



Visa document checklist

Italy – Business/Tourist Visa

Document	Description	Please tick	Office Use
Lodgement Centre Locations	There are lodgement centres available in the following areas: Johannesburg, Pretoria, Durban, Cape Town, Port Elizabeth If there is no lodgement centre in your area, please contact our offices for details of where your application needs to be lodged and any additional courier costs that may be incurred.		
Appointment to appear in person	The Issuing Authority requires applicants to present themselves for biometrics ON SUBMISSION. VPU will do a quality check of documents you provide, load the application online, book the visa appointment and pre-pay the visa for lodgement. A VPU representative easily recognizable in our “Red VPU Shirts” will meet you and guide you through the visa process on the day of your appointment.		
	Apply to the Schengen country of longest stay. In case of equal duration of stay in multiple Schengen states then apply through the country of first entry.		
Passport	Valid Original passport with a minimum of 3 months validity (after the return date of planned trip). Passport must have a minimum of 2 blank pages (face to face marked “visa”) Visa pages are invalid if stained/damaged by stamps from other pages. <ul style="list-style-type: none"> • Photocopy of BIOMETRIC PAGE of passport – preferably in colour • Photocopy of any previous SCHENGEN VISAS (NB **) 		
ID copy	Photocopy of applicants ID Document (clear copies only please)		
Application form	FULLY completed application form (completed in black ink in block letters and signed by the applicant) ALL questions MUST be answered in full. Minor applicants (u/18) both parents/legal guardians must sign and date in field 36 and 37. Applicants must also please sign confirming visa fees are non-refundable. Please ensure that the duration of the trip does not exceed 90 days in a 6 month period.		
Photographs	2 x Identical COLOUR passport photographs taken against a white background. (Must not be older than 30 days) Size: 45mm x 35mm (please do not wear a white or light coloured shirt/top when having the photos done, no smiling, no headgear etc)		
Full day to day Itinerary	Please provide a FULL ITINERARY - day to day - from date of departure to date of return, recording all city visits, transportation from city to city ie: (train tickets/car rental/ flights/ ferries/buses etc)		
Flight Itinerary Car Rental Train Tickets Ferry Tickets Bus Tickets	Copies of CONFIRMED return flight bookings from South Africa as well as entry into/out of Italy or any other Schengen countries must be provided with the name of applicant clearly reflecting on the booking confirmation. Please provide proof of all other transportation train tickets/car rental/flights/ferries/bus etc. (Embassy requires proof of movement details while in Schengen territories) For travel by car: Driving licence, green insurance card, registration certificate		
Accommodation	Tourist or Business Visits: It is essential to have 100% accommodation for the entire period of stay in the Schengen area or until their permit has been issued by the Questura in Italy, therefore all confirmed bookings of hotels/apartments/rentals/backpackers are necessary. Student accommodation arrangements will also require a confirmation letter. The applicant's name needs to appear on the accommodation confirmation. If booked by a 3rd party and the applicant's name does not feature on the confirmation, please have the person who made the booking provide a copy of their I.D. and a letter confirming that the applicant is their guest.		
	Applicants visiting friends or family: <ul style="list-style-type: none"> • Applicants visiting Italian Citizens or temporary residence holders in Italy must have a Host Declaration/Lettera D’Invito form (available on the VFS website) completed by their host and it must be accompanied by a copy of their Italian I.D./passport/permit (if the owner is nonItalian and owns property in Italy, please have them add proof of residence such as Title Deeds, telephone accounts or recent utility bills from the last 3 months that clearly features that person's name.) Non-resident host must provide proof of ownership of property + residence permit + Passport.		

Cruising	<p>Full itinerary, passenger details from the cruise company along with proof of payment of the cruise.</p> <p>Yacht/Sailing: Letter from sailing company or skipper with itinerary for each day and details of applicants traveling for vacation. Certified Yacht registration and copy of passport of the skipper.</p>		
PLEASE NOTE RE: INVITATION LETTER	<p>A copy of the invitation letter, signator on invitation letter passport copy and Chamber of Commerce registration MUST BE EMAILED TO THE CONSULATE VISA OFFICE JHB before the visa application can commence processing. This must be done by the inviting company and proof thereof must be provided when sending us a copy of the visa application pack.</p>		
Invitation letter	<p>Business Travellers: Professional invitation letter (Lettera d'invito per Affari) - A Lettera di invito per affari is an OFFICIAL LETTER OF INVITATION from a company/organization in Italy on the OFFICIAL LETTERHEAD of said company/organization. The letter needs to reflect the exact text presented on the LETTERA D'AFFARI document sent with the application form/available on our website.</p> <p>OTHER FORMS</p> <ul style="list-style-type: none"> • The above invitation letter must be accompanied by The visura camerale (Italian Company's Chamber of Commerce registration) • Please enclose proof of Identification of the inviting person. <p>Cultural/Sports/Religious events:</p> <ul style="list-style-type: none"> • Official invitation letter by event organizer, reflecting full details and purpose of trip. Enrollment/Entry tickets/Event program + official letter of institution sending the applicant <p>Students;</p> <ul style="list-style-type: none"> • Official letter from college/university confirming attendance or copy of student card. • Letter from parents, confirming that they support the student financially + proof of same • Certified copies of parent's ID or passport 		
Employment letter	<p>Original letter stating starting date, position, years of employment, nature of work, type of contract (permanent or temporary) salary/annual cost to company and confirmation of leave approval and date of expected return to SA.</p> <ul style="list-style-type: none"> • If Self employed; proof of company registration and letter from the company's accountant and a Tax clearance certificate • Pensioners; Proof from pension fund specifying monthly income • School letter confirming that the child is registered at the school and will return after trip 		
Payslip	Copy of 3-months payslips are required.		
Students - School letter	<p>Official letter from school confirming attendance.</p> <p>Official letter from college/university confirming attendance or copy of student card.</p> <p>Letter from parents, confirming that they support the student financially + proof of same</p>		
Travel Insurance	<ul style="list-style-type: none"> • Must state - Valid for all Schengen States plus Italy • Minimum Coverage of Euro 30 000.00 (clause to be stated on letter) • Policy letter must state: name of applicant, ID or Passport number, policy number, amount (minimum 30,000Euro) and duration of cover. • Insurance must provide for evacuation, repatriation and emergency transportation as well as emergency in/out of hospital medical treatment or death during the stay. <p>No quotations are accepted.</p>		
Proof of funds FAILURE TO DO SO WILL RESULT IN THE VISA BEING DENIED.	<p>Latest 3 months bank statements or credit card statements or forex receipt (full name of applicant must appear). Minimum of 30 euros per day to reflect.</p> <p>If sponsored by a 3rd party (for family members), please have them write a letter of sponsorship and provide their latest 3 months bank statements (names of account holder must be clearly visible) + an ID copy of the 3rd party.</p> <p>If the statements are in the name of a company or a trust, then the applicant must provide company registration documents or trust documents showing that they are members/owners of the company or the trust. Any traveller who is sponsored by an Italian</p>		

	<p>citizen or Italian permit-holder living in Italy must obtain from their host a 'Fideiussione Bancaria' (letter of sponsorship) which is obtained from the bank in Italy and must provide an ID copy of the sponsor.</p> <p><u>Please note that bank statements are requested for security reasons and are required even if travels are fully paid for by a company or 3rd party.</u></p>		
Proof of residence	A recent utility bill, bank statement or telephone account from the last 3 months that features the name of applicant and the physical address. Title Deeds and Lease Agreements can also be supplied as proof of residence. If residing with a 3rd party, please attach to the proof of residence, a copy of their I.D. as well as a signed letter confirming that you reside with them.		
Foreign Passport Holders	<ul style="list-style-type: none"> ● In addition to the above listed documents: ● Certified copy(by Commission of OATHS) of Home Affairs document proving permanent residency. For temporary residents, the residency must be valid for at least 6 months after the date of return. ● ORIGINAL statement with original INK Bank Stamp (original ink stamp on each page of statement) - E-stamps and internet statements NOT ACCEPTED. ● Latest 6 (six) months Bank Statements (cannot be older than 14days from date of Visa Lodgement). This statement must reflect a regular salary deposit. Bank Statements must be in English ONLY. 		
Spouses & Minor Children of EU Passport Holders	<p>In order to waive the basic visa fee of EUR 60.00, spouses and/or minor children of EEU/EU passport must submit the following documents at the time of visa lodgement:</p> <ol style="list-style-type: none"> 1. Proof of spouse travelling same flights. 2. Spouse - Certified copy of marriage certificate, please take along the original for verification purposes. Please bring your ORIGINAL EU passport as well as a certified copy. 3. Minor Children - Certified copy of unabridged birth certificate, please take along the original for verification purposes. <p>Documents not produced at time of lodgement will result in full visa fee charge.</p>		
Processing Time	15 Working days from date of appointment		
Travelling with Minors (U/18)	<p>Both parents must sign the visa application form and produce the following:</p> <ul style="list-style-type: none"> ● The minors Unabridged birth certificate (Reflecting father and mother's full names) ● Certified copies of ID/passport of both parents ● Certified copies of Schengen Visa of both parents (if in possession of and if travelling with the child) ● If the minor travels alone; certified parental consent by both parents ● If the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor the relevant court documents / or death certificate. 		

Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____