



ITALY SHORT STAY



Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

ELIGIBILITY CHECK		STAFF NOTES
<input type="checkbox"/>	To apply in Melbourne you <u>must be a resident</u> of Victoria or Tasmania. If residing in another state, please contact the relevant Italian Consulate.	
<input type="checkbox"/>	Application cannot be lodged earlier than 6 months before the starting date of the intended trip.	
<input type="checkbox"/>	If visiting other non-Schengen countries before or after a Schengen trip, you must make sure that all relevant visas are on the passport <u>before</u> applying for a Schengen visa.	
<input type="checkbox"/>	If you are <u>not residing in Australia</u> and are currently visiting Australia for tourism or business, you <u>cannot apply</u> for a Schengen visa from Australia: you can only apply from your country of residence.	
<input type="checkbox"/>	It is <u>mandatory</u> for all holders of a Schengen visa to return <u>to Australia at the end of their trips in Schengen</u> . Applicants with an expiring visa for Australia cannot return to their countries of origin at the end of their trip in Schengen, they can only return to their country of origin from Australia.	
<input type="checkbox"/>	Visa applications must be lodged with the Consulate of the Schengen country where the traveler will spend the most number of days. If the longest stay is equally distributed over several countries, the application needs to be lodged at the Consulate of the country of first entry.	
<input type="checkbox"/>	All required documents should be either in English or Italian. If documents were issued in a language other than English or Italian, official translations should be provided alongside a copy of the original document.	

Submitting all the documents requested is no guarantee to obtain a Schengen visa. The Consular officer may request a personal interview or further documents to be produced as appropriate.

Further details available at <http://vistoperitalia.esteri.it/home/en>

MANDATORY DOCUMENT

STAFF
NOTES

<input type="checkbox"/> Printed and completed visa application form	
<input type="checkbox"/> Current passport with at least 3 months residual validity beyond the intended return date and with at least 2 blank pages	
<input type="checkbox"/> One passport-size photo	
<input type="checkbox"/> Australian visa status: VEVO confirmation (www.homeaffairs.gov.au/vevo). Verification email to be sent to info.italyaus@vfshelpline.com on the day of the appointment with us. Australian visa MUST: be valid for at least 3 months after date of exit from Schengen region, show applicant is entitled to 'multiple entries' and permitted to 'arrive after' the date of return to Australia at the end of travel in the Schengen area	
<input type="checkbox"/> If married or in a de facto relationship, marriage certificate or registered partnership agreement	
<input type="checkbox"/> Proof of socio-economic status (choose one or more options - if applicable): Option 1 – If employed: Statement of employment with company letter head and logo + pay slips Option 2 – If studying: Confirmation of enrolment from education institution + evidence of payment of tuition fees + copy of student card Option 3 – If self-employed: Trade/business license + tax assessment for the last financial year	
<input type="checkbox"/> Confirmed itinerary, with detailed travel plan and prepaid return tickets. If the applicant is planning to visit more than one Schengen country, means of transportation between countries	
<input type="checkbox"/> Proof of travel insurance (choose one or more options - if applicable) to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death. Minimum cover must be of EUR 30,000. Option 1 – Must provide also Certificate of Insurance + Table of Benefits or Product Disclosure Statement Option 2 – If using travel insurance through a Credit Card provider provide Certificate of Insurance from the bank + confirmation letter from the bank confirming eligibility + proof that the eligibility criteria has been fulfilled + copy of credit card	
<input type="checkbox"/> Accommodation (choose one or more options - if applicable): Option 1 - Proof of accommodation <u>for the entire stay in the Schengen area</u> in the applicant's name.	

	<p>Option 2 - Should the reservations have been made by someone other than the applicant, written statement in English (dated, signed and accompanied by Photo ID) to confirm that the applicant is covered in the bookings provided.</p> <p>Option 3 - If invited by a private host in Italy, a Host Declaration Form also needs to be completed and accompanied by copy of host's ID.</p>	
<input type="checkbox"/>	<p>Funds (choose one or more options - if applicable):</p> <p>Option 1 – Bank statement in the applicant's name. Bank statement must show a list of bank transactions for the previous 30 days prior to visa application. Sponsor bank statements are not accepted.</p> <p>Option 2 – If no transactions are recorded on a bank statement from the previous 30 days or more, applicant must produce a statement showing transactions from previous period, plus current balance on account.</p> <p style="text-align: center;">Minimum amounts required:</p> <p style="text-align: center;">1 – 5 days = 269.90 euros per day 6 – 10 days = 44.93 euros per day 11 – 20 days = 36.67 euros per day Over 20 days = 27.89 euros per day</p>	
<input type="checkbox"/>	<p>Copy of passport's bio page</p>	
<input type="checkbox"/>	<p>Copy of previous Schengen visas, if available</p>	
<input type="checkbox"/>	<p>Copy of Australian driver's license or other proof of address in Victoria/Tasmania</p>	

ADDITIONAL REQUIREMENTS FOR A BUSINESS VISA		STAFF NOTES
<input type="checkbox"/>	<p>Business license/Chamber of Commerce certificate along with Invitation Letter from the company in Italy, stating purpose and duration of visit and whether the host is covering any expenses for the trip</p>	
<input type="checkbox"/>	<p>Original stamped letter from local employer stating role, date of employment, salary, period of stay, purpose of visit, as well as full responsibility for employee's expenses during the trip and their return.</p>	

ADDITIONAL REQUIREMENTS FOR A STUDY VISA		STAFF NOTES
<input type="checkbox"/>	<p>Original letter of enrolment or pre-registration from the educational institution in Italy, indicating duration of course and daily number of hours of study</p>	

ADDITIONAL REQUIREMENTS FOR TRAVELLING MINORS		STAFF NOTES
<input type="checkbox"/>	<u>Both parents need to attend the appointment.</u>	
<input type="checkbox"/>	Visa applications for under 18s must be signed by both parents, regardless of who will be accompanying the minor during the trip.	
<input type="checkbox"/>	Birth certificate of the minor and photo ID of parents must be provided.	
<input type="checkbox"/>	<p>If one of the parents is not available to attend the appointment, they need to provide the following:</p> <p>Option 1 – If one of the parents is not in the same State or Country provide written parental consent, dated, signed and accompanied by Photo ID, to be expressed and signed either</p> <ul style="list-style-type: none"> - In front of a Consular officer at the nearest Consular Authority of Italy or - At a Notary Public, formalized with either an APOSTILLE or a LEGALIZATION <p>Option 2 – If one of the parents is deceased, death certificate (accompanied by a translation in English or Italian)</p>	

FAMILY MEMBERS OF EU CITIZENS		STAFF NOTES
<input type="checkbox"/>	Spouse and under 21 children of EU citizens do not need to provide proof of socio-economic status, bank statement and travel insurance and their application will be free of charge.	

APPLICANT'S DECLARATION

I, _____ hereby accept the terms and conditions of service and the data protection and privacy policy available on www.vfsglobal.com/italy/australia, am fully aware of the delays or rejection that may result from my application proving incomplete and equally acknowledge that no liability shall in that case be claimed for either VFS or any other parties involved in the process.

APPLICANT'S SIGNATURE: _____