



JOB, DOCUMENTS, OFFICIAL ROUTE AND ARRIVAL

WORK IN PORTUGAL

Portugal Work Route Guide

01

A six-page guide for candidates comparing a job in Portugal, checking the official route and planning the first week.

01**Check the job**

Know the employer, work, location, pay terms and schedule.

02**Confirm the route**

Use current Portuguese government, consular and AIMA guidance.

03**Plan the arrival**

Carry the address, contacts, travel papers and first-day details.

WHO HANDLES WHAT

Treat the job and the official route as two linked decisions.

A job offer and an immigration decision are separate. Keep each person's responsibility visible from the first conversation.



01

YOUR PART

You, the candidate

- ☐ Give accurate identity, work history and contact details.
- ☐ Read the job and cost information before accepting.
- ☐ Attend official appointments and keep copies of submissions.

02

JOB SIDE

Employer or licensed local partner

- ☐ Names the employer, worksite, job and reporting line.
- ☐ Explains the offer, pay structure, schedule and local setup.
- ☐ Handles employer-side steps that apply to the route.

03

OFFICIAL SIDE

Portuguese authorities

- ☐ Publish current route and document requirements.
- ☐ Receive and decide applications through official channels.
- ☐ Issue the visa or residence document approved for the case.

04

RECRUITMENT

Asia Connect

- ☐ Organises your profile for employer review.
- ☐ Helps connect job, document and arrival questions.
- ☐ Leaves employer and official decisions with the named organisations.

1

Job

Employer and work are named.

2

Route

Correct official path is confirmed.

3

File

Requested evidence is submitted.

4

Decision

Authority response is received.

5

Arrival

Travel and first week are coordinated.

BEFORE YOU ACCEPT

Get the job, costs and housing details in writing.

The most useful questions are specific to the offer in front of you. Use these four groups before you commit money or travel.

QUESTIONS

The work

- ☐ What will I do on a normal shift?
- ☐ Where is the worksite and who is the employer?
- ☐ Who is my supervisor and what language is used?
- ☐ What training or equipment is required?

QUESTIONS

The offer

- ☐ What is the pay structure and payment frequency?
- ☐ Which hours, shifts and rest days are expected?
- ☐ Which deductions may apply and why?
- ☐ What changes if the job or start plan changes?

QUESTIONS

Housing and transport

- ☐ What area or address is planned?
- ☐ What does housing cost and what is included?
- ☐ How will I travel to the worksite?
- ☐ Who handles a housing or transport problem?

QUESTIONS

Recruitment and official steps

- ☐ Who receives each document and through which channel?
- ☐ Which costs are paid by the employer and by me?
- ☐ Which appointment or decision is still pending?
- ☐ Where can I check the same information officially?

Pause when the written offer and the spoken offer do not match.

Ask for the difference to be explained before you sign, pay or travel. Keep the latest version and the name of the person who sent it.



DOCUMENT AND EVIDENCE DESK

Build the file for this job and this route.

There is no universal Portugal document list for every candidate. Start with a consistent core file, then follow the current official checklist.

01 Identity

Use the passport name everywhere. Check the passport scan, contact details and any civil-status evidence requested for your case.

02 Work history

Use an updated CV, employer references and role evidence that match the work discussed. Dates and job titles should agree.

03 Qualifications

Keep education, trade, licence or training evidence together. Ask whether the occupation is regulated and needs recognition.

04 Official route file

Use the checklist from the competent consular post or authority. Confirm originals, translations, certification and validity before submission.



FILE STANDARD

Make every page easy to identify.

- One readable page per scan.
- No cropped stamps, signatures or page edges.
- File names use your name, document and date.
- Originals and translations stay paired.
- Record who received each file and when.

TRAVEL AND FIRST WEEK

Travel only with the decision, address and contacts in hand.

A ticket is not the final step in the route. Build an arrival pack that works offline and gives you a named contact for the first day.



KEEP THE ARRIVAL ADDRESS AND LOCAL CONTACT AVAILABLE OFFLINE

01

CARRY

Before departure

- ☐ Passport and the travel or residence documents required for the trip.
- ☐ Employment information and the employer or partner contact.
- ☐ Full arrival address, pickup plan and backup transport option.
- ☐ Printed copies plus offline copies on your phone.
- ☐ Money plan until the first confirmed payment date.

02

ASK

First working week

- ☐ Who is the supervisor and where do I report?
- ☐ What safety induction and equipment come before work?
- ☐ How are hours, attendance and payroll recorded?
- ☐ Who handles housing, transport or document questions?
- ☐ Where do I get official local information when needed?

Use 112 for a real emergency in Portugal.

112 is the EU emergency number and is free to call. For job, housing, pay or immigration questions, use the named employer, authority or adviser instead.



TAKE THIS PAGE WITH YOU

Write down the facts that should not live only in chat.

Complete this page before travel and keep one copy with a trusted person. Use the source desk when any route detail needs a current answer.

Job and arrival card

EMPLOYER AND WORKSITE

JOB AND SUPERVISOR

ARRIVAL ADDRESS

PICKUP OR TRANSPORT PLAN

People and pending items

EMPLOYER OR PARTNER CONTACT

OFFICIAL APPOINTMENT OR REFERENCE

STILL WAITING FOR

EMERGENCY CONTACT

Official source desk

Checked 31 July 2026. Pages and requirements can change.

GOV.PT

Working in Portugal as a migrant

Government overview of work, residence status and official services.

gov.pt/guias/migrantes-trabalhar...

AIMA

Migration and residence information

Use AIMA for current residence information and official notices.

aima.gov.pt

EURES

Living and working conditions in Portugal

Country information on work, housing, services and daily life.

eures.europa.eu/.../portugal_en

EU

112 emergency number

Official EU information on when and how to use 112.

digital-strategy.ec.europa.eu/.../112

Need help organising your candidate profile?

Asia Connect can help connect your job, document and arrival questions.

[ASIA-CONNECT.EU/CONTACT/](https://asia-connect.eu/contact/)