

Italy – MISSIONE (mission) checklist

(as per Consulate of Italy Cape Town **Jurisdiction)

List of supporting documents

Dear applicant,

Thank you for your interest in applying for a visa for Italy. The following information is provided to assist you in lodging your application. You are encouraged to read it carefully and take note of all the information provided. It is important for you to do so, as failure to provide any required documents may affect the processing of your application.

You should lodge your application when you have all the required documents as detailed below.

Applicant Name:	
Application tracking number:	

Please prepare your documents in the following order:

	DOCUMENTS	DESCRIPTION	ATTACHED		OFFICIALS' NOTES
			YES	NO	
1	Passport	Must have a validity of at least 3 months prior to the returning date and 2 blank pages.			
2	Schengen Application Form Italian National D visa application form for Cape Town Consulate	For a stay of no longer than 90 days (all necessary fields to be neatly and accurately filled in) For a stay of longer than 90 days			
3	Colour ID Photos (x2)	Can be taken at VFS Global for an extra fee (check fees list)			
4	Photocopy of passport				
5	Photocopy of all previous visas				
6	Proof of Transport	Ticket / Booking proving the arrival into and out of Schengen, into and out of Italy and all other booked internal transfers or modes of transport			
7	Travel Insurance	Must be: - valid for the entire Schengen area - valid for the duration of the stay - cover for a minimum of 30.000 Euros When applying for a long-term visa a minimum of 90 days validity is required			
8	OFFICIAL INVITATION by an International Organization/Institution or Italian Institution officially recognized by the Italian Government	Stating that the reason for the trip is official			
9	Proof of Accommodation	In the form of confirmation of payment for accommodation for the whole duration of the stay or declaration of hospitability			
10	Proof of Funds	With 3 months' bank statement confirming the availability of funds in Rands with a minimum equivalent of 30 Euros per day for the duration of the stay.			
11	Proof of Residence in SA	In the form of a utility bill or bank statement.			
12	Proof of Employment	Letter from the employer stating the reason for the trip			

13	Proof of Payment	Copy of the VFS's receipt.			
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**** Please ensure that you are applying at the correct Jurisdiction which is determined by your city/place of Residence and not the Nationality of passport holder (check the website for more information)**

***** For NON-SA Passport holders, the passport must have a validity if at least 6 months from date of return and a copy of Original valid South African permit (permit must also be valid for at least 6 months from the date of return).**