

Porto.

GUIDE TO SUPPORT THE INTEGRATION OF MIGRANTS

# Employment and Entrepreneurship

Access to employment,  
Entrepreneurship support,  
Rights and duties.



Financiado pela  
União Europeia  
NextGenerationEU

## 02 GUIDE TO SUPPORT THE INTEGRATION OF MIGRANTS

### Title

Guide to Support the Integration of Migrants – Employment and Entrepreneurship

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### Issue Date

December 2025

### Print Date

2026

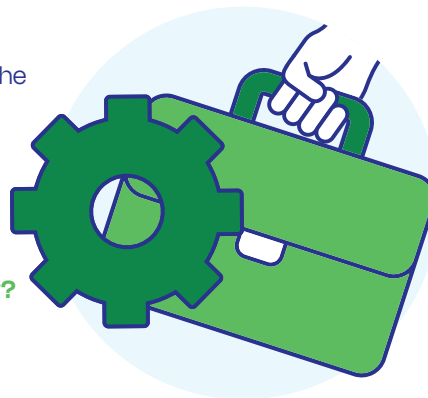
### Funding Entity

PRR – Portugal's Recovery and Resilience Plan

# Porto takes care of its own

This booklet is part of the Porto City Council's Guide to Support the Integration of Migrants. Use it to learn about the rights and duties of the immigrant and find practical answers to **Employment and Entrepreneurship**-related questions.

- > **What are the requirements to work legally?**
- > **What types of jobs are available?**
- > **How can I create my own business?**



## 04 GUIDE TO SUPPORT THE INTEGRATION OF MIGRANTS

There are four additional booklets in this collection, designed to help you build a full life as a Portuguese citizen.

### Education

- > How does education work in Portugal?
- > How do I enrol my children in a public school?
- > Which schools are there in Porto?



### Socio-Legal Regularization

- > How can I enter and stay in Portugal legally?
- > What types of visas are there, and how to obtain them?
- > What are the most important documents to keep?



### Health

- > What are the health services in Porto?
- > How to access the National Health Service (SNS)?
- > How to protect my health and that of my family?



### Social Protection and Citizenship

- > Which institutions and associations can support my integration?
- > What support can I receive in cases of particular vulnerability?
- > What are the fundamental rights and duties to reside in Portugal?



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## CAP. 1

# Work in Portugal

Welcome to Porto!

The city offers a wide range of support networks, training programs, incubators, and public services ready to help you find a job, start your own business, or develop new skills.

Don't be afraid to ask for help, explore opportunities, learn, and connect with others. Active integration is the first step toward turning dreams into achievements and contributing to a more inclusive and dynamic city. Porto awaits you – join in, discover, and become part of this community.

When entering the job market, it is crucial to verify that your legal situation permits you to work in Portugal. To do so, you must first obtain the mandatory documents required to legally start a professional activity.



// I want to work in Portugal. Where do I start? //



## 08 GUIDE TO SUPPORT THE INTEGRATION OF MIGRANTS WORK IN PORTUGAL

### .1 REQUIRED DOCUMENTS



DOCUMENT	WHERE TO GET IT	PURPOSE
<b>Visa or Residence Permit</b>	Agency for Integration, Migration and Asylum (AIMA)	Allows you to legally reside and work in Portugal.
<b>Tax Identification Number (NIF)</b> see <a href="#">section 3.2, p.22</a>	Finance (Tax and Customs Authority) / AIMA	Mandatory tax ID to work and pay taxes.
<b>Social Security Number (NISS)</b>	Social Security	Registration of contributions and access to social protection. 
<b>Citizen Card / Residence Permit</b> 	AIMA	Valid ID in Portugal.
<b>Employment Contract</b>	Employer	If you do not yet have an employment contract, you may also present a promise of employment or a formal job.
<b>Registration at the employment centre of the Institute of Employment and Vocational Training (IEFP)</b>	IEFP	It facilitates access to the labour market and to vocational training.

#### ATTENTION

How to obtain the necessary documentation:

**Socio-Legal Regularization Booklet**



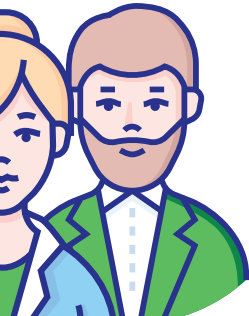


Complete contact list: at the end of this booklet








## .2 PROFESSIONAL RECOGNITION

To facilitate entry into and progression within the labour market, it is essential that companies and institutions recognise and value the qualifications and professional experience of the people they employ.

In many cases, it is possible to apply for the recognition of academic and professional qualifications. When this is not possible, there are alternative pathways to formally validate skills acquired throughout one's educational, professional, and life experience.

WHAT IS RECOGNIZED	HOW AND WHERE
<p><b>Professional Qualification</b></p> 	<p>With the national <b>authorities responsible for</b> professional activity, in accordance with the General Directorate of Employment and Labour Relations (DGERT). There are 59 of these authorities, the list of which can be found at <a href="https://www.dgert.gov.pt/lista-das-profissoes-regulamentadas-e-autoridades-competentes">https://www.dgert.gov.pt/lista-das-profissoes-regulamentadas-e-autoridades-competentes</a></p> <p>If you do not obtain recognition, but have experience, you can start a <b>Professional RVCC (Recognition, Validation and Certification of Skills) Process</b>, which certifies your skills in one of the 400 professional outlets of the National Qualifications Catalogue (CNQ) <a href="https://catalogo.anqep.gov.pt/">https://catalogo.anqep.gov.pt/</a></p>  

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 <p><b>Professional Qualification</b></p>	<p>The RVCC processes take place in <b>Qualifica Centres</b> and have the advantage of also certifying a level of school qualification. In Porto, there are 12 Qualifica Centres  <a href="https://www.qualifica.gov.pt/#/pesquisaCentros">https://www.qualifica.gov.pt/#/pesquisaCentros</a></p> <p>You can also learn new skills, improve your CV, and access more stable and qualified jobs through <b>Vocational Training</b>. You can find it at the <b>Institute of Employment and Vocational Training (IEFP)</b> <a href="https://www.iefp.pt/formacao">https://www.iefp.pt/formacao</a></p>	  
<p><b>Primary and Secondary Education</b></p>	<p>The <b>RVCC School</b> recognizes, through personal and professional experiences, what a person <b>already knows and knows how to do</b>, even if they do not have a Portuguese diploma. It also takes place at the Qualifica Centres but only gives access to a school qualification.</p>	
<p><b>Higher Education</b></p>	<p>Formal recognition of foreign higher education diplomas and degrees can be automatic, depending on the country of origin. This process is carried out by Public Higher Education Institutions (Universities and Polytechnics) and by the General Directorate of Higher Education (DGES)</p> <p>More information at:  <a href="https://www.dges.gov.pt/pt/pagina/reconhecimento">https://www.dges.gov.pt/pt/pagina/reconhecimento</a></p>	
<p><b>Portuguese Language</b></p>	<p>Mastering the Portuguese language is essential to work and live in Portugal. There is free Portuguese language training for migrants through courses in <b>Portuguese as a Host Language (PLA)</b>.</p> <p>PLA courses are promoted by public schools, through the Directorate-General for School Establishments (DGEstE), by the network of training centres (centres of direct and participatory management) of the Institute of Employment and Vocational Training (IEFP), and by the network of Qualifica Centres.</p>	



**Portuguese  
Language**

**ATTENTION**

A recognized Portuguese course may be required to renew the residence permit or to access certain jobs.



<https://aima.gov.pt/pt/lingua-portuguesa/cursos-de-portugues-lingua-de-acolhimento-pla>

In Schools, children have access to **Portuguese as a Non-Native Language (PLNM)**

General Directorate of Education

<https://www.dge.mec.pt/portugues-lingua-nao-materna>



**CAP. 2**

# Types of Work in Portugal


Before starting a professional activity, it is important to understand that there are different types of work, each with its own rules, rights, and obligations. The following sections provide information on the most common types of work in Portugal.

**How can I work: under contract, self-employed, or in other ways?**



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### TYPES OF WORK IN PORTUGAL

In the **Socio-Legal Regularization Booklet**  you will find detailed information on related matters, such as obtaining a visa suitable for the type of work you are looking for and registration with Social Security.

To find out about social support in the event of loss of ability to work or generate income, consult the

**Social Protection and Citizenship Booklet** 

Labour legislation is updated frequently, depending on the reality of the country at any given time.

Don't forget to look for complete and up-to-date information on the **official Portuguese government portal** at **gov.pt**:

<https://www2.gov.pt/migrantes-viver-e-trabalhar-em-portugal/migrantes-trabalhar-e-criar-um-negocio-em-portugal>



Or to consult directly specific legislation, such as:

- **Self-employment** (Civil Code – Chapter IX: Provision of services, and specific legislation on Social Security, IVA (VAT / Value Added Tax), and Personal Income Tax)
- **Part-time** (Labour Code – Art. 150 to 156)
- **Temporary Work** (Labour Code – Art. 172 to 192)
- **Domestic Work** (Decree-Law no. 235/92 – Legal regime of employment relationships arising from the domestic service contract)
- **Voluntary Work** (Law no. 71/98, of 3 November – Bases of the legal framework for volunteering)

## 2

### .1 DEPENDENT / EMPLOYED WORK

Sometimes referred to as salaried employment, this type of work is based on a contract that defines the relationship between the worker and the employer, in exchange for remuneration and integration into the organization. That is:

- The worker is employed by a company or institution, public or private, and receives a salary in return
- The salary is, as a rule, fixed and paid monthly. The employer pays the Social Security and Personal Income Tax (IRS) deductions

## 14 GUIDE TO SUPPORT THE INTEGRATION OF MIGRANTS

### TYPES OF WORK IN PORTUGAL



For migrants, there are two fundamental steps for the employment contract to be valid and protected by law, guaranteeing full rights.

This type of work implies that they have a legal authorization to conduct professional activity in the country.

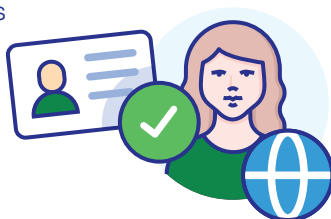
#### This comprises two main obligations:

1. Have a visa or residence permit that allows you to work, for example:

- **Suitable visas:** Employment (D1) / Teaching, highly qualified or cultural activity (D3)
- Those who are already in Portugal may **regularise their situation** with AIMA if they have a valid job offer

2. Be registered with the competent employment and social security services. What it means:

- Be registered with the **IEFP**, which helps with integration into the labour market and allows access to employment and training programs
- Be registered with **Social Security**, to ensure access to social protection (allowances, pensions, sickness or unemployment assistance)





If you want to work in Public Administration / State bodies, such as:  
city councils; public hospitals;  
schools and universities; public  
companies

It is necessary to have a valid residence permit and apply for a public tender for a specific vacancy.



If you work part-time

You have the same rights as full-time workers, but in proportion to the hours worked (salary, allowances, days of leave, etc.).

## 2

### .2 SELF-EMPLOYMENT / SELF-EMPLOYED

**Self-employment** means that you carry out a professional activity autonomously, without being linked to a company or institution.

- › You can provide services or sell products, work as a freelancer, or open a small business in your own name
- › Must register your activity at the Portuguese Tax Authority (Finanças)
- › Declare income through Receipts or Invoices-Receipt (Green Receipts/recibos verdes) 
- › You are responsible for paying your own taxes and Social Security contributions,  which are calculated through green receipts (recibos verdes)
- › Suitable visa: Self-employment or entrepreneurship (D2)

## 16 GUIDE TO SUPPORT THE INTEGRATION OF MIGRANTS TYPES OF WORK IN PORTUGAL



You do not need to register your activity with the Tax Authority if you make a single service that is not expected to be repeated, or if it is unpredictable, within certain monetary limits. In this case, you should issue an **isolated Act**.

### Step by Step

## Step 1

### Register your activity in the Tax Authority

1



If you are a national of a country outside the EU/EEA, **check the specific authorisations**

2



Access the Tax Authority Portal or go to a Finance branch:

a



On the Tax Authority Portal, you must authenticate yourself with NIF + password (or Citizen Card / Digital Mobile Key)

b



At a counter, you will be required to present **identification documents** (visa or residence permit, passport, identity card), **NIF** and **IBAN** (bank identification)

3



Fill in the declaration of commencement of activity, indicating: economic activity code (CAE), start date, **IVA (VAT/Value Added Tax)** regime and bank account (IBAN)

a



If you want to sell products, you must register as a Sole Proprietor (ENI)

4



Social Security is automatically informed of the activity

Tax Authority  
Portal



## Step 2

### Work

Develop your activity in accordance with the Declaration of Commencement of Activity



## Step 3

### Receive and Report Payments

You must agree with the customer on the payment times to correctly issue the online documents (green receipts /recibos verdes) on the Tax Authority Portal:

> Invoice-Receipt, when payment is made at the time of provision of services/sale

Or:

- > Invoice, if you haven't received payment yet
- > Receipt, after receiving payment



## Step 4

### Taxes and Contributions

- > **IRS Taxes:** the income obtained must be declared to the IRS in category B (business and professional income).
- > **IVA (VAT/Value Added Tax):** depends on the annual turnover and the type of activity. There may be a reduced fee or even an exemption.
- > **Social Security:** you must submit a quarterly income statement and pay contributions based on the relevant income.



Detailed information in the official guide "Self-employment: a guide for the self-employed", available on the **Government portal**.



## .3 OTHER MODALITIES

### Domestic Work

- › You work in someone else's house and perform tasks such as cooking, washing clothes, and cleaning the house
- › Common references in job offers include domestic worker, cleaning lady, or cleaning professional

There must be a registration with Social Security, made by the **person who hires the domestic worker.**

The following data about the employee is required:

- › Social Security Identification Number (NISS) or Tax Identification Number (NIF)
- › Date of birth
- › Date of commencement of work
- › Type of remuneration (hourly, daily, or monthly)

## CAP. 3

# Legal Considerations

## .1 TYPES OF EMPLOYMENT CONTRACTS

In Portugal, there are several types of employment contracts, each with specific characteristics in terms of duration, possibility of renewal, trial period, among others, etc.



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### LEGAL CONSIDERATIONS

Employment Contracts with Full Rights:

TYPE OF CONTRACT	DESCRIPTION	DURATION
<b>Indefinite (Effective)</b>	Permanent hiring. Dismissal is only possible when legally justified.	No end date set.
<b>Uncertain term</b>	Of temporary necessity, but without knowledge of the duration.	
<b>Fixed-term</b>	Of temporary necessity, with knowledge of the duration.	Up to 2 years and renewable up to 3 times.
<b>Part-time</b>	For jobs with fewer hours than the normal 40-hour work week.	It can be indefinite or fixed-term.
<b>Very short duration</b>	Used in seasonal activities. (You do not need a written contract if communicated electronically to Social Security).	Maximum of 35 days (up to 70 days per year).
<b>Intermittent work</b>	For activities that vary during the year (e.g., shows, hospitality).	Alternates periods of work and inactivity.

**Note:** All employment contracts must be in writing and must clearly state the roles, hours, salary, place of work, and, where applicable, the duration of employment.



**Trial Period:** is the initial phase of the employment relationship in which both parties (employer and employee) can assess whether the relationship should continue – during this period, the contract may be terminated more easily [Legal Ref.] **Labour Code:** Section IV – Trial period

[Legal Ref.] **Laws on the types of contracts:** Section IX – Modalities of employment contracts (Art. 139 – Art. 192)

RIGHTS AND DUTIES				
HOLIDAYS	HOLIDAY & CHRISTMAS ALLOWANCE	UNEMPLOYMENT PROTECTION	REGULATED HOURS	SOCIAL SECURITY PROTECTION
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
	✓ proportional		✓	✓
✓ own regime, proportional	! Christmas subsidy is not mandatory	✓ after minimum discounts	✓	✓ even if simplified
✓	✓	✓	✓	✓ minimum compensation in periods without work

Contracts with Special Rights:

TYPE OF CONTRACT	DESCRIPTION	DURATION	RIGHTS AND DUTIES
Professional internship	For young people or unemployed people who are starting their careers. They are often partially paid by the IEFP. It is not a formal employment contract.	Between 6 and 12 months.	There may be the right to an internship scholarship and subsidies (food and transportation).
Self-employed (green receipts)	For independent work. There is no employment relationship; it is simply a relationship between service provider and customer.	Equal to the duration of the performance relationship.	The employee is responsible for his/her deductions and taxes.

# 3

## .2 TAX RIGHTS AND OBLIGATIONS

To work legally in Portugal, it is necessary to comply with some **tax and contributory obligations**. These rules guarantee access to social protection and ensure compliance with the law.

### Tax Identification Number (NIF)

The NIF is the number that identifies each person with the Tax Authority.

#### IT IS MANDATORY TO:

- > Work legally
- > Sign an employment contract
- > Open a bank account
- > Receive a salary
- > Declare income and pay taxes

#### WHERE TO GET:

- > At the Tax Authority closest to the area of residence
- > Or, **in the case of newly arrived migrants**, through AIMA

More information



## Withholding Taxes (IRS)

When there is an employment contract, the person who employs a worker deducts a part of the salary for the payment of the IRS.

### NOTE

At the end of the year, all workers must file their annual IRS return (usually between April and June) to determine whether they have tax to pay or are entitled to a refund, so it's important to keep payslips.

More  
information



## Social Security Contributions

All workers in Portugal – nationals or migrants – have to contribute to Social Security. These contributions guarantee access to support in case of unemployment, illness, maternity/paternity, work accident, or old-age pension. They are paid automatically by the employer (for those who have a contract).

More  
information



## 3 LABOUR LAW

### Duties

The duties of workers in Portugal are defined in **Article 128 of the Labour Code**. 

This article explains how each person should act in the workplace, but it also reminds you that the list does not include all possible cases — when in doubt, use your sense of responsibility and respect for others.

Simply put, this means that the worker must:

1. Treat colleagues and the employer with respect while maintaining a good work environment.
2. Be **assiduous and punctual**, that is, attend work and comply with the established schedules.
3. Present work with care and attention.
4. **Comply with the employer's instructions**, provided that these orders do not violate your rights or the law.
5. Be loyal to the company, which includes **not conducting outside business** that harms the employer and not disclosing confidential information to others.
6. Complying with **tax and contributory obligations** means declaring income, paying taxes, and making the mandatory contributions to Social Security.
7. Properly use the company's **goods and equipment**, using them only for work and with care.
8. Attend **vocational training whenever** the employer requests it to help improve the skills and job security of the employee.

These responsibilities help build relationships of trust and mutual respect, contributing to a fair and healthy work environment.

More information  
about labour laws  
and duties



### Fundamental rights

All people who work in Portugal, **without exception – nationals or migrants** – have rights and duties within the scope of their professional activity. The right to work and the rights of the worker are described in **Articles 58 and 59 of the Constitution of the Portuguese Republic.** 

These articles guarantee several important rights, such as:

1. The right to a fair **wage** appropriate to the type of work performed.
2. The right to **safety** in the workplace.
3. Right to **support** in cases of unemployment, work accident, or illness for professional reasons.
4. Existence of a national **minimum wage** (which is subject to updates).
5. Setting a **limit on the duration of** working time.
6. **The right to be treated fairly**, without discrimination on the grounds of nationality, gender, religion, age, ethnic origin, disability, or sexual orientation.
7. The right to join a **trade union**, to participate in workers' associations, and to collectively defend their rights.
8. The right to **maternity, paternity, and parental** leave, as well as to work-life balance.
9. Right to **learning opportunities and further training** to improve qualifications.
10. Entitlement to daily and weekly **rest periods**, as well as a minimum of 22 days of annual leave.
11. The right to receive the **salary regularly** and within the legal deadlines.
12. Right to protection **against unjustified dismissal**: the employee can only be dismissed for valid reasons provided for by law, with the right to defence and compensation when applicable.
13. Right to know the **conditions of the contract**, internal rules, and legal rights from the beginning of the working period.
14. **Freedom of expression** at work: the worker can express opinions, as long as they respect the rules and rights of others.

**Important:** those who are registered with Social Security and pay regularly are subject to the same rights and duties as a Portuguese worker.

More  
information



3

## 4 PROTECTION AND SUPPORT: UNEMPLOYMENT, ILLNESS, ACCIDENT, AND PARENTHOOD

The Portuguese Social Security system guarantees protection in several situations:


### 1. Unemployment

If you lose your job involuntarily (i.e., you did not resign), you may be entitled to **unemployment benefits**. These benefits are paid monthly by Social Security and provide financial support while you search for a new job. To qualify, you must have worked and made contributions for **at least 360 days in the past two years**. Applications are submitted first to the **IEFP**, which verifies your unemployment status, and then to Social Security, which processes the benefit.

More information



### 2. Illness

When a worker is temporarily unable to work due to illness, he or she is entitled to **sickness benefit**. This support replaces the salary during the period in which the person is on sick leave  and is granted by Social Security, **upon presentation of an electronic medical certificate**. The process is automatic and can be followed on the Social Security Direct portal.

More information



**3. Work Accident**

More information 

In the event of an accident **occurring during work or while commuting**, the worker has the right to **medical care, rehabilitation, and financial compensation**. To this end, the worker must report the accident to the employer immediately, so that he can inform the insurer. If you are an independent worker, you are also required to take out your own insurance.



**4. Maternity and Fatherhood**

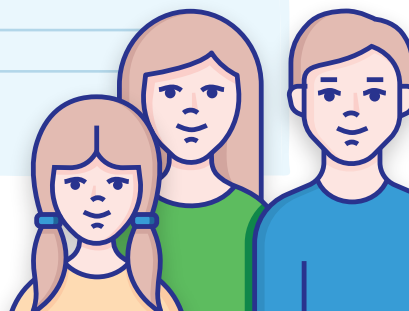
More information 

Working mothers and fathers have the right to **take leave after the birth, adoption, or foster care of a child**. During this period, they receive the parental allowance, paid by Social Security, which replaces the salary. Leave can be shared between mother and father, depending on the family situation. **The request is made online, through Social Security Direct, or in person at a Social Security counter**, by presenting the birth certificate or supporting documents.



[legal ref.] Articles of the Labour Code on Parenting:

Subsection IV (Art. 33 – Art. 65)



**CAP. 4**

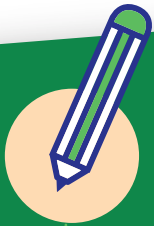
# How and Where to Look for Employment

## .1 TIPS FOR FINDING A JOB

### Prepare the Documents Carefully

DOCUMENT	WHAT IS IT	CONTENTS	IMPORTANT NOTES
<b>Curriculum Vitae (CV)</b>	An essential document to apply for any vacancy	<p>One to two pages with the following information:</p> <ul style="list-style-type: none"> <li>&gt; Professional experience (from newest to oldest)</li> <li>&gt; Education</li> <li>&gt; Technical and behavioural skills</li> <li>&gt; Updated contacts</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Adapt the vocabulary to European Portuguese</li> <li>&gt; Include only relevant experiences</li> <li>&gt; Always keep your CV up to date</li> <li>&gt; Avoid unnecessary personal information (marital status, religion, etc.)</li> </ul>
<b>Cover Letter</b>	A written document that demonstrates motivation and explains why you apply for the position	<p>One to two pages with the following information:</p> <ul style="list-style-type: none"> <li>&gt; Brief introduction</li> <li>&gt; Why are you applying</li> <li>&gt; 2–3 key competencies</li> <li>&gt; Availability for the interview</li> </ul>	Personalize the cover letter for each job you apply for. Use simple, objective, and professional language
<b>Professional Portfolio</b>	A collection of evidence demonstrating your skills and experience. It is essential in some technical and creative fields	<ul style="list-style-type: none"> <li>&gt; Concrete evidence of previous work</li> <li>&gt; Works are organized by theme</li> <li>&gt; Short descriptions of each project</li> <li>&gt; Relevant images, links, or attachments</li> </ul>	Especially useful in areas such as design, IT, arts, marketing, and communication, where it is necessary to demonstrate competence and experience through previous work. It must be adapted to the reality of the Portuguese market

<p><b>LinkedIn Profile</b></p>	<p>A social network that facilitates contact between workers and recruiters</p>	<ul style="list-style-type: none"> <li>&gt; Simple and professional photography</li> <li>&gt; Clear professional title</li> <li>&gt; Experience and training summary</li> </ul>	<p>It is important for skilled jobs. Allows networking and access to job openings not published on other platforms</p>
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Preparing for  
the Job Market

# Step by Step



1

**DEFINE A PROFESSIONAL OBJECTIVE**

Before submitting applications, it is essential to know what you want to do and where you want to work.



2

**PREPARE FOR JOB INTERVIEWS**

Interviews are decisive moments. It is important to:

- > Research the company before the interview
- > Prepare answers about experience, skills and motivation
- > Speak objectively
- > Bring necessary documents
- > Ask about schedules, tasks, and working conditions such as salary, vacation and type of contract



3

**INFORMATION CONSISTENCY**

All information you provide — on your CV, LinkedIn profile, during interviews, and conversations — must be consistent. For example, dates of experience should match across sources, and the skills presented should be realistic.



## 4.2 **JOB SEARCH PLATFORMS**



By using your NISS, you can register with the Institute of Employment and Vocational Training (IEFP), submit your CV, and apply for job offers available on the website.



### **Porto Employment Service**

Rua Guedes de Azevedo, 212  
4000-456 Porto

**Opening hours:**  
09:00 – 17:00



There are also several websites where companies and recruiters post vacancies on a daily basis. These portals allow you to search by professional field, type of contract, and location, including the district of Porto.

Some of the most used are:



### .3 RECRUITMENT COMPANIES

Recruitment companies and employment agencies are key actors in the labour market and an important source of support for those seeking employment.

Working with these organizations can facilitate entry into the Portuguese labour market and may lead to long-term or permanent employment opportunities. You can search online to identify recruitment companies operating in your sector.

### .4 MUNICIPAL PROGRAMS

The Municipality of Porto has developed a strategy to support employment in the city, known as TERA. This municipal strategy aims to attract, develop, retain, and enhance talent in Porto. It offers services such as job market orientation, career counselling, skills training, and upskilling.



Among these support programs, the following stand out:

#### Gabinete do Município (Citizens' Office)

Gabinete do Município (Citizens' Office) is a public service (available in person, by phone, or online) designed to facilitate access to municipal services and information.

**Available services:**

- > Free Career Management Service
- > Skills Development
- > Job Search



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### HOW AND WHERE TO LOOK FOR EMPLOYMENT



#### Talent Observatory

The Talent Observatory is a platform of the Municipality of Porto and part of TERA – a municipal strategy designed to attract, identify, develop and retain talent in the city of Porto.

#### Available services:

> Access to a platform that provides up-to-date information on the labour market in the Northern region allowing users to explore data easily to support talent development and employment-related decisions.



#### Municipal and Intercultural Mediation Service

The Municipal and Intercultural Mediation Service (SMMI) supports the integration of migrants in Porto through the work of intercultural mediators.

#### Available services:

> Assistance and referral services for active job search, healthcare, regularization processes, and social integration.



#### Porto\_4\_All

Porto\_4\_All is a training, recruitment, and networking program in Porto aimed at immigrants.

#### Available services:

> Employability skills training for migrants (CV preparation, interview techniques, understanding the job market)

> Awareness-raising and information for companies and institutions on inclusion and the recruitment of migrants

> Recruitment and networking events that connect migrants with companies offering job opportunities

CAP. 5

# Create your own business

Link to The Business Model Canvas



## .1 STEP BY STEP



### CREATE THE BUSINESS MODEL

The **Business Model Canvas** is a good tool for defining strategies to create a business.

**a.** Before any formalities, it is important to be clear about what you want to do, who you will sell to, and how you will generate income



#### Key Partnerships

Who will you work with while running the business? Identify your partners and the roles they will take on.



#### Key Activities

What tasks and activities must be carried out daily to keep the business running?



#### Value Proposition

What need are you trying to address? What value will your product deliver to the target audience?



#### Customer Relationships

What types of relationships will you establish with each customer segment?



#### Customer Segments

Who is your target market? What are the characteristics of your early adopters? List the personas you believe will use your product.



**b.** Assess whether there is demand for the product or service—that is, determine if there are people who could become customers or beneficiaries of your business idea

#### Key Resources

What tangible resources do you need to create and deliver your product?



#### Channels

Where will your product be available? List the channels you plan to use to reach your target audience.



**c.** Identify the target audience

**d.** Analyse the competition

#### Cost Structure

What are the fixed and variable costs involved in launching your product or service? Consider costs at each stage, from building a website and hiring employees to production, marketing, and delivery to consumers.

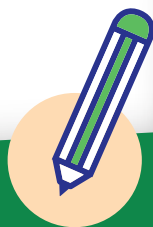


#### Revenue Sources

How will you generate revenue? Outline a pricing strategy for your product or service and include additional revenue sources (such as sales and subscription fees).



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2



### PREPARE A BUSINESS PLAN

A business plan is a document that explains how a project will operate. It should include the business objectives, the strategies to achieve them, market analysis, financial projections, and organizational structure. It serves as a strategic **guide for managing and growing the company**, as well as for **attracting funding**.

A business plan typically includes:

- a. **Executive summary:** Overview of the plan, to be understood quickly by investors and other stakeholders.
- b. **Business description:** Explanation of the business. How the product/service works, the target audience, and how the business will meet customer needs.
- c. **Market analysis:** In-depth study of the market, including the competitive landscape, customers, and suppliers.
- d. **Marketing and sales strategy:** How the company plans to reach the target audience and convert them into customers.
- e. **Organizational structure:** Details about the work team and its functions.
- f. **Operational plan:** Creation of operations processes that ensure efficiency in the delivery of products and services.
- g. **Financial analysis:** Realistic financial projections, analysis of costs, profits, and funding needs.

Guide to support  
the creation of a  
Business Plan



3



### CHOOSING THE LEGAL FORM

In Portugal, there are different legal ways to start a business, each with varying responsibilities and costs. The choice depends on the number of partners, the capital, and the level of liability intended, referring to how the owner (or partners) are responsible for the business's debts and obligations.

LEGAL FORM	KEY FEATURES	RESPONSIBILITY
<b>Sole ownership</b>	An individual who carries out the activity in his or her own name.	Unlimited – the owner is liable with all his personal assets for the debts of the business.
<b>Individual Limited Liability Establishment (EIRL)</b>	An individual but separates part of the estate to protect personal property.	Limited to the capital allocated to the activity (partially protects personal assets).
<b>Sole Proprietorship Limited Liability Company</b>	A company created by a single person.	Limited to the value of each partner's shares – if the business has debts, each partner only loses the amount he invested.
<b>Limited Liability Company (Lda.)</b>	A company formed by two or more partners. It is the most common model in small businesses.	Limited to the company's share capital.
<b>Sociedade Anónima (SA)</b>	It requires high capital, used by large companies.	Limited to the value of each shareholder's shares.

## .5 .2 FORMALITIES AND REGISTRATIONS

After creating the business idea, preparing the business plan, and deciding on the most appropriate legal form, it is necessary to comply with some formal and legal steps for the business to be officially created and recognized by the authorities in Portugal.

### 1 REGISTER THE COMPANY

There are several ways to register a business:

#### Empresa na Hora

Creates the company in a single branch, immediately.



#### Online Company

Digital registration, through the IRN (Institute of Registries and Notaries).



#### Company Spaces

Face-to-face branches in the city of Porto.

#### Loja de Cidadão do Porto

Av. Fernão Magalhães, n.º 1862- 1º andar  
4350-158 Porto



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### TIP:

Before registering a company, it is important to prepare all the necessary documentation for the tax process. Among the most common documents that are usually requested are:

- > Valid personal identification document
- > Tax Identification Number (NIF)
- > Proof of address
- > Declaration of commencement of activity (for tax purposes)

## 2

### OPEN A BUSINESS BANK ACCOUNT

After choosing the company's legal form, it is necessary to open a bank account in the company's name.

This account is for:

- > managing all financial operations of the business (payments, receipts, taxes)
- > separating personal and business finances
- > depositing the share capital (in the case of companies)
- > proving business activity before the Tax Authority and Social Security

### TIP:

Documents for opening the account:

- > partner's identification document
- > tax identification number (NIF)
- > proof of address
- > permanent certificate of the company (or draft of the articles of association, in the case of creation)
- > proof of commencement of activity at the Tax Authority

And lastly... It is important to seek financial backing and local incubators.



CAP.

.6

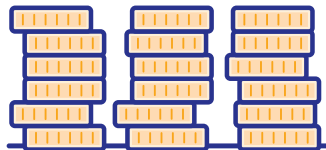
# Support for Entrepreneurship

## .1 FUNDING

### Bank Credit and Microcredit

Financing is an important step for anyone looking to start or expand a business in Portugal. There are several ways to obtain financial support:

	WHAT IS IT	FOR WHOM
TRADITIONAL BANK CREDIT	Loans granted by commercial banks with usually higher amounts and collateral requirements (such as stable income, credit history, or guarantors).	Companies already incorporated or people with proven financial capacity.
MICROCREDIT	Small loan, created to support someone who wants to start a small business, but has difficulty accessing common bank credit. The amounts are lower, and the conditions of access are more flexible.	Entrepreneurs at the beginning of their activity.



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### Supporting entities



#### MICROCREDIT PORTUGAL

Microcredit  
Nacional  
Program



#### BANKS WITH MICROFINANCE LINES

Some banks offer special lines for entrepreneurs, with reduced interest rates and sometimes in partnership with the IEFP.





#### CREDIT UNIONS AND LOCAL INSTITUTIONS

Organizations such as regional cooperatives provide social and business microcredit, often with close monitoring and affordable rates.

## 6.2 NATIONAL PROGRAMS AND INCENTIVES FOR ENTREPRENEURSHIP

National programs and incentives for entrepreneurship are measures created by the Portuguese State and public and private institutions to support people who want to create or develop a business.



PROGRAM	ENTITY	OBJECTIVE	AVAILABLE SUPPORTS
Support Program for Entrepreneurship and Creation of Own Employment (PAECEPE)	IEFP 	Support unemployed or people in a precarious situation who want to create their own business.	Financing, microcredit, partial exemption from contributions, and mentoring.
Portugal 2030 / European Funds	EU Funds Desk 	Supporting innovation, digitalisation, and job creation.	Grants and non-repayable co-financing.
StartUP Visa	IAPMEI 	Reception program for foreign entrepreneurs who wish to develop a project in Portugal.	Incubation and acceleration of entrepreneurial projects for migrants.
RNi – Portugal Incubators	Startup Portugal 	The National Network of Incubators was created to support and strengthen the entrepreneurship and innovation ecosystem in Portugal.	<b>It offers:</b> <ul style="list-style-type: none"> <li>· mentoring and monitoring, physical space and working conditions</li> <li>· connection to national and international programs</li> <li>· networking opportunities</li> <li>· facilitates partnerships</li> </ul>



6

### 3 MUNICIPAL PROGRAMS AND INCENTIVES FOR ENTREPRENEURSHIP

The Municipality of Porto also offers several entrepreneurship support programs aimed at:

- > helping residents or entrepreneurs with activity in the city
- > assisting migrants with a valid visa or residence permit
- > backing the social economy or community impact enterprises

#### Main programs and support entities in Porto:



#### CIS Porto – Porto Social Innovation Center

The **CIS Porto – Porto Social Innovation Center**, an initiative of the Municipality of Porto, works as a catalyst for synergies among civil society, economic agents, and social partners, stimulating dialogue and cooperation among all local structures to reinforce strategic networks that promote development, entrepreneurship, and social innovation.

#### **Its main objectives are:**

- > To promote and disseminate, within the national and international scientific community, social innovation projects implemented and/or supported by the Social Innovation Center.
- > Increase the interest of the general population in different themes of social innovation.
- > To raise awareness among the community about the importance of social entrepreneurship.
- > To evaluate projects with potential social impact in the city of Porto.
- > To validate projects with recognized potential for social innovation in the city of Porto.
- > To facilitate the implementation of projects with recognized potential for social innovation in the city of Porto.
- > To coordinate the activities of the Social Innovation Laboratory.

[cisporto@cm-porto.pt](mailto:cisporto@cm-porto.pt)

Social  
Innovation  
Laboratory  
Documentary



CIS Porto  
Mailing list  
Subscription



CIS Porto  
Linkedin



[invest.porto@cm-porto.pt](mailto:invest.porto@cm-porto.pt)



### InvestPorto

**InvestPorto** is the main municipal body that supports investment and entrepreneurship, and its mission is to promote, attract and support key investments for the city of Porto. It leads the Municipality's efforts to attract international and national investment in activities of high strategic value, acting as a driving force for local economic development.

#### Main services:

- > Advice on tax incentives and community support
- > Support in the creation of companies and startups
- > Presentation meetings with investors
- > Introduction to key stakeholders
- > Provision of local business intelligence
- > Organization and participation in national and international networking events
- > Support in the search for offices and business location
- > Monitoring of licensing processes
- > Aftercare follow-up services in a post-installation phase
- > Support for interinstitutional cooperation
- > Tools for attracting talent



### UPTEC – Science and

### Technology Park of University of Porto

**UPTEC** supports innovative startups and entrepreneurs with projects in the areas of technology, creative economy, and sustainability.

#### Main services:

- > Incubation and co-working spaces
- > Startup acceleration programs
- > Training and monitoring by specialized mentors
- > Internationalization support

Location: Several hubs in the city of Porto  
(Asprela I, Asprela II, Baixa, Mar, Tecnologia).

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### ANJE – National Association of Young Entrepreneurs

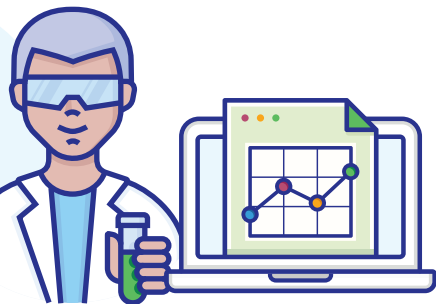
Based in Porto, **ANJE** supports young entrepreneurs.

#### Main services:

- > Certified training in management, finance, and marketing
- > Free consulting for new entrepreneurs
- > Business incubation and acceleration programs
- > Dissemination of incentive systems for entrepreneurship
- > Business advisory services for young entrepreneurs
- > Creation of start-up incubation centres
- > Support for the internationalization of companies
- > Carrying out professional qualification actions Rua Paulo da Gama
- > Creation of networking networks 4169-006 Porto

## 6 .4 ENTREPRENEURSHIP ECOSYSTEM

Entrepreneurship is the process of creating and managing a business, taking risks to generate profit and create value through innovation. When we talk about the **entrepreneurship ecosystem**, it is the set of interconnected elements, such as government, universities, investors, and companies that collaborate to help business ideas to be born, grow, and generate employment. In Portugal, this ecosystem is constantly growing and has become increasingly inclusive.



### Important information about the Portuguese ecosystem:

- › The Portuguese State provides various forms of support to entrepreneurs through entities such as **IAPMEI, I.P.** (Agency for Competitiveness and Innovation), **IEFP, StartUP Portugal**, and the **European Union Funds Desk**, which provides **financial support, training, and acceleration programs**.
- › In recent years, Portugal has established itself as an **international startup** hub fostering digital innovation, examples include Web Summit held in Lisbon, as well as various technology incubation programs.
- › Portugal invests in entrepreneurship through **training**: universities and research centres offer entrepreneurship programmes with strong ties to the market.

## How to participate in Porto's entrepreneurial ecosystem?

To integrate Porto's entrepreneurial ecosystem, it is recommended:

- › **Seek initial guidance** from the support entities mentioned above
- › **Attend free training and workshops** on management, finance, and innovation (e.g., ANJE and IEFP)
- › Join an incubator or co-working space, such as UPTEC or ANJE
- › Research municipal, national, and European funding programmes
- › **Participate in networking events and networks**, such as entrepreneurship fairs, meet-ups, and acceleration programs

# Contacts

Some contacts that may be useful.

## Agency for Competitiveness and Innovation (IAPMEI)

Helpline:

808 201 201 (Cost of a local call)

+351 213 836 237

[info@iapmei.pt](mailto:info@iapmei.pt)

## Agency for Integration, Migration and Asylum (AIMA)

Migrant Support Line:

+351 218 106 191 (monday to

friday, service in several languages).

Official website

<https://aima.gov.pt>

## Authority for Working Conditions (ACT)

ACT Helpline

300 069 300 (monday to friday,

9h00 – 17h00)

[contato@act.gov.pt](mailto:contato@act.gov.pt)

Official website

<https://www.act.gov.pt>

## Institute of Employment and Vocational Training (IEFP)

Official website

<https://www.iefp.pt>

## Labour Code

(Law n.º 7/2009, of february 12)

Updated text at:

<https://dre.pt/dre/legislacao-consolidada/lei/2009-34546475>



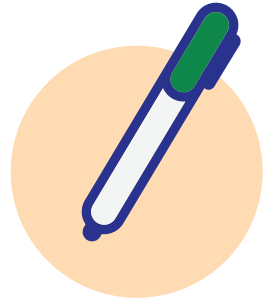
## Social Security

Official portal

[www.seg-social.pt](http://www.seg-social.pt)



# Glossary



**ACT – Authority for Working Conditions** – A public body that supervises working conditions and ensures compliance with the rights of workers and employers.

**AIMA – Agency for Integration, Migration and Asylum** – A public entity that deals with immigration processes, residence permits, and integration of migrants. (It is a new public entity that replaces the old SEF – Foreigners and Borders Services).

**Autoridade Tributária (Tax Authority)** – Entity responsible for services related to taxes and customs, such as requesting the Tax Identification Number (NIF), submitting the IRS return or opening an activity, among others.

**Código Civil (Civil Code)** – A set of laws that regulate legal relationships between people, whether individuals or companies. It is one of the main legal diplomas in Portugal and organizes a large part of private law.

**Citizen Card** – Official identification document for Portuguese citizens and legal residents, which brings together NIF, NISS, and other personal data.

**CLAIM – Local Support Centre for the Integration of Migrants** – Local offices (such as CLAIM Porto) that help migrants with documentation, employment, training and social integration issues.

**Chave Móvel Digital (Digital Mobile Key)** – A digital system that allows access to various online public services (such as the Tax Authority, Social Security, and IEFPP) with a single secure login.

**Contributions** – Mandatory monthly payments made to Social Security to ensure social protection (such as pensions, allowances and medical care).

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### GLOSSARY

**Contributory Situation** – This is the situation of the worker before the Tax Authority and Social Security. It indicates whether the person has debts in relation to the payment of contributions (taxes).

**Código do Trabalho (Labour Code)** – The main law that establishes the rights and responsibilities of workers and employers in Portugal.

**DGES – Directorate-General for Higher Education** – The body responsible for coordinating higher education in Portugal. It recognizes and evaluates foreign diplomas.

**EEA – European Economic Area** – Includes European Union countries and others (such as Norway, Iceland, and Liechtenstein) with similar movement and worker rights.

**EU – European Union** – An association of European countries that share common policies and allow the free movement of people, goods, and services.

**Formal** – Action of registering a new professional activity with the Tax Authority, mandatory for those who are self-employed (green receipts).

**Recibos Verdes (Green Receipts)** – An electronic document issued by self-employed persons to declare and receive payments for the services they provide or products they sell. They work as an official document issued through the Tax Authority Portal and are used to calculate taxes (IRS) and Social Security contributions.

**IBAN** – International Bank Account Number.

**IIEFP – Institute of Employment and Vocational Training** – A public entity that supports job search and offers vocational training programs.

**IRN – Institute of Registries and Notaries** – Entity responsible for the provision of civil identification and civil registry services, nationality, land, commercial, movable property, and legal persons (e.g., companies).

**IRS – Personal Income Tax** – Tax levied on income from employment or other sources.

**IVA – Value Added Tax (VAT)** – Value-added tax on the sale of most goods and services in Portugal.

**Isolated Act** – It is used to provide services or sell goods sporadically and without opening a regular activity with the Tax Authority. For example, a single service provision that is not expected to be repeated.

**Medical Leave** – A document issued by a health professional that certifies the illness and inability of an employee to carry out their professional activity during a certain period.

**NIF – Tax Identification Number** – The number that identifies each person with the Tax Authority.

**Social Security** – The public institution that ensures social protection in situations of unemployment, illness, parenthood, disability, and pensions.

**Taxes** – Amounts paid to the State to finance public services. They include IRS, IVA (VAT), and other taxes.

**Porto.**

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