

Tourism 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) → Any Qualification certificate copy (if available) → HUKOU certificate copy (if available) → Itinerary → Hotel reservation → Insurance → Flight ticket → Insurance declaration	
2	1 Visa application form (A3 size)	1) 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). 2) For applicants under 18 years of age, the application form must be signed by at least one of the parents or legal guardians.	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, HUKOU 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. 3) HUKOU copy of all pages, translation is not required.	Please make sure whether passport is valid, has any damage/dirt. Photo should not be damaged.
5	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. (Flight ticket, train ticket, cruise ticket, etc.)	If the first country of entry is another Schengen country, Applicant should provide proof of flight or any other transportation means to enter Italy

6	All Hotel reservations that cover all the itinerary provided (must be in English or Italian)	<p>Please pay attention to below points:</p> <p>1) Hotel reservation must be in English or Italian language; If the reservation was made through a third party website, we suggest to print out the website link as well. In case the reservation was made directly with the Hotel, you need to provide Confirmation letter with affixed seal and signature by the Hotel.</p> <p>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.</p> <p>In case the itinerary includes ferry/cruise travel, applicant must provide detailed ferry/cruise itinerary letter which states which countries or sea will pass through.</p>	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.
7	Itinerary in English language	<p>1) Need to state clearly date, location and transportation means (In case it involves self-driving applicant must provide international driving license, car rental contract, etc.)</p> <p>2) In case the itinerary includes ferry/cruise travel, applicant must provide detailed ferry/cruise itinerary letter which states which countries or sea will pass through.</p>	
8	Proof of financial means	<p>1) Provide Applicant's own active banking account statement of last three months. Printing date must be within 15 days before submission of application. Students can provide bank statements of last three months of both parents.</p> <p>2) Fixed deposit, credit card statements, etc. can only be used as supporting documents.</p> <p>3) Recommended balance amount in banking accounts is 5 digit number.</p>	
9	Applicant's employment letter (Not mandatory for unemployed person; student must provide School certificate issued by School).	<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>Student must provide below documentations:</p> <p>1) School certificate</p> <p>2) School certificate 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) Certificate of employment in English language of both parents</p> <p>5) In case the student's travel will be funded by</p>	Please verify on the Employment letter and School certificate: Name, passport number, date of birth, leave date should be consistent with the travel duration during submission.

		parents, please provide legalized birth certificate and parents' relationship proof. 6) In case these documents were not legalized in Guangdong, Guangxi, Hainan, Hunan, Jiangxi and Fujian, applicant must apply for double legalization at Italian Embassy in Beijing or Italian Consulate in Shanghai or Chongqing.	
10	Copy of qualification certificate(if available)	Example: teacher qualification certificate, journalist certificate, doctor's qualification certificate, lawyer's certificate, etc.	
11	Copy of Business License of applicant working company (not mandatory for unemployed person)	Copy of Business license of the company, with relevant official seal to be affixed. Not mandatory for unemployed applicants.	
12	Insurance in English language	1) The validity period of the insurance should at least cover the time of the whole trip(round-trip flight ticket dates) 2) The insurance should cover all Schengen countries 3)Insured amount should not be less than 30000Euros 4) Insurance must cover repatriation, emergency hospital treatment. 5) Copy of insurance letter are acceptable.	
14	Copy of applicant's passport page and signature page	1) 2 copies of passport page (Signature page must be included for old passport) 2) Copy of previous visa page issued by UK, USA, and Schengen states within last 5 years.	
15	Housing ownership , Driving license, Retirement/Marriage certificate copy (if available)	Only copy pages with Applicant names are required.	Do not need original copy.
16	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.	