

Start UP Visa



IAPMEI
Parcerias para o Crescimento

Application Guide

Index

1. Scope of the StartUP Visa.....	2
2. StartUP Visa procedure - Flowchart.....	3
3. Registration and application submission	4
4. Evaluation and application decision by IAPMEI	5
5. Incubation Contracts	6
6. Visa and Residence Permit applications.....	7
7. Visa documentation and Residence Permit	8
8. StartUP Visa Support	11

1. Scope of the StartUP Visa

StartUP Visa is a hosting program for foreign entrepreneurs without permanent residence in the Schengen Area, who wish to develop an entrepreneurial and innovative project in Portugal, with a view to granting a residence visa and residence permit, under the [Legislative Order Nr. 04/2018, 02 February](#), hereinafter designated as Legislative Order, and applicable to:

- a) Entrepreneurs who intend to develop their innovative and/or entrepreneurial project in Portugal; even if they have not created a company;
- b) Entrepreneurs who have already business projects in their origin countries and want to deploy their activity in Portugal.

The benefits granted to foreign entrepreneurs are:

- Residence visa and residence permit to be granted by the competent entities ([Ministry of Foreign Affairs](#) and [Immigration and Borders Service](#));
- Hosting of projects and entrepreneurs, through a network of [certified incubators](#) by IAPMEI, I.P.

The program operates continuously and the registration of entrepreneurs as well as the submission of applications can be made in Portuguese or English, exclusively through the form provided on the [online platform](#).

Login

Nº passaporte:

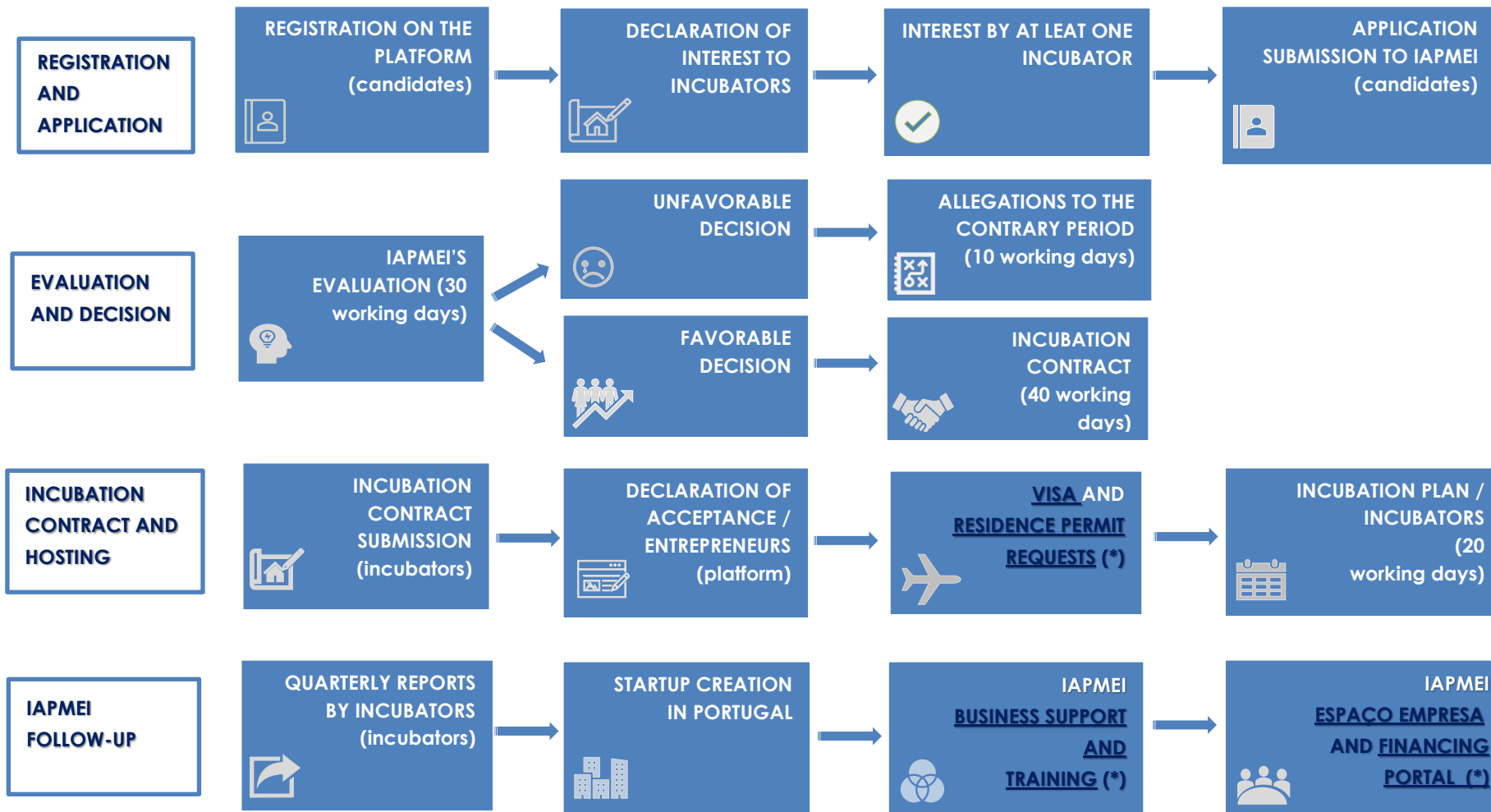
Pais do passaporte:

Password:

Ajudas no acesso

- Se ainda não se encontra registado, [registe-se aqui](#).
- Se já se encontra registado deverá fazer Login com o Nº do passaporte, País do passaporte e a Password de que dispõe.
- Se não consegue aceder:
 - Verifique se está a introduzir o nº do passaporte, país do passaporte e a password corretamente.
(A conta é bloqueada após 5 tentativas sem sucesso)
 - Se esqueceu a sua password ou se a sua conta se encontra bloqueada, [obtenha uma nova password aqui](#).
(Necessita ter conhecimento do e-mail utilizado no registo)
 - Para outros assuntos relacionados com a sua conta, poderá contactar o IAPMEI através do seguinte e-mail: info@iapmei.pt.
(Deverá indicar no e-mail os dados suficientes para que seja possível identificar a sua conta, nomeadamente: o seu nº do passaporte, país do passaporte e nome)

2. StartUP Visa procedure - Flowchart (*) Contains hyperlinks



3. Registration and application submission

The registration and submission of applications to Startup Visa takes place in **two phases**.

1. First - Registration and demonstration of interest to the incubators

In the first stage, the candidates must start the process by filling in all fields such as the project description and identification of all entrepreneurs, as well as **uploading the following documents** (for each entrepreneur):

- Letter of motivation demonstrating the interest in developing an entrepreneurial and innovative project in Portugal;
- Copy of the passport and when the citizen is permanently or long-term resident in another country outside the Schengen area, a copy of the residence permit document applicable in the respective country;
- If the entrepreneur has a tax and/or social security identification number in Portugal, should grant authorization to IAPMEI for online checking at the Tax Authority and Social Security, and attach the certificates obtained on the respective portals. For that purpose, IAPMEI's tax identification number is 501373357 and the Social Security number is 20004578827.
- If the citizen does not have a tax and/or social security identification number in Portugal, should add a declaration, under commitment of honor, of this situation.
- Criminal record certificate, issued by the competent authorities, requested in the country of origin or residence, once a resident for more than a year. This must be presented properly translated and authenticated by the consulate office of the country of origin or apostille by the Hague Convention.
- Bank statement demonstrating the existence of own financial and subsistence resources, for each entrepreneur, corresponding to 12 times the Social Support Index (IAS) in Portugal, subject to annual updating. Each candidate must also attach a solemn self-declaration, properly dated, and signed, that confirms the possibility of transferring these funds to a bank that operates in Portugal;
- Curriculum Vitae.

In the **letter of motivation**, to be attached, the candidates must demonstrate their interest in developing an entrepreneurial and innovative project in Portugal, to obtain an expression of interest in the project from at least one incubator. For the purpose it should be consider the following:

- ✓ The innovative nature of the project.
- ✓ The potential for growth.
- ✓ The scalability of the business in the market.
- ✓ The prospects of the setting up in Portugal, at the end of the program.

To advance to the next stage the entrepreneur must get a **positive response from at least one incubator**.

2. Second - Submission of application to IAPMEI

In the second phase, and only after a positive response of interest from at least one incubator, may the entrepreneurs complete the information of the application and submit it to the evaluation of IAPMEI , through the [online platform](#).

The information provided does not invalidate or replace the assessment to be carried out by the consular services of the Ministry of Foreign Affairs (hereinafter designated as the MNE) and the Immigration and Borders Service (hereinafter designated as the SEF) within the scope of the visa procedures for the assignment of entry or residence permit.

For further clarification it is recommended to check the information made available by the MNE ([here](#)) and by the SEF ([here](#)).

4. Evaluation and application decision by IAPMEI

- IAPMEI renders a **decision** on the application within **30 working days** from the date of submission and makes it available electronically on the platform (notification of decision on the application).
- During the evaluation of the application, it may be necessary to present additional elements, so the candidate may present them within 3 working days after notification from IAPMEI.

- If the decision and notification on the project is a **proposal of unfavorable decision**, the applicant shall exercise the right of hearing by submitting allegations to the contrary in accordance with Article 121 and following of the Code of Administrative Procedure, within a maximum period of 10 working days, from the receipt of the notification, through the email startup.visa@iapmei.pt.
- After the deadline, in the absence of any allegations, IAPMEI - Agency for Competitiveness and Innovation, I.P. will adopt the final decision.
- If the decision and notification on the project is **favorable**, the entrepreneurs may proceed to the conclusion of an incubation contract with one of the incubators that declared interest in the project.

5. Incubation Contracts

After a favorable decision the entrepreneurs and incubators shall proceed with the **formalization of the incubation contract within 40 working days**, as previewed in nr. 10 of Article 6th of the Legislative Order.

It is reinforced the consultation of Article 7th (Incubation Contracts) of the Legislative Order for the conclusion of the incubation contracts, which should include the obligations of entrepreneurs and incubators, namely:

- a) The obligations of the entrepreneur;
- b) The obligations and services provided by the certified incubator;
- c) The contract value;
- d) The person of the certified incubator responsible for monitoring the project.

The **hosting of entrepreneurs and the incubation contracts to be signed must respect the physical incubation model**, in accordance with the subparagraph *i*) of Article 4th of [Regulation nr. 344/2017, 13th November](#), amended by [Regulation nr. 275/2018, 04th October](#).

The conditions of the contract must be agreed with the incubators, and this must be drafted in accordance with Article 7th of the of the Legislative Order.

The incubation contract must contain **the incubator's information and the identification of each of the entrepreneurs on the project accepted in the program**.

The contract shall be **submitted on the platform dated and signed by the parties**, complying with the following procedure:

1. The entrepreneurs should invite incubators on the platform to formalize the incubation contract on area "*Incubation requests / Incubation contracts*";
2. Incubators must respond positively to the request by uploading the formalized incubation contract on the platform within 5 working days;
3. After uploading the contract, the Declaration of Acceptance to StartUP Visa will be automatically made available to the entrepreneurs, on the platform.

The **Declaration of Acceptance to StartUP Visa**, issued by IAPMEI, I.P. and **valid for 180 days**, is intended to certify the conclusion of the incubation contract under the StartUP Visa program, for the purposes of applying for a visa and residence permit with the competent authorities.

To summarize,

Under the incubation contract concluded, the obligations of both parties are:

➤ **Entrepreneurs**

Carry out the incubation contract with an incubator, within **40 working days** and respecting the **physical incubation** model

Submit the Declaration of Acceptance, valid for 180 days, to the competent authorities to **instruct the visa and residence permit process under the program**

Comply with the defined **incubation plan** and **quarterly reports** of the development of the project

Provide the information and clarifications requested by IAPMEI and the authorities involved, collaborating in inspection initiatives

➤ **Incubators**

Register the incubation contract on the platform and proceed with the **physical incubation** of the projects (limit of 20) providing the mentoring and advisory services established

Register a personalized **incubation plan** for each hosted project, within 20 days (platform)

Submit the **quarterly reports** of the activities developed in the established incubation plan (platform)

Provide the information and clarifications requested by IAPMEI and the authorities involved, collaborating in inspection initiatives

6. Visa and Residence Permit applications

Under the associated legislation, the Visa applications and grants are MNE's responsibility, and the applications and grants of Residence Permits (hereinafter designated as AR) are SEF's responsibility. These situations are covered by the [Law nr. 23/2007 of 4th July](#),¹ current version

¹ Only available in Portuguese.

and hereinafter designated as Aliens Act, regulated by the [Regulatory Decree nr. 84/2007 of 5th November²](#), current version and hereinafter designated as Regulatory Decree.

This decree aims to regulate the procedures for visas and AR requests in Portugal, and updates the rules for the entry, stay, exit and expulsion of foreign citizens from national territory, so that these rules remain in accordance with the current law, namely:

1. **Exemption from presential submission of the application (nr. 6(b) of Article 10th)**
2. **The whole procedure tends to be digital**, and in the cases permitted by law, citizens can handle everything remotely (online);
3. In cases with a positive opinion for a residence visa, an **appointment will be automatically made to the SEF, which will appear on the sticker of the granted visa**;
4. It is now possible to request that the service related to the residence permit be made in any direction or regional delegation of the SEF, regardless of the place of residence.

The MNE consular services and the SEF will verify the repute and the respective documentation of the potential entrepreneur, so it needs its validation and acceptance.

After the **Declaration of Acceptance to StartUP Visa**, made available on the platform, the entrepreneur must contact the issuing entities for visas and residence permits, respectively, the MNE and the SEF.

- ❖ In accordance with the respective Aliens Act, the **deadline for the decision on a residence visa application is 60 days**;
- ❖ **The visas are valid for 4 months and 2 entries in national territory** until obtaining the AR from the SEF, whose scheduling will appear on the sticker of the granted visa.

7. Visa documentation and Residence Permit

The conditions for applicants of the StartUP Visa, entry authorization (through issued visas) and AR in national territory for immigrant entrepreneurs comply with the previewed on nr. 2 of Article 60th of the Aliens Act ([Law nr. 23/2007 of 4th July³](#)).

² Only available in Portuguese.

³ Only available in Portuguese.

1. Application for Visa

As provided on nr. 2 of Article 60th of the Aliens Act, combined with subparagraphs *b)*, *c)* and *d)* of nr. 2 of Article 31st of the Regulatory Decree, the application for granting a visa to obtain a residence permit for immigrant entrepreneurs should be requested at the Portuguese consular section in your area of the residence area or with the competent entity that represents it.

1.1 Formalization of the application for VISA

The application for a residence visa shall include the visa application form dully completed and signed, followed by the instructional documentation below.

Instructional Documentation

- Declaration of Acceptance to StartUP Visa by IAPMEI, certifying the conclusion of an incubation contract with a certified incubator, in accordance with Article 6th of Legislative Order, that regulates the «Startup Visa» program.
- Passport or additional travel document valid for 3 months beyond the duration of the planned stay.
- Two passport photos, up-to-date and with enough quality to identify the applicant.
- Valid travel insurance, allowing medical coverage, including medical emergencies and repatriation.
- Proof of being in a regular situation when from a different nationality than that of the country where the visa is being applied for.
- Consent to a criminal record check by SEF.
- Criminal record certificate from the country of origin or the country where the applicant is residing for over a year (children under the age of 16 are exempt from presenting a criminal record).
- Proof of the existence of means of subsistence as defined by on regulation by the competent members of the Government.
- The proof of possession of means of subsistence can also be done by presenting a term of responsibility, signed by a national or foreign citizen, who is the holder of a residence document in Portugal.

For more information, it is recommended the access to the [Diplomatic Portal](#) and the [E-Visa portal](#), made available for the online requests.

2. Application for Residence Permit (AR)

The application for the granting of AR is directed to the SEF, and in accordance with the Foreigners Act, the following points should be considered:

2.1 Formalization of the application for AR

The appointment automatically made to the SEF will appear on the sticker of the granted visa.

On the date and place indicated by the SEF, the official form (https://imigrante.sef.pt/?media_dl=1923) needed for the formalization of the AR grant request, must be delivered in person, dully completed, and signed by you or your legal representative, followed by the instructional documentation below.

Instructional Documentation

- Declaration of Acceptance to StartUP Visa by IAPMEI, certifying the conclusion of an incubation contract with a certified incubator, in accordance with Article 6th of Legislative Order, that regulates the «Startup Visa» program.
- Two recent, identical photographs, in color with blank background, and easily identifiable.
- Passport or any other valid travel document.
- Evidence of sufficient means of subsistence, as per the provisions of Order Number 1563/2007, of 11/12.
- Evidence that the applicant has adequate accommodation.
- Permission for SEF to check Portuguese criminal record (except people under 16 years old).
- Criminal record of the country of nationality of the applicant or criminal record of the applicant of the country of his/her residence for more than one year (according to nr. 4 of Article 53rd of Regulatory Decree nº 84/2007).

For more details, we suggest that you consult the information available on the [website of SEF](#).

8. StartUP Visa Support

IAPMEI, I.P. will follow-up the projects, the entrepreneurs, the incubators and will also provide a support team to the program, to whom you can send your questions directly through the email startup.visa@iapmei.pt.

Information and clarifications to the entrepreneurs and incubators:

- Regarding the application process, evaluation and the hosting follow-up, the support will be IAPMEI's responsibility through the StartUP Visa Team, by the email startup.visa@iapmei.pt;
- About the incubation process (contract and conditions) the support will be under the competence of each certified incubator;
- Regarding the visa and residence permits procedures, the support is provided by the competent authorities ([Ministry of Foreign Affairs](#) and [Immigration and Borders Service](#)), and when necessary, articulated between IAPMEI and the Program Monitoring Committee.

For more information, it is recommended to check the additional documentation published on [StartUP Visa](#) page, on IAPMEI's website.

IAPMEI Contacts / StartUP Visa Team

Email Team StartUP Visa: startup.visa@iapmei.pt

General email: info@iapmei.pt

Blue Line: 808 201 201 | 213 836 237

Weekdays from 9am to 6pm - Cost of a local call