



**Consulate General of Italy in Mumbai  
Business Visa Application Arrangement**

Valid Passport	<ul style="list-style-type: none"> <li>a) No Handwritten passports will be accepted. Passports with any manual observations will not be accepted.</li> <li>b) Must have at least a validity of 3 months after return from intended stay</li> <li>c) Must have at least 2 blank pages.</li> </ul>	
Visa application form	<ul style="list-style-type: none"> <li>a) 2 photographs to be submitted: <a href="http://www.vfs-italy.co.in/photo_specifications.html">http://www.vfs-italy.co.in/photo_specifications.html</a></li> </ul>	
<b>Check list</b>	<b>Tick the documents submitted</b>	
Cover letter from Indian company in original and on company letterhead	<ul style="list-style-type: none"> <li>a) <b>Letter from Indian Company or Institution</b>, explaining purpose of the visit, professional status of applicant, and details regarding activities and business of the company.</li> <li>b) Name, designation and signature of the authorized signatory with copy of his/her Passport.</li> <li>c) Copy of the company Registration Certificate/ Memorandum of articles.</li> <li>d) ITR of the company for the last three years.</li> </ul>	
Invitation letter	<ul style="list-style-type: none"> <li>a) <b>Letter of invitation provided by the Italian institutions organizing the Business Forum</b></li> <li>b) Copy of the Passport or Identity card of the person in Italy who is signing the invitation letter</li> <li>c) <b>OPTIONAL: Personal cover letter</b></li> </ul>	
Travel Itinerary / Complete stay details	Confirmed hotel reservation covering travel dates. If the applicant is also travelling to other Schengen countries apart from Italy, then hotel bookings for the same will be required.	
Personal details/Financial Status of the applicant.	<ul style="list-style-type: none"> <li>a) Personal 3 months Salary Account Bank Statement in original (not photocopy) with Bank stamp and signature with employee number clearly visible. <b>PLEASE INFORM THE BANK THAT YOU NEED IT TO APPLY FOR VISA.</b></li> <li>b) ITR acknowledgement for the last three assessment years or form 16A.</li> <li>c) Salary slips (in case employed): last 3 months.</li> <li>d) In case of Proprietorship: Original Company bank statement <u>for last two months only</u> and ITR for the last three years.</li> </ul>	
Old Visa copies and overseas medical insurance	Photocopies of all previous Schengen Visas. Photocopies of valid US and UK Visas. Photocopy: One copy of the front page, one copy of the last page.  Covering travel Period with coverage of Euros 30000 inclusive of a repatriation clause. <b>Minimum 10 days insurance is mandatory from the travel date in Schengen.</b>	
Air Ticket	<ul style="list-style-type: none"> <li>a) Return flight details or airlines reservation printout.</li> <li>b) If the applicant is also travelling to other Schengen countries apart from Italy, then tickets will be required, including train bookings, car rentals.</li> </ul>	

**PLEASE NOTE: - The Consulate General of Italy reserves the right to request for additional documents or personal interview.**