

**Business Visa Application Checklist
Important Notes**

No.	Documents	Requirements	Notes
1	Kindly follow the correct order when preparing your application.	<ul style="list-style-type: none"> → Schengen Visa Application form → Explanation letter (if any) → Employment Letter → Personal Active Bank statement → Credit card statement, Housing ownership certificate, Copy of driving license (if any) → Copy of applicant's company business license → 2 copies of applicant's passport page and signature page → Copies of previous visa page issued by UK, USA, Schengen states within last 5 years (if any) → 1 Copy of Applicant's ID card → Retirement/Marriage certificate copy (if any) → Travel Itinerary (if available) → Original or soft copy of Invitation letter issued by Italian company → ID card or Passport copy of the signer on the Invitation Letter (including signature page) → Visuracamerale (CCIAA) of Italian company issued within last 6 months. → Hotel reservation → Insurance → Flight ticket, train ticket or any other transport means reservations. (if any) 	Following the correct order can help you save time during submission.
2	1 Visa application form (A3 size)	Application form must be duly filled in English or Italian. Applicants should sign the last page of the application form (signature must be the same as the passport's signature, if applicable). Please refer to the relevant requirements on the official website for the correct printing order of the visa application form.	Visa Center provides Form Filling service at the center.
3	1 photo of Applicant	Photo color photo with white background, taken within the last 6 months). Please do not wear color-changing lenses (color contact lenses, etc.), do not wear any heavy make-up, do not use photo editing software. Please refer to the instructions on the website for specific photo requirements.	Visa Center provides Photobooth service at the center.
4	Passport and ID card copy	1) Old passport (passport starting with letter G, please make sure there is applicant's signature on the last page); 2) Passport should have at least 2 blank pages available (can be separated); The passport should have validity at least 3 months after the return date of the travel. Non-Chinese applicant who has been working or studying in China for long period must provide copy of valid residence permit, the residence permit must have at least 91 days of validity after returning from the travel. In addition, the Chinese residence permit should be issued in Guangzhou jurisdiction.	Please make sure to double check your passport, whether it has any damage/dirt. Photo should not be damaged.
5	Invitation letter by Italian company	1) Invitation letter by Italian company original or copy, stating required legal provisions (please refer to the invitation letter template on the official website of the Visa Application Center); 2) The signer on the Invitation letter must be included in the Visuracamerale/business license provided by Italian company. The signature must match the signature on his/her passport or ID card signature.	Signature or signature with official company stamp of the inviter is required

		3) On the invitation letter it should be indicated the address of accommodation of the applicant, otherwise it is required to provide accommodation proof.	
6	Visuracamerale (business license) of Italian company	1) Updated within last 6 months 2) The signer on the invitation letter should be among the list in the Visuracamerale.	
7	ID card/Passport copy of issuer of Invitation letter. (should include signature page)	The signature on the invitation letter must be the same as the signature on the ID card or Passport. If the inviting part is not Italian citizenship, he/she should provide valid residence permit copy. In case the residence permit is expired, the relevant residence permit renewal receipt should be provided.	The name of the issuer of the Invitation letter must be displayed in the Visuracamerale/business license of Italian Company; Please highlight the name.
8	Round-trip flight ticket in English or Italian	Must provide reservation booking with clear departure date from China, entry into Italy, departure from Italy or other Schengen countries.	If the first country of entry is another Schengen country, Applicant should provide proof of flight, or any other transportation means to enter Italy.
9	All Hotel reservations that cover all the itinerary provided (must be in English or Italian)	1) Hotel reservation must be in English or Italian language 2) The name of the applicant must be displayed on the reservation letter.	Please check each hotel reservation and make sure on the Reservation letter there are: name of the occupant, Hotel address, telephone number, etc. Reservation should be consistent with air flight and itinerary.
10	Proof of financial means	1) Provide Applicant's own active banking account statement of last three months. The printing date must be within 15 days before submission of application. 2) Recommended balance amount in banking accounts should be over 5-digit number. 4) Company bank statement, Fixed deposit, credit card statements, etc. can only be used as supporting documents and they are not mandatory.	
11	Applicant's employment letter	1) Please provide a certificate of employment in English language, original copy. 2) Employment letters should have an official seal affixed and signature of relevant responsible person. 3) The content must reflect the leave time; this should cover the duration of the whole travel. 4) In case applicant is not the legal person, the Employment letter must state all cost of travel to be borne by the company.	Please verify on the Employment letter: Name, passport number, date of birth, leave date should be consistent with the travel duration during submission.
12	Copy of Business License of applicant working company.	Copy of Business license of the company, with relevant official seal to be affixed.	

13	Insurance in English language	<p>1) The validity period of the insurance should at least cover the time of the whole trip (round-trip flight ticket dates)</p> <p>2) The insurance should cover all Schengen countries</p> <p>3) Insured amount should not be less than 30000Euros</p> <p>4) Insurance must cover repatriation, emergency hospital treatment.</p> <p>5) Copy of insurance letter is acceptable.</p>	
14	Copy of applicant's passport page and signature page	<p>1) 2 copies of passport page (Signature page must be included for old passport)</p> <p>2) Copy of previous visa page issued by UK, USA, and Schengen states within last 5 years</p>	
15	Housing ownership, Driving license, Retirement/Marriage certificate copy (if available)	Not mandatory. If available, please provide only copy pages with Applicant name in it.	Do not need original copy
16	Number of entries	<p>If the itinerary includes 2 or multiple entries in Schengen, the applicant needs to provide all the documentation necessary for each entry.</p> <p>Please also provide an explanation letter explaining the reason for the multiple entries request and tick relevant entries in the second page on Visa application form.</p>	