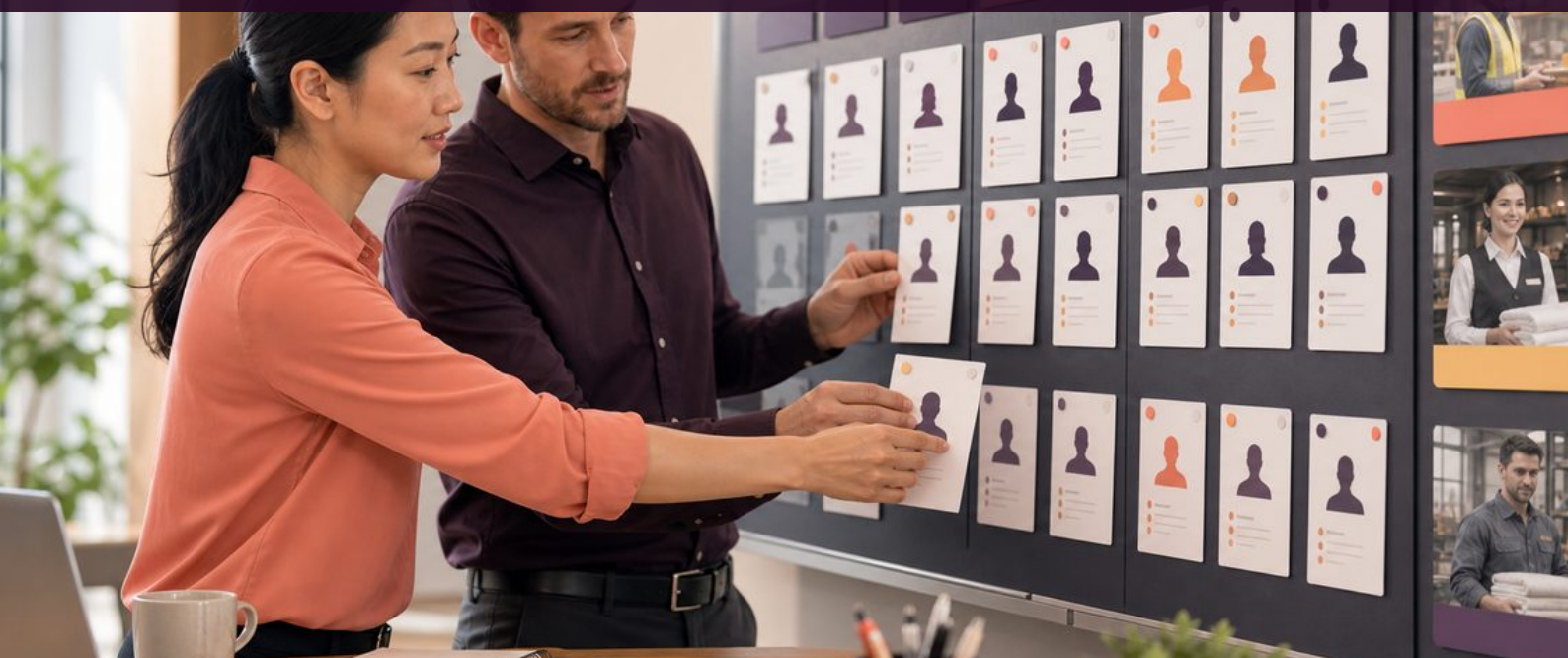




COLLECT, LABEL, CHECK, SHARE AND RECORD

BUILD ONE RELIABLE FILE

Candidate Document Checklist

03

A six-page working checklist for identity, experience, job evidence, route-specific documents and safe handover.

01

Use one identity

Match the passport spelling, dates and contact details everywhere.

02

Show the work

Group experience, references and training by the job you want.

03

Share with a record

Use verified channels and log who received each document.

BUILD THE MASTER FILE

Start with four folders, then add the route checklist.

A master file keeps your profile consistent. The authority checklist for the exact application still controls what you submit.



01

FOLDER 01

Identity and contact

- ☐ Passport scan and the exact passport name.
- ☐ Current phone, email and place of residence.
- ☐ Emergency contact kept separately from public applications.

02

FOLDER 02

Work history

- ☐ Updated CV with consistent dates and job titles.
- ☐ Employer references or service records where available.
- ☐ Short evidence of tasks, tools and work settings.

03

FOLDER 03

Training and qualifications

- ☐ Education, trade and training certificates.
- ☐ Role-specific licences or cards requested for the job.
- ☐ Translation or recognition status, if requested.

04

FOLDER 04

Job and route

- ☐ Written job and employer information.
- ☐ Current official checklist for the exact route.
- ☐ Submission receipts, references and latest status.

1

Collect

Gather source documents.

2

Label

Use one naming pattern.

3

Check

Match names, dates and pages.

4

Share

Use a verified channel.

5

Log

Record recipient and date.

FILE QUALITY

Make every document readable, current and easy to trace.

Small file errors create large review problems. Fix the scan, name, version and handover record before sending the file again.

QUESTIONS

Names and dates

- ☐ Use the passport spelling in forms and filenames.
- ☐ Check day, month and year formats before sending.
- ☐ Explain any genuine name or date difference.
- ☐ Do not alter facts to make documents appear consistent.

QUESTIONS

Scans

- ☐ Show the full page and all four edges.
- ☐ Keep stamps, signatures and numbers readable.
- ☐ Use colour when colour carries information.
- ☐ Remove blur, glare, fingers and unrelated backgrounds.

QUESTIONS

File names and versions

- ☐ Use Name_Document_YYYY-MM-DD.
- ☐ Add language or translation when useful.
- ☐ Replace old copies in the master folder.
- ☐ Do not use final-final-new as version control.

QUESTIONS

Safe handover

- ☐ Check the person and channel before sending.
- ☐ Send only what is needed for the stated purpose.
- ☐ Record the recipient, date and document set.
- ☐ Keep originals unless a proper process requires them.

A clean file is not a complete application.

The receiving authority or employer decides what is required. Use this checklist to organise evidence, then follow the current official list.



WORK EVIDENCE

Show what you did, where you did it and who can confirm it.

Employers need evidence they can understand. Use short, accurate records that connect your experience to the work being discussed.

01 CV entry

Name the employer, dates, job title and main tasks. Use ordinary language and keep dates consistent with references.

02 Reference

Include the referee's role and a contact channel the employer may use. Do not invent a reference or use someone without permission.

03 Trade or task evidence

List machines, tools, materials, environments or service tasks you actually handled. Add certificates only when they belong to you.

04 Language and availability

State your current language level, interview availability and any notice period honestly. Employers plan around this information.



ACCURACY CHECK

Do not improve the file by changing the facts.

- No invented employers or dates.
- No certificate that belongs to someone else.
- No hidden gap that changes the work history.
- No translation that changes the meaning.
- Explain a real difference instead of covering it.

ROUTE-SPECIFIC PACK

Add country and job documents only after you verify the list.

Requirements can differ by nationality, country, job, route and timing. Turn each requested document into a tracked item.



KEEP THE ROUTE CHECKLIST BESIDE THE MASTER FILE

01

VERIFY

Questions for each document

- ☐ Who requires it and for which official step?
- ☐ Which version, date or validity period applies?
- ☐ Is an original, copy or digital file accepted?
- ☐ Is translation, certification or recognition required?
- ☐ Where and how should it be submitted?

02

RECORD

Track the handover

- ☐ Document name and version.
- ☐ Person or authority that received it.
- ☐ Date, channel and reference number.
- ☐ Original retained, returned or still held.
- ☐ Next action and who owns it.

Treat personal documents as sensitive information.

Use a verified recipient, send only what the stated step requires and avoid public links or group chats for passports and personal records.

HANDOVER RECORD

Record the document set before it leaves your hands.

Keep this page with the master file. A recipient, date, purpose and reference are easier to follow than a message buried in chat.

Document set**DOCUMENTS INCLUDED**

VERSION OR DATE

ORIGINALS INCLUDED

Handover**RECIPIENT AND ORGANISATION**

PURPOSE AND CHANNEL

DATE AND REFERENCE

NEXT ACTION

Official source desk

Checked 31 July 2026. Pages and requirements can change.

GOV.PT**Portugal migrant work guidance**

Use the official route page to identify current requirements.

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

AIMA**Portugal migration information**

Current residence notices and official information.

aima.gov.pt

EVIZA**Romanian visa information**

Current categories and supporting-document pages.

eviza.mae.ro

IGI**Romanian immigration information**

Official immigration and residence information.

igi.mai.gov.ro

Want an employer-ready candidate profile?

Asia Connect can help organise work history and documents for review.

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