



## **CONSULATE GENERAL OF ITALY KOLKATA**

### **Requisite Documents for a Tourist Visa**

Documents should be arranged in the following order.

<b>1.</b>	<b>Application form</b> fully completed and signed by applicant.
<b>2.</b>	<b>Two recent passport-size Photographs of size 3.5 *4.5 cms</b> (white background) 70 percent Face exposure
<b>3.</b>	<p><b>Passport/Travel Document must:</b></p> <ol style="list-style-type: none"> <li>Have been issued within the previous 10 years, and the validity must not exceed 10 years</li> <li>At least have a validity of 3 months after intended stay</li> <li>Have at least 2 face to face blank pages (mandatory).</li> <li>Be machine readable without observations.</li> </ol>
<b>4.</b>	Original covering <b>letter signed by applicant explaining the purpose of his/her trip to Italy</b> and if applicable to the Schengen countries
<b>5</b>	<p><b>Original letter from Employer on its Company letterhead</b> stating the date of joining, current designation and the requested time of absence has been approved and confirming continued employment upon return to India. The letter must be <b>stamped</b> and signed by the authorized person, whose name, charge and <b>contact details (email and contact number) must be clearly mentioned.</b></p> <p><b>For retired person, pension certificate or pension book in original and a copy</b></p> <p><b>For Students,</b> a NOC from the institute on an Institute letterhead duly dated, signed and stamped.</p> <p><b>For self- employed people and businessmen,</b> going as tourists, a covering letter on the company's letterhead is required. <b>Self- employed applicants must submit proof of business i.e. firm's registration, trade license and/or partnership deed.</b> Either one of these <b>documents in original and a photocopy</b> of the same has to be attached in the application.</p>
<b>6.</b>	<b>Overseas medical insurance with minimum coverage of Euro 30,000,</b> for emergency hospital and repatriation expenses.
<b>7.</b>	<p><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).</p> <ul style="list-style-type: none"> <li>• <b>Train, bus or flight tickets of the European Tour to be submitted.</b></li> <li>• <b>In case, applicant is flying from a city that is not in this jurisdiction then confirmed ticket from and to a city in our jurisdiction. (Absence of this may result in rejection of the application).</b></li> </ul>
<b>8.</b>	<p><b>One set photocopy of applicant's Passport and all previous Schengen, valid UK &amp; valid US Visas.</b> An applicant <b>possessing previous Schengen</b> visas, should attach their <b>old passport</b> along with their new passport.</p>
<b>9.</b>	<p><b>Proof of adequate financial means of the applicant</b></p> <ol style="list-style-type: none"> <li>Copy of the salary slips/certificates of the last six months</li> <li><b><u>Personal bank account in original and a copy for the last six months is needed for all applicants</u></b> with sufficient funds (roughly 30 euros per day according to <b>Tabella a direttiva 01/03/2000</b> for each day spent in Italy and the Schengen area).</li> <li><b>Applicants falling under taxable income should provide last 3 years ITR 5 with bar code ,including the current year.</b> Form 16 (TDS) and Income tax challans will not be accepted.</li> <li><b>Applicants having no financial means of support</b> must produce a letter from their sponsor confirming the commitment of full financial support for the applicant for all his/her expenses during the stay in Italy and the Schengen zone. A photocopy of the sponsor passport and sponsor last six months <b>personal bank statements</b> (no fixed deposits) must be provided.</li> </ol>
<b>10.</b>	<p><b>Proof of Accommodation:</b></p> <ol style="list-style-type: none"> <li>Confirmed hotel bookings. <b>OR</b></li> <li>Invitation letter from the sponsor in Italy ("Letter a di Invito", see attached form).</li> </ol> <p>Please Note: The letter of invitation must be accompanied by photocopy of the pages of his/her picture id containing relevant data, signature and validity of document.</p>
<b>11.</b>	<p>For applicants aged under 18</p> <ol style="list-style-type: none"> <li>Application to be signed by both parents.</li> <li>If traveling with one of the parents a NO Objection Affidavit from other parent must be provided along with his/her passport photocopy</li> <li>If traveling with none of the parents a NO Objection Affidavit from both parents must be provided along with their passport photocopies</li> </ol>

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

ORIGINAL DOCUMENT SUBMITTED

YES

NO

**Applicant Name .....**

**Signature: .....**

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