



**CONSULATE GENERAL OF ITALY
KOLKATA**

Requisite Documents for Employment 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.	a) Photocopy of “Autorizzazione al lavoro subordinato” (Authorization for dependent work) issued by competent “Ufficio Provinciale del Lavoro” (Labour Provincial Directorate) whose date is not prior to six months, duly authorized by competent “Questura” (Police Headquarters) b) Original and photocopy of “Autorizzazione al lavoro” issued by competent “Ufficio Provinciale del Lavoro –Segreteria Collocamento Spettacolo, Via Fornovo 8, 00193 ROMA (Labour Provincial Directorate –Division for the Show Business) or by the “Ufficio Speciale Collocamento dello Spettacolo” at Palermo (Special Labour Office)
5.	In this case, however, an “undertaking letter” by the employer is mandatory, Assuring that the applicants will return to India after the completion of their Work contract.
6.	Photocopy of the air ticket (one way only).
7.	If the work for which the authorization has been granted requires special skills. Proof of skills is to be documented.
8.	Photocopy of the “Permesso di soggiorno” (Permit of stay).
9.	One set photocopy of applicant’s Passport and all previous Schengen, UK & US Visas. And a covering letter from the applicant.
10.	Overseas medical insurance with minimum coverage of Euro 30,000 , for emergency hospital and repatriation expenses (minimum 3 months).
11.	Invitation letter/contract letter.
12.	Photo ID of the Inviting person.
13.	Salary slip (3 months minimum).
14.	Updated Bank Statement.

*If any change has occurred in this regard an adequate proof of residence needs to be submitted (bank account, telephone/electricity bill, etc.)

PLEASE NOTE: The Embassy/Consulate reserves the right to verify the documentation submitted. In this case the maximum period of 30 days fixed by the Italian law for the evaluation of this type of visa will be suspended till verification is completed.

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