

## **PT Portugal Study Visa – Step-by-Step Process (General Guide)**

### **Step 1: Initial Consultation and Onboarding**

1. **Initial Discussion**
  - Consultant and Client discuss the visa consultancy process, eligibility, and expectations.
2. **Service Agreement**
  - Both parties agree to terms of service (optional but recommended in writing).
3. **Initial Payment** - Client pays **50% of the consultancy charges** to initiate the process.

### **Step 2: Document Compilation & Verification**

#### **Client Responsibilities:**

- Provide all **original and authentic documents** and Ensure all documents are **genuine and accurate** required for admission and visa Attested by **IBCC, HEC, MOFA** (Ministry of Foreign Affairs) , **FBR registration** or tax compliance (if applicable)

#### **Consultant Responsibilities:**

- **Review documents** for completeness and compliance.
- Guide on **missing or additional documents** needed (e.g., SOP, reference letters).
- Provide **document templates/samples** as needed.

### **Step 3: University & Course Selection**

#### **Consultant Responsibilities:**

- Research and shortlist **10+ suitable universities** in Portugal.
- Match Client's **academic background and goals** to appropriate programs.
- Assist in identifying **intakes, tuition fees, and language of instruction**.

#### **Client Responsibilities:**

- Approve **final list of universities and courses** recommended by the Consultant.

### **Step 4: Admission Application Process**

1. **Portal Creation & Applications**
  - Consultant Does Applications and fees are paid (up to 3 paid universities included).
2. **Submission & Follow-Up**
  - Consultant submits applications and tracks responses to get letters that are typically received in **4 weeks to 3 months**.
3. **Next Steps Based on Outcome:**
  - If **Offer Letter is Received**: Client pays remaining consultancy fee, and process continues.

- If **No Offer Letter is Received**: Initial payment refunded **excluding an administrative fee**.

### **Step 5: Travel & Pre-Visa Preparation**

#### **Consultant Responsibilities:**

- Assist in **pre-enrollment tasks**, such as: (Tuition deposit payments, Offer acceptance)
- Arrange: **Travel insurance, Hotel reservation, Travel bookings & flight itinerary**)
- Prepare visa file with complete and organized documentation.

### **Step 6: Visa Filing & Outcome**

- Consultant files the **study visa application** on Client's behalf.
- **Visa application fee** is included in the overall consultancy package.

#### **! Refund Policy After Visa Filing:**

- Once the visa has been filed, **no refund** is provided regardless of the outcome.

#### **Responsibilities Summary**

##### **Client Responsibilities:**

1. Submit all required **authentic documents** , Handle all **attestation** requirements (IBCC, HEC, MOFA) , Ensure **FBR compliance** if needed , Approve final **university/course list**.
2. Pay remaining consultancy fee upon **receiving offer letter**.

##### **Consultant Responsibilities:**

1. Shortlist and recommend appropriate **universities and programs**.
2. Assist with **application submission** to universities.
3. Manage **pre-visa arrangements** (travel insurance, reservations).
4. File and submit the **study visa application** accurately.

### **💳 Payment Breakdown Example**

<b>Step</b>	<b>Amount Due</b>
Initial Payment (Before Step 2)	50% of total fee
Final Payment (After Offer Letter)	Remaining 50%
Application & Visa Fees	Included or as agreed