

PORTUGAL

When you complete your application form, you will need to send supporting documentary evidence to us with your application. You can send original documents, which we will copy and return, but we would prefer to receive certified* copies of documents, as original documents can be lost in the post.

A certified* copy is a photocopy of an original document. This copy must have been stamped and signed as being a true copy of the original by an official:

- o minister of religion
- o doctor
- o lawyer
- o civil servant
- o teacher/lecturer; or
- o police officer

The certifying person must not be a relative (The British Council offices in Coimbra, Lisbon and Porto authenticate translations of academic certificates.) and must provide their:

- o name
- o job title
- o address; and
- o telephone number

Certified* copies of documents required for each section would include:

Your personal details

- o Passport or ID card
- o Marriage Certificate, **Certidão de Casamento** or Birth Certificate, **Certidão de Nascimento**.
- o An official document confirming separation.
- o Court Ruling of Divorce, shown on **Certidão de Casamento** or Birth Certificate, **Certidão de Nascimento**.
- o Your husband's/wife's Death Certificate, **Certidão de Óbito**.

Student's estimated income and financial obligations

- o Savings and bank account statements, **Poupanças e extractos bancários**.
- o Social Security Benefit letters from **Junta de Freguesia**.
- o Certificate of assets/poverty, **Certidão de pobreza**.

About your parents

- An official document confirming separation.
- A Court Ruling of Divorce shown on the **Certidão de Casamento**.
- Your parent's(s') Death Certificate(s), **Certidão de Óbito**.

Parents', step-parents', parent's partner's, husband's, wife's or your partner's financial details

Documents required for this section, which relate to income earned/received from 01/01/2010 to 31/12/2010, would include (where applicable):

- Income Tax return(s), **Finanças Form Modelo 1,2 or 3** also the **Comprovativo de entrega IRS** via internet (must be accompanied by a monthly/weekly pay slip), **Declaração de IRS and Certidão de Liquidação**
- Details of any fringe benefits.

Deductions

- **Private** pension plan – official confirmation of payments made from **01/01/2010 to 31/12/2010**.

Dependant's details

- Birth Certificate, **Certidão de Nascimento**
- National Identity Card, **Bilhete de Identidade**.