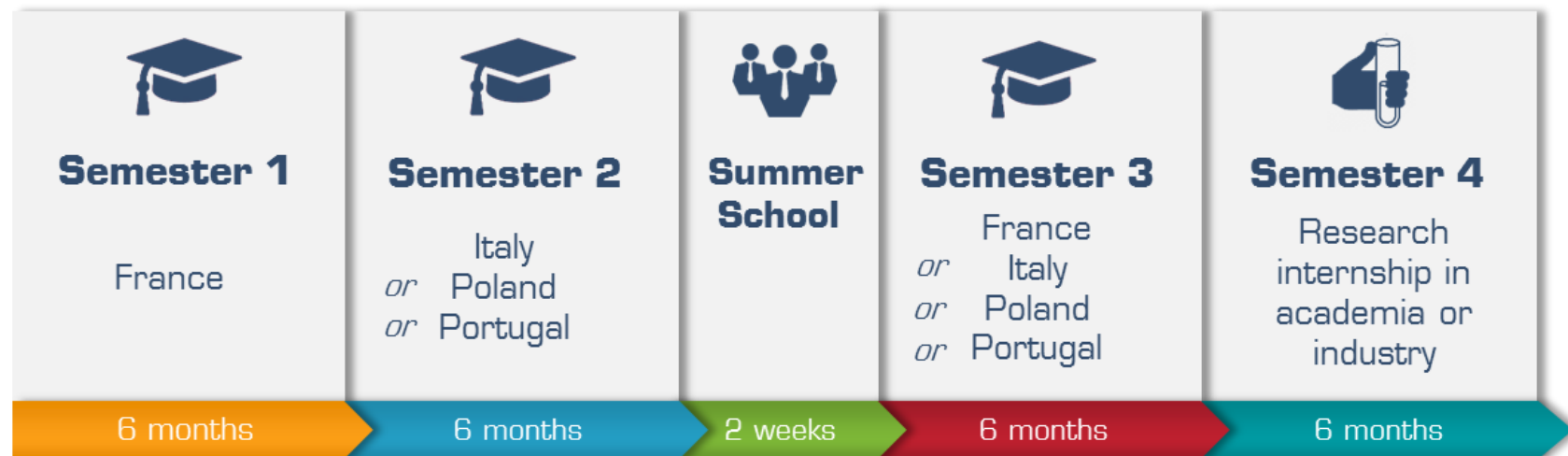
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Mobility path



FOREWORDS

- **You should always :**
 - Apply for a **“Type D” visa** (also called “national visa” or “long-stay visa” or “residence visa”), **with the mention “Student” or “Student-mobility”**.
 - Ask for a **one-year visa** when possible.
 - Tick the box: **“multiple entries”** in the visa application form.
- For the first semester, documents required for your visa application depend on your native country; you should thus contact your relevant embassy. The lists given in this document are indicative and may change according to the specific conditions applied by the consulate you will address.
- Holders of a long-stay visa, issued by a Member State part of the Schengen Space, are allowed to travel to another country of the Schengen Space, **for a maximum of three months in a six-month period**.
- This means that other procedures will have to be done for the second semester. This will have to be done during the first semester.



List of Consulates and Embassies

French embassies and consulates:

ITALY

General Consulate of France

Via Giulia 251 - 00186 Rome

Tél : [39] 06 68 60 15 00

Fax : [39] 06 68 60 12 60

[http://www.ambafrance-it.org/](http://www.ambafrance-it.org/consulat-rome@france-italia.it)

consulat-rome@france-italia.it

demandevisa.rome-amba@diplomatie.gouv.fr

POLAND

Embassy of France

Ulica Piekna 1

00-477 Warsaw

Telephone: +48 (22) 529 30 00

www.ambafrance-pl.org

PORTUGAL

Consulate of France in Madrid (Spain)

Calle Marqués de la Ensenada, 10

28004 MADRID

Phone : +34 91 700 78 00

<https://es.ambafrance.org/Demander-un-visa-en-francais-9553>

Italian embassies and consulates:

FRANCE

General Consulate of Italy

5, Boulevard Emile Augier

75116 Paris

Telephone: +33 144304700

Telecopy: +33 145200704

www.consparigi.esteri.it

visti.parigi@esteri.it

POLAND

Embassy of Italy

Plac Dabrowskiego, 6

00-055, Warsaw

Telephone: +48 228263471

Telecopy: +48 228271821

www.ambvarsavia.esteri.it

visti.varsavia@esteri.it

PORTUGAL

Embassy of Italy

Calçada Conde de Pombeiro, 24

1150-100 Lisbon

Telephone: +351 213515320

Telecopy: +351 213551420

www.amblisbona.esteri.it

ufficiovisti.lisbona@esteri.it

consolare.amblisb@esteri.it

Polish embassies and consulates:

ITALY

Embassy of Poland

Via di San Valentino 12
00197 Roma

Telephone: +39 06/36204302

[http://www.rzym.polemb.net/
rzym.amb.wk@msz.gov.pl](http://www.rzym.polemb.net/rzym.amb.wk@msz.gov.pl)

Opening hours:

Monday-Wednesday and Friday: 9.00 a.m. -
14.00 p.m.

Thu.: 1.00 p.m. - 5.00p.m.

FRANCE

Embassy of Poland

5, rue de Talleyrand
75007 Paris

[http://www.pariskg.polemb.net/
paris.wk.info@msz.gov.pl](http://www.pariskg.polemb.net/paris.wk.info@msz.gov.pl)

Telephone: +33 1 43 17 34 22/04

Telecopy: +33 1 4317 34 34

PORTUGAL

Embassy of Poland

Av. das Descobertas 2
1400-092 Lisbon

Telephone: +351 21 301 14 10

Telecopy: +351 21 304 14 29

[www.lizbona.polemb.net
marta.olkowska@msz.gov.pl](http://www.lizbona.polemb.net/marta.olkowska@msz.gov.pl)

Portuguese embassies and consulates:

FRANCE

General Consulate of Portugal

6, rue Georges Berger
75017 Paris

Telephone: +33 1 56 33 81 00

www.consuladoporugalparis.com

Opening hours: Monday to Friday,
from 8:00 to 16:00

ITALY

Embassy of Portugal

Via da Camilluccia, 701
00135 Roma

Telephone: +39 6 844 80 200

www.embportroma.it/

Opening hours: Monday to Friday,
from 9:30 to 14:30

POLAND

Embassy of Portugal

ul. Atenska 37
03-978 Warsaw

Telephone: +48 22 511 10 00

Telecopy: +48 22 511 10 13

<http://ambasada-portugalii.pl/pt/>

Opening hours: Monday to Friday,
from 09:00 to 15:00

SEMESTER 1

How to apply for a French visa?

The list of the French embassies and consulates can be consulted on the website of the French Ministry of Foreign Affairs:

<https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/organisation-et-annuaires/ambassades-et-consulats-francais-a-l-etranger/>

In most countries, it is compulsory to contact first the Campus France Agency (the French national agency for the promotion of higher education) in order to start the visa procedure. You should therefore contact them as soon as possible.

<https://www.campusfrance.org/en>

You have to apply for a long-stay visa with residence permit (VLS-TS: Visa de Long Séjour valant Titre de Séjour)

Price: up to 99€

Documents required for the visa application

- Application form
- Passport or travel document valid at least three months after the visa expiry date
- 3 identical photographs, passport size (3.5x4.5), in color, in white plain background
- Certificate of participation in the programme (acceptance letter)
- Documents proving that you possess sufficient income (Erasmus Mundus scholarship or at least 615€/month)
- Proof of domicile in France (hall of residence)
- Medical insurance coverage (GSI insurance)

Extra documents that may be asked depending on your country:

- Flight ticket
- Birth certificate
- CV + cover letter
- Diplomas (translation in French sometimes)
- Police record

Upon arrival in France, VLS-TS holders must begin the OFII (Immigration office) procedure to get their visa validated.

This procedure is mandatory and must be done online within three months after your arrival in France:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You will need the following items for the procedure:

- your French visa
- the date of your arrival in France
- an address in France
- an electronic stamp (fees) that can be bought on the same website. The amount of the stamp is 50€.

You will then receive by email a validation certificate from the OFII that you must always keep in your wallet.

Some students are given a visa “Student-mobility” valid for only 3 months at their arrival. In that case, a permit of stay must be asked at the arrival, through the same website:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

SEMESTER 2

Moving from France to Portugal...

General Consulate of Portugal in Paris

6, rue Georges Berger

75017 Paris

Telephone: +33 1 56 33 81 00

www.consuladoporlugalparis.com

Opening hours: Monday to Friday, from 8:00 to 16:00

SITUATION N°1

If you hold a French permit of stay (VLS-TS), valid for the whole duration of the second semester in Portugal, you can stay in Portugal without applying for a Portuguese visa and permit of stay.

In that case, a declaration must be done one month before your arrival to the SEF (Portuguese Immigration office).

Procedure:

1. You should contact the SEF by email (dir.norte@sef.pt) up to 30 days before your arrival in Porto and indicate your status of incoming mobility student to the University of Porto under the Erasmus Mundus SERP+ master.

2. The following documents must be attached to the email:

- Valid passport
- Residence permit from France (for the second semester)
- Health insurance (Exapt&Co)
- Proof of scholarship SERP+ (incl. monthly allowance etc.) or proof of sufficient income
- Proof of payment of tuition fees (scholarship document or UP's admission letter already declares that fees are paid)
- Admission letter from SERP+ and admission letter from UPorto
- Law article to be downloaded from :
https://drive.google.com/file/d/1R0yNPBfOoj7AALZ2swxWUhakAtktzr9N/view?usp=s_haring

If you stay in Porto for the semester 3, you will have to apply for a Portuguese permit of stay. Staff from the university will help you.

If you intend to go to Poland or Italy, be aware that you will have to come back to France to apply for a Polish or Italian visa in Paris.

SITUATION N°2

If you do not hold a French valid permit of stay for the whole duration of your studies in Portugal (for example, if you have a temporary French visa), you will have to apply both for a Portuguese visa before your arrival, and a Portuguese permit of stay after your arrival.

You must apply for a long-stay visa (type D).

Price: 90€ (by credit card or in cash)

Documents required for the application:

- Application form : <https://drive.google.com/file/d/1ETseoAJQ3Q-J6PBPYwAWUifcO8d2uTWB/view?usp=sharing>
- Passport : original and copy of all used pages
- 2 pictures that you can take at the Consulate (special size)
- document "registro criminal" signed by you to be downloaded from : <https://drive.google.com/file/d/16julEpqtaDIUpohAjWUj5l6E1B2OrnGH/view?usp=sharing>
- Flight ticket : round ticket
- Expact&Co certificate + the details of the contract: https://www.expatsinsurance.eu/eBusinessFiles/DocumentFiles/Policy-Details/2015_GSI_Gen_Con.pdf
- Proof of accommodation in Portugal: hotel booking, residence, rental contract,...
- Proof of sufficient income
- Registration certificate at UPSaclay
- Admission letter from Porto
- Criminal record

Documents in French, English and Portuguese are accepted.

Concerning the criminal record, there are two situations:

- 1) If the Consular Section of your Embassy proceeds to the legalization of the criminal record: once it is done, you must also have the document legalized by the "Chancellery" of the Portuguese Consulate in Paris before your appointment for the visa application. The cost is 20 euros.
- 2) If the Consular section of your Embassy does not proceed with the legalization of the criminal record: the criminal record will have to be legalized by the competent authority in your country and by the consular service of the Portuguese Embassy in your country.

Delivery: approximately 2 - 3 weeks

The Consulate does not keep your passport during the application process.

At your arrival in Porto, you must apply for a permit of stay at the *Serviço de Estrangeiros e Fronteiras (SEF)*. Documents needed are:

- Passport
- 2 photos
- Health insurance
- Lodging certificate
- Proof of sufficient incomes
- Academic registration

All documents can be accepted in English.

SEMESTER 2

Moving from France to Poland...

Polish Embassy in Paris

1, rue de Talleyrand,
75343 Paris Cedex 07
Telephone: +33 1 43 17 34 05

Opening hours: Monday, Tuesday, Thursday and Friday, from 8:30 to 13:30
Wednesday from 12:30 to 17:00

<http://paris.mfa.gov.pl/fr/>

SITUATION N°1

If you hold a French permit of stay (VLS-TS), valid for the whole duration of the second semester in Poland, you can stay in Poland without applying for a Polish visa and permit of stay.

In that case, the university will have to declare your presence to the Polish authorities.

<https://migrant.poznan.uw.gov.pl/en/faq/i-have-valid-residence-card-issued-another-eu-country-i-came-poland-under-eu-programme-erasmus>

You do not have anything to do.

If you stay in Poznan for the semester 3, you will have to apply for a Polish permit of stay. Staff from the university will help you.

If you intend to go to Portugal or Italy, be aware that you will have to come back to France to apply for a Portuguese or Italian visa in Paris.

SITUATION N°2

If you do not hold a French valid permit of stay for the whole duration of your studies in Poland (for example, if you have a temporary French visa), you will have to apply for a Polish visa before your arrival.

You must apply for a long-stay visa (type D).

Price: 60 €

You should make an appointment through: www.e-konsulat.gov.pl

Documents required for the application:

- Application form
- Original and copy of your French visa + permit of stay
- 2 photos
- Proof that you possess sufficient incomes: scholarship certificate
- Medical insurance (GSI) + copy of the contract
- Certificate of participation in the SERP+ Master (acceptance letter)
- University registration certificate (from UPSaclay)
- Certificate of admission from Poland
- Flight ticket: only one-way ticket

Documents in French and English can be accepted

Delivery: approximately 1 week.

The Consulate does not keep your passport during the application process.

SEMESTER 2

Moving from France to Italy...

General Consulate of Italy
5, Boulevard Emile Augier
75116 Paris
Telephone: +33 1 44 30 47 00
www.consparigi.esteri.it
visti.parigi@esteri.it

SITUATION N°1

If you hold a French permit of stay (VLS-TS), valid for the whole duration of the second semester in Italy, you can stay in Italy without applying for a Italian visa and permit of stay.

However, a “declaration of presence” must be done within 8 days following your entry in Italy at the central police station - Questura di Genova.

Prepare the following documents:

- a copy of your passport, French visa + visa validation that gives value of permit of stay
- invitation letter issued by the University of Genoa
- Expat&Co insurance + insurance detailed conditions
- Scholarship certificate or documents proving you have the funds needed to cover living cost in Italy (minimum € 460,28 per month). For ex. bank account statement
- Accommodation proof in Italy.

At the Immigration Office you will get a copy of the declaration of presence with the stamped date of receipt. Make a copy of the declaration and always carry it with you along with your passport. In case of police control you will need it to prove that your stay in Italy is regular.

If necessary, show the operator at the “Questura” the following text.

Legislative Decree no. 71/2018 which amended article 39 paragraph 4 bis of the Law on Immigration (T.U. Immigrazione, Legislative Decree 286/1998) :

"4-bis. Lo straniero titolare di un'autorizzazione in corso di validità, rilasciata da uno Stato membro dell'Unione europea in quanto iscritto ad un corso di istruzione tecnica superiore o di formazione superiore o ad un istituto di insegnamento superiore, che beneficia di un programma dell'Unione o multilaterale comprendente misure sulla mobilità o di un accordo tra due o più istituti di istruzione superiore, può fare ingresso e soggiornare in Italia, per un periodo massimo di trecentosessanta giorni, senza necessità di visto e di permesso di soggiorno per proseguire gli studi già iniziati nell'altro Stato membro o per integrarli con un programma di studi ad essi connesso. Si applicano le disposizioni di cui all'articolo 5, comma 7. Nel caso in cui l'autorizzazione in corso di validità provenga da uno Stato membro che non applica integralmente l'acquis di Schengen, lo straniero al momento della dichiarazione di cui all'articolo 5, comma 7, esibisce copia dell'autorizzazione del primo Stato membro e della documentazione relativa al programma dell'Unione o multilaterale o all'accordo tra due o più istituti di istruzione."

SITUATION N°2

If you do not hold a French valid permit of stay for the whole duration of your studies in Italy (for example, if you have a temporary French visa), you will have to apply for an Italian visa before your arrival.

You must apply for a long-stay visa (type D)

Price: 50 €

You should make an appointment through:

<https://prenotaonline.esteri.it/Login.aspx?cidsede=100003&returnUrl=%2f%2f>

Documents required for the application:

- Visa application form ([View](#))
- Passport-size photograph
- Original + copy of your passport (whose expiry date must be three months longer than that of the visa requested)
- Copy of your French visa
- Proof that the applicant has an accommodation in Italy: hotel booking, residence certificate, rental contract, etc.
- Proof that the applicant has sufficient means of subsistence for the whole duration of his stay in Italy (proof of scholarship or at least 450€/month for self-financed students)
- Health insurance Expat & Co : certificate + detailed conditions
https://www.expatsinsurance.eu/eBusinessFiles/DocumentFiles/Policy-Details/2015_GSI_Gen_Con.pdf
- Admission letter from Genoa (you will have it soon)

Delivery: approximately 2 - 3 weeks

The Consulate does not keep your passport during the application process.

At your arrival in Genoa, you will have to ask for an **Italian permit of stay** in Genoa as soon as you arrive. You will be helped by the local coordinator.

Documents needed:

- All used pages of our passport
- Photo
- Health insurance (Expact&Co) + detailed contract
- Housing certificate
- Proof of sufficient financial resources
- Admission to the University of Genoa / registration certificate

Your file will be sent to the Immigration Local Police Headquarters which will arrange an appointment for you at a police station (to make fingerprints).

You will receive the permit of stay after approximately 40 days.

SEMESTER 3 & 4

Renewal of the permit of stay

The situation of each student will be studied case by case during the second semester. You will sometimes have to apply for a visa, a permit of stay or make a mobility declaration.

FRANCE – Renewal of permit of stay

The application must be done online:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

(switch to the English version by clicking on the button on the top of the page)

You can start the procedure 3 months before the expiration date of your visa (the procedure can be long so start as soon as possible).

You will have to upload some documents on the platform.

- If your application is complete, you will receive an “attestation de décision favorable” that has the same value as the definitive permit of stay.
- If your application is not complete, you will receive an “attestation de prolongation d’instruction”, which only allows you to stay legally in France while you submit new documents and they study your request.

After some months, you will receive an email from the *Préfecture* saying that your permit of stay is ready and that you have to make an appointment to go in person to the Préfecture and get your definitive permit of stay.

All documents must be in French. Here is the list of documents needed:

- Passport + visa + visa validation (or current permit of stay when applicable)
- Admission letter for the second year of the master
- Certificate of scholarship. If you do not have a scholarship, you will have to give documents certifying that you have enough financial resources to continue your studies in France (i.e. 615 euros per month).
- Documents “Possible réinscription” and “Certificat d’assiduité”
- Transcript of records of the first semester
- Health insurance (Expat&Co certificate in English + French social security certificate in French)
- Proof of your current address dated from the last 3 months (e.g. rent receipt, contract,...). Upload also your CROUS contract or last rent receipt from the first semester and add a comment at the end of the application to explain that you are currently doing a study mobility abroad (see below).
- An e-photo and its number. Download the following app on your cell phone:

<https://play.google.com/store/apps/details?id=fr.photo.id.permis>

After you take the picture with your mobile phone and pay around 6 euros, the picture will be sent to the app staff, which will approve it or not (if they do not approve it, you will be able to take another one and send it for approval multiple times). After approval, they will send the e-photo number by email.

At the end of application, you have the possibility to add a note under the "Comments to the administration" section. You can explain here that you are currently doing a study mobility abroad:

« Je suis actuellement inscrit à l'Université Paris-Saclay (Orsay, Essonne) pour l'année académique 2021-2022, pour suivre le Master 1 Erasmus Mundus SERP+, organisé en collaboration avec les universités de Gênes (Italie), Porto (Portugal) et Poznan (Pologne).

J'ai étudié le premier semestre 2021-2022 à l'Université Paris-Saclay (sep. 2021 -janv. 2022). Je suis actuellement à l'Université XXX pour le 2ème semestre 2021-2022 (fév. 2022 – août 2022). En septembre 2022, j'étudierai à nouveau à l'Université Paris-Saclay pour le 3^{ème} semestre de mon master. »

ITALY- In order to renew your Italian permit of stay, you must certify your attendance and prove that you have passed the first year of the master.

- All used pages of our passport
- Photo
- Expiring Italian visa and permit of stay
- Admission to the University of Genoa
- Health insurance (Expact and Co)
- Housing certificate
- Sufficient financial resources (Erasmus Mundus scholarship)
- Transcript of records of the first year

POLAND

You have to apply for the Polish of permit 45 days before your Polish visa expire.

Citizen and Foreigner Department – Foreigner Section
Pl. Wolnosci 17
61-739 Poznan
4th floor room: 416, 417
Telephone : 61 854 16 07
www.poznan.uw.gov.pl/en/foreigners
Opening hours: Monday from 9:30 to 18:00
Tuesday – Friday from 8:15 to 15:15

Price: 90 € (340 PLN)

Documents required for the application:

- Application form + 4 copies (written in Polish)
- Copy of all "used" pages of the passport
- 4 copies of the main page of the passport (with the picture)
- 4 color photographs (passport type, size 45x35 mm, taken within the last 6 months)
- Proof that you possess sufficient incomes: scholarship certificate + bank statements (must be Polish bank)
- Medical insurance (GSI) + copy of the contract
- Letter certifying that you are registered at UAM
- Letter of the residence where you are staying or legal title of the occupied flat (eg, rent agreement, inhabitant's card)

Period: approximately 2 months

Only documents in Polish can be accepted. Documents in other languages have to be translated

Recommended translation agency: Szkoła Języków Obcych Poznań "Cieślak & Nowak"
ul. Fredry 7, 61-701 Poznań, Poland
Monday-Friday 9:00-19:00
Saturday 10:00-14:00
One page around 13 €.

PORTUGAL - How to apply for the renewal of a permit of stay

If you have a valid Portuguese permit of stay, or a permit of stay that expired less than 6 months ago, you can renew it.

Price if your permit of stay is still valid: 80€ (consulate and administrative taxes) + 69€ (permit of stay)

Total: 149€

Price if your permit of stay already expired: 80€ (consulate and administrative taxes) + 69€ (permit of stay) + 37 € (fee for not renewing it before the expiry date). **Total:** 186€

List of required documents:

- Passport
- 2 photos
- Health insurance
- Lodging certificate
- Proof of funds (acceptance letter)
- Academic registration (or mobility certificate for students doing an internship)
- Internship agreement when applicable

All documents can be accepted in English.

- **Special case:**

It is possible to come to Porto with a valid permit of stay of a Schengen country and apply directly for a Portuguese permit of stay, without having to apply for a Portuguese visa before going to Portugal.

Without Portuguese visa, in addition to the documents listed above, you need to show a criminal record (issued less than 3 months before your appointment), and a vaccines bulletin.

Price: 80€ (consulate and administrative taxes) + 186€ (permit of stay without visa) = 266€

- However, note that it is cheaper to apply both for a Portuguese visa and a permit of stay. The visa usually costs 90€, and the permit of stay with visa costs 149€ = 239 €.

SEMESTER 3 & 4

Applying for a visa

I. 1. How to apply for a French visa from Italy?

List of required documents:

- 2 application forms
- 2 photos - passport size
- Form "Demande d'attestation OFII"
- Form about past and current studies to be filled-in
- Original and copy of passport
- Original and copy of the Italian visa and permit of stay (or the receipt if you still do not have the permit of stay)
- Original and copy of registration certificate from the University of Genoa
- Original and copy of the transcript of records
- 2 copies of your last diploma
- Proof of the scholarship (2 copies)
- Invitation letter from Paris-Saclay (2 copies)
- Internship agreement when applicable (2 copies)
- Cost : 99€

Forms can be downloaded on the website of the Embassy.

I. 2. How to apply for a French visa from Poland?

List of required documents:

- 2 application forms
- 2 photos
- Original and copy of passport
- Original and copy of Polish Visa/Permit of stay
- Admission letter from UPSaclay / Internship agreement
- Copy of the last diploma
- Registration certificate from the Adam Mickiewicz University
- Proof of scholarship (for non scholarship holders: 615 €/ month)
- Housing certificate
- Cost : 99€

I. 3. How to apply for a French visa from Portugal?

Only the General consulate of France in Madrid (Spain) is competent to deliver a visa to the students.

List of required documents for applying:

- Copy of your passport
- Copy of your Portuguese permit of stay
- 2 photos
- Certificate of registration at UPSaclay (the acceptance letter) / Internship agreement
- Last diploma or results: in English, French or Portuguese
- Proof of scholarship (acceptance letter)
- Proof of domicile in France
- Cost: 99€

II. 1. How to apply for an Italian visa from France?

See semester 2.

II. 2. How to apply for an Italian visa from Poland?

The visa application procedure takes less than 10 working days.

Documents required:

- Application form ([click here](#))
- Copy of passport and Polish visa
- Recent passport photo
- Sufficient financial resources
- Housing certificate in Italy
- Insurance coverage
- University admission letter or internship agreement when applicable

II. 3. How to apply for an Italian visa from Portugal?

Documents required:

- Application form ([click here](#))
- Copy of passport and Polish visa
- Recent passport photo
- Sufficient financial resources
- Housing certificate in Italy
- Insurance coverage
- University admission letter or internship agreement when applicable

III. 1. How to apply for a Polish visa from France?

See semester 2.

III. 2. How to apply for a Polish visa from Italy?

You should make an appointment through: www.e-konsulat.gov.pl

Documents required for the application:

- Application form
- Original and copy of your Italian visa + permit of stay
- Two photographs
- Proof that you possess sufficient incomes: scholarship certificate
- Medical insurance (GSI) + copy of the contract
- Certificate of participation in the SERP+ Master (acceptance letter)
- Certificate of admission from Poland
- University registration certificate (from Genoa)
- Flight ticket: only one-way ticket

Documents in Italian and English can be accepted

Price: 60 €

III. 3. How to apply for a Polish visa from Portugal?

Documents required for the application:

- Application form
- Original and copy of your Portuguese visa + permit of stay
- Two photographs
- Proof that you possess sufficient incomes: scholarship certificate
- Medical insurance (GSI) + copy of the contract
- Certificate of participation in the SERP+ Master (acceptance letter)
- University registration certificate (from Porto)
- Certificate of admission from Poland or internship agreement when applicable

IV. 1. How to apply for a Portuguese visa from France?

See semester 2.

IV. 2. How to apply for a Portuguese visa from Italy?

Necessary documentation for the application:

- Form of the consulate to be completed
- Two photographs in colour
- Copy of the passport, the Italian visa and the Italian permit of stay
- Certificate of participation in the SERP+ Master
- Certificate of admission from Porto in Portuguese
- Proof that you possess sufficient incomes: scholarship certificate
- Flight ticket (only booking)
- Medical insurance (GSI) + contract
- Criminal record certificate from your country of origin that (issued less than 3 months before your appointment): before the start of the master, check in country how you will be able to obtain this paper from abroad). Certificate from the Italian police can be accepted (certificato penale).
- Proof of accommodation in Porto

Only documents in English and Portuguese can be accepted. Documents in Italian have to be translated:

- The translation can be done by any Portuguese speaking person
- Add on the translated document: Apostilla "Convenzione dell'aia"
- The person that translated the documents (if it is not a sworn translator) has to go to the Palazzo di Giustizia (6th floor, 9:00 to 11:30) to pay 14.62€ to swear that the translation is correct.
- After which you have to bring the documents again to Palazzo di Giustizia (9th floor room 46) for the apostil.

Once you have all the documents, the PDF version of all the documents have to be sent to the Portuguese Consulate in Roma. You will then be able to have the appointment.

IV. 3. How to apply for a Portuguese visa from Poland?

Documents required:

- Copy of the passport
- 2 recent photos
- Application form.
- Criminal records that has been issued in no more than three months of the date of application
- Health insurance
- Scholarship certificate
- Proof of accommodation in Portugal.
- Invitation letter from Poznan or internship agreement



Contact persons

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