



**CONSULATE GENERAL OF ITALY  
KOLKATA**

**Requisite Documents for a Invitation Visa**

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

1.	<b>Application form</b> fully completed and signed by applicant.
2.	<b>Two recent passport-size Photographs of size 3.3 *3.5 cms</b> (white background)
3.	<b>Passport/Travel Document must:</b> 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.	<b>One set photocopy of applicant's Passport and all previous Schengen, UK &amp; US Visas. And a covering letter from the applicant.</b>
5.	<b>Overseas medical insurance with minimum coverage of Euro 30,000</b> , for emergency hospital and repatriation expenses.
6.	<b>Travel itinerary with travel dates, including return flight reservation or bookings.</b> (Please mention if any other country/countries are to be covered during the entire trip).
7.	Covering letter from the Public Body or Institution detailing the professional status of the applicant & purpose of the visit, which for this type of visa has to be a "public" one.
8.	<b>Proof of adequate financial means of the applicant.</b> (see attached table) a) Salary slips/certificates of the last three months and Form F16 b) Status of personal bank account for the last three months possessing atleast the equivalent in Indian Rupees as mentioned in Table of Direttiva 1 <sup>st</sup> marzo 2000- Il Ministro dell'Interno. <b>Additional suggested documents, if available</b> c) Income tax challans (last three years) and Form 16 d) Foreign exchange endorsement on the passport and receipt e) Credit card copy with statement of credit limit.
9.	<b>Invitation letter</b> by the Italian Public Body, Institution, public or private (but reputed) Organization, outlining the special event (at political or cultural-scientific level), clearly specifying that all the costs related to the stay will be borne by the inviting party.
10.	<b>Two Way flight reservation or bookings.</b>
11.	<b>Proof of economic means</b> of support as per annexed table

ORIGINAL DOCUMENT SUBMITTED

YES

NO

Applicant Name .....

Signature: .....

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