

Business Visa Application Checklist Notes

No.	Documents	Requirements	Tips
1	Kindly follow the correct order when preparing your application	Schengen Visa Application form → Letter of Authorization (if you submit application through an agent or third party) → Agent ID copy (if you submit application through an agent or third party) → Employment Letter → Active Bank statement → Credit Card statement → Housing ownership certificate (if available) → Copy of driving license (if available) → Copy of applicant's company business license → 2 copies of applicant's passport page and signature page → Copy of previous visa page issued by UK, USA, Schengen states within last 5 years.(if available) → 1 Copy of Applicant's ID card → Retirement/Marriage certificate copy (if available) → Original copy of Invitation letter issued by Italian company → Declaration form issued by Italian inviting company → ID card or Passport copy of the signer on the Invitation Letter.(including signature page) → Visuracamerale of Italian company issued within last 6 months → Hotel reservation (if available) → Insurance → Flight ticket, train ticket or any other transport means reservations.(if applicable) → Insurance declaration	
2	1 Visa application form (A3 size)	Application form must be duly filled in English or Italian. Applicant should sign the last page of the application form (signature must be the same as the passport's signature). 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
3	1 photo of Applicant	Photo must be ICAO format (4.0 x 3.5 cm, 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 provide Photo booth service
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) Non-Chinese applicant who have been working or studying in China for a long time must provide copy of valid residence permit, the residence permit must have at least 91 days of validity after returning from the travel.	Please make sure whether passport is valid, has any damage/dirt. Photo should not be damaged.
5	Invitation letter by Italian company	1) Invitation letter by Italian company original 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. 3) A Declaration form issued by the Italian inviting company, indicating the purpose of travel and clearly stating the business relationship with the applicant.	
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)	1) 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.	The name of the issuer of the Invitation letter must be displayed in the Visuracamerale/business license of Italian Company; Please highlight the same.
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 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)	If available these materials can be submitted as supportive documents. If you decide to submit, please pay attention to below points: 1) Hotel reservation must be in English or Italian language 2) The name of the applicant must be displayed on the reservation letter. If the name written on the reservation letter is another person's name, who travels together with the applicant and they are submitting the visa application together, then the reservation letter should display clearly the room capacity details.(One bed should be guaranteed for each person); if applicants who share the same travel itinerary do not submit together, in addition to the previous point mentioned they need to submit also Passport copy of other persons who he/she is traveling with.	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. Printing date must be within 15 days before submission of application. 2) Company bank statement for the last three months 3) Recommended balance amount in banking accounts is 5 digit number. 4) Fixed deposit, credit card statements, etc. can only be used as supporting documents.	

12	Applicant's employment letter	<p>1) Please provide a certificate of employment in English language</p> <p>2) Employment letter should have official seal and signature of relevant responsible person.</p> <p>3) The content must reflect the leave time, this should cover the duration of the whole travel.</p> <p>4) Company must state all cost of travel to be borne by the company.</p>	Please verify on the Employment letter: Name, passport number, date of birth, leave date should be consistent with the travel duration during submission.
13	Copy of qualification certificate(if available)	Example: teacher qualification certificate, journalist certificate, doctor's qualification certificate, lawyer's certificate, etc.	Do not need original copy
14	Copy of Business License of applicant working company.	Copy of Business license of the company, with relevant official seal to be affixed.	
15	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 are acceptable.</p>	
16	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>	
17	Housing ownership , Driving license, Retirement/Marriage certificate copy (if available)	Only copy pages with Applicant names are required.	Do not need original copy.
18	If you submit Application indirectly	Provide Letter of Authorization (if you submit application through an agent or third party) ; Agent ID copy (one for each application submitted). Please write telephone number of Agent or third party on the ID copy.	