



## Consulate General of Italy in Mumbai Invitation Visa Application Arrangement

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| Passport/Travel Document   | <ul style="list-style-type: none"> <li>a) Has been issued within the previous 10 years, and the validity must not exceed 10 years.</li> <li>b) No Handwritten passports will be accepted. Passports with any manual observations will not be accepted.</li> <li>c) At least has a validity of 3 months after intended stay.</li> <li>d) Have at least 2 blank pages.</li> <li>e) Should be issued within the jurisdiction of the Consulate General of Mumbai, else, address proof of minimum 6 months to be provided.</li> </ul> |  |
| Visa application form duly completed                                   | <ul style="list-style-type: none"> <li>a) 2 signatures of the applicant (page 3-column 37 and page 4). Application forms for minors have to be signed by both the parents in both the places.</li> <li>b) 2 photographs to be submitted: <a href="http://www.vfsitaly.co.in/photospecifications.html">http://www.vfsitaly.co.in/photospecifications.html</a>.</li> <li>c) Travel dates and duration of stay must be mentioned.</li> <li>d) Contact details must be mentioned.</li> </ul>   |  |
| Check list   | Tick the documents submitted   |  |
| Covering letter  | <ul style="list-style-type: none"> <li>a) From the applicant detailing the purpose of the trip, the duration of the stay and outlining the proposed itinerary</li> <li>b) From the Public Body or Institution detailing the professional status of the applicant &amp; purpose of the visit, which for this type of visa has to be a “public” one.</li> </ul>  |  |
| Original Invitation letter   | <ul style="list-style-type: none"> <li>a) By (a) 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.</li> <li>b) Registration payment proof if applicable.</li> </ul>  |  |
| Travel Itinerary / Complete stay details                               | Confirmed hotel reservation covering travel dates. This can be mentioned on the invitation letter by the party bearing the expenses or can be separately submitted.<br>If the applicant is travelling to any other Schengen countries also apart from Italy, then hotel booking for the same is required.  |  |
| Financial Status and Means of Sustenance as per Requisite Funds Matrix | <ul style="list-style-type: none"> <li>a) Personal 3 months Bank Statement in original with Bank stamp and signature</li> <li>b) ITR acknowledgement for the last three assessment years or form 16A.</li> </ul>   |  |
|  | Original receipt and a copy of the Forex purchased <b>or</b> latest Credit card statement mentioning credit Limit. Requisite Funds Matrix: <a href="http://www.vfs-italy.co.in/mumbai/foreignexchangeinformatin.html">www.vfs-italy.co.in/mumbai/foreignexchangeinformatin.html</a> (If not taken care of by Sponsor).   |  |
| Passport copy of the applicant   | Photocopy: one copy of the front page, one copy of the last page.<br>Photocopies of all previous Schengen Visas. Photocopies of valid US and UK Visas.   |  |
| Overseas medical insurance   | <ul style="list-style-type: none"> <li>a) Covering travel Period with coverage of Euros 30000 inclusive of a repatriation clause.</li> <li>b) Minimum 10 days insurance is mandatory from the travel date in Schengen.</li> </ul>  |  |
| Air Ticket   | Return flight details or airlines reservation printout.  |  |

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