



Short Stay Visa – Italy

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

| ELIGIBILITY CHECK | You | Staff |
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| 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. | | |
| Application cannot be lodged earlier than 6 months before the starting date of the intended trip. | | |
| 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. | | |
| 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. | | |
| It is <u>mandatory</u> for all holders of a Schengen visa <u>to return 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. | | |
| Visa applications must be lodged with the Consulate of the Schengen country where the traveller 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. | | |
| 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 DOCUMENTS | You | Staff |
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| Printed and completed visa application form | | |
| Current passport with at least 3 months residual validity beyond the intended return date and with at least 2 blank pages | | |
| One passport-size photo | | |
| If married or in a de facto relationship, marriage certificate or registered partnership agreement | | |
| <p>Proof of socio-economic status (choose one or more options - if applicable):</p> <p>Option 1 – If employed: a statement of employment with company letter head and logo + pay slips</p> <p>Option 2 – If studying: Confirmation of enrolment from education institution, evidence of payment of tuition fees and copy of student card</p> <p>Option 3 – If self-employed: trade/business license + tax assessment for the last financial year</p> | | |
| 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. | | |
| <p>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.</p> <p>Option 1 - Must provide also Certificate of Insurance with Table of Benefits or Product Disclosure Statement.</p> <p>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.</p> | | |
| <p>Accommodation (choose one or more options - if applicable):</p> <p>Option 1 - Proof of accommodation <u>for the entire stay in the Schengen area</u> in the applicant's name.</p> <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> | | |



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| <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> | | |
| Copy of passport’s bio page | | |
| Copy of previous Schengen visas, if available | | |
| Copy of Australian driver’s license or other proof of address in Victoria/Tasmania | | |

| ADDITIONAL REQUIREMENTS FOR A BUSINESS VISA | You | Staff |
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| 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 | | |
| 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. | | |

| ADDITIONAL REQUIREMENTS FOR A STUDY VISA | You | Staff |
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| Original letter of enrolment or pre-registration from the educational institution in Italy, indicating duration of course and daily number of hours of study | | |

| ADDITIONAL REQUIREMENTS FOR A TRAVELLING MINOR | You | Staff |
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| Visa applications for under 18s must be signed by both parents, regardless of who will be accompanying the minor during the trip. Both parents need to attend the appointment. | | |



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| Birth certificate of the minor and photo ID of parents must be provided. | | |
| <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 | You | Staff |
|--|-----|-------|
| 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. | | |