



**CONSULATE GENERAL OF ITALY
KOLKATA**

Requisite Documents for a Business Visa

MANDATORY DOCUMENTS: Please show original documents at the time of submission of Application.

1.	Application form fully completed and signed by applicant.
2.	Two recent passport-size Photographs of size 3.3 *3.5 cms (white background)
3.	Passport/Travel Document must: a) Have been issued within the previous 10 years, and the validity must not exceed 10 years b) At least have a validity of 3 months after intended stay c) Have at least 2 face to face blank pages (mandatory). d) Be machine readable without observations.
4.	One set photocopy of applicant's Passport and all previous Schengen, UK & US Visas. And a covering letter from the applicant.
5.	Overseas medical insurance with minimum coverage of Euro 30,000 , for emergency hospital and repatriation expenses.
6.	a) Travel itinerary with travel dates, including return flight reservation or bookings. (Please mention if any other country/countries are to be covered during the entire trip) b) Proof of accommodation. (Hotel booking if not included in the invitation letter).
7.	Documentation proving the economic status of the sending Company a) Registration Certificates of Company or Proof of Board Membership for liberal professionals or Letter from Medical Institutions in case of doctors, b) Bank statement of the last six months in original and a copy duly stamped and signed by authorized person, whose name, charge and contact details (email and contact number) must be clearly mentioned. c) IEC number (if applicable).
8.	Letter from Indian Company or Institution , explaining purpose of the visit, professional status of applicant, and details regarding activities and business relation with Italian company. The letter must be stamped and signed by the authorized person, whose name, charge and contact details (email and contact number) must be clearly mentioned.
9.	Proof of adequate financial means of the applicant. (see attached table) a) Salary slips/certificates of the last three months and ITR 5 with bar code. b) Status of personal bank account for the last three months. Additional suggested documents, if available c) Income tax challans (last three years) and ITR 5 with bar code. d) Foreign exchange endorsement on the passport and receipt e) Credit card copy with statement of credit limit.
10.	Letter of invitation from Italian company, in Italian (as per attached form), signed by the authorized person, along with photocopy of the pages of his/her picture id (passaporto o carta d'identita) containing relevant data, signature and validity of the document.
11.	Chamber Of Commerce from the Italian Company.
12.	Self-employed people and businessmen , must submit proof of business i.e. firm's registration or partnership deed, proprietorship letter (profession certificate). Either one of these documents in original and a copy of the same has to be attached in the application.

NOTE: This Consulate General reserves the right to ask for a Personal Interview or Additional Documents

ORIGINAL DOCUMENT SUBMITTED

YES

NO

Applicant Name

Signature:

