

Please find an attached Italy application form and following are document checklist to **obtain Italy tourist visa**.

Passport: Valid for at least six months with a minimum of two blank pages available. Please attach all old passports, (if available). Passport has been issued within the previous 10 years, and the validity must not exceed 10 years. One set photocopy of applicant's Passport and all previous Schengen, UK & US Visas. And a covering letter from the applicant.

Application Form with declaration forms: One Visa application form to be filled in completely and signed by the applicant on page 3 last column.

Photographs: Two recent color photographs in white background close up of full face and 35 x 45 mm in size. **(see specimen attached)**

Covering Letter: Original covering letter on company letter head (if self employed) to mentioning applicant's name, nationality, designation, passport details, the purpose of visit overseas along with the duration, The letter must be stamped and signed by the authorized person, whose name, charge and contact details (email and contact number) must be clearly mentioned. the date of travel and about expenses during visit. Letter should be address to the visa officer, **The Consulate General of Italy, Mumbai**

Indian company registration copy OR Shop establishment copy or GST Certificate copy

Hotel accommodation voucher

Proof of Occupation:

If self employed

- Company memorandum copy/ company registration copy Company shop establishment copy or any company registration certificate copy which is showing that owner of this company
- Company bank statement for last 03 month with bank seal and sign.
- ITR last 03 years

If company employee

- Company leave letter- **(attached company Noc letter format)**
- Salary slip for last 03 month

For Student- School/ College id card copy

Personal Financial documents:

- a) Updated original personal bank statement for last 06 month with bank seal and sign.
In case of Proprietorship: Original Company bank statement for last two months with bank stamp and signature
- b) Credit card copy with statement of credit limit or Foreign exchange endorsement on the passport and receipt

Air Tickets: Return air ticket copy

Overseas medical insurance: Valid for all Schengen-countries with a minimum coverage of 30,000 EURO. The policy has to clearly specify the period of validity and has to cover the date of arrival & departure.

Fully Vaccinated certificate copy with updated passport number.

Processing Time: 15 working days

Please Note:

- The applicable visa fee in Indian Rupees is as per the exchange rate of the Consulate General of Italy, Mumbai.
- Visa fee and service charges are not refunded if your application is refused by the Consulate General of Italy, or if you withdraw your application while it is under processing at the Consulate General of Italy, Mumbai.
- The issuance of visa is the whole and sole prerogative of the concerned Consulate/Embassy of the sovereign state over which we do not have any control. We merely act as a document delivery agent between the customer and the concerned Consulate/Embassy and shall in no way be responsible for any delay or refusal in the issuance of visa by the respective Consulate / Embassy.