



Consulate General of Italy
Mumbai

SHORT TERM C - SCHENGEN VISA FOR ITALY

REQUISITE DOCUMENTS FOR A BUSINESS VISA

Valid Passport	<ul style="list-style-type: none">a) Must have at least a validity of 3 months after return from intended stayb) Must have at least 2 blank pages.c) Should have been issued within the jurisdiction of the Consulate General of Mumbai, else, address proof of minimum 6 months to be provided. (Letter from Bank/Employer/Rental agreement)	
Visa application form fully completed	<ul style="list-style-type: none">a) 2 photographs to be submitted: http://www.vfs-italy.co.in/photo_specifications.html.b) Travel dates and duration of stay must be mentioned.c) Contact details must be clearly mentioned and pertain to the applicant, NOT TO THE AGENT.	
Covering letter from Indian company in original and on company letterhead NO B/W PHOTOCOPIES ACCEPTED.	<p>The letter should include the following information</p> <ul style="list-style-type: none">a) Name of & designation applicant and other members travelling.b) Date of joining, travel dates, itinerary and duration of stay.c) Details of the sponsor of the trip.d) Purpose of the visit/meetings/conference/training or business related events.e) Name, designation and signature of the authorized signatory with copy of his/her Passport.	
Company proof of existence	Attach a copy of the company Registration Certificate/ Memorandum and articles of association.	
Indian company financial means	ITR of the company for the last three years.	
Invitation letter Lol on company letterhead	<p>Letter of Invitation needs to be sent via email by the inviting company to commerciale.mumbai@esteri.it BEFORE the submission of the visa application failing which the Visa may be denied</p> <p>Copy of Letter of Invitation to be attached, if not in original, in colored photocopy.</p> <p>You can download a : https://visa.vfsglobal.com/one-pager/italy/india/mumbai/english/pdf/Invitation_231214.pdf</p>	

<p>Inviting Person & Company</p>	<p>a) Copy of the passport or identity card of the individual in Italy signing the invitation letter. The inviting person must have the power of attorney, as indicated in the Visura Camerale, to represent the inviting company;</p> <p>b) Copy of the Visura Camerale of the inviting Company (Registration with the local Chamber of commerce) dated not earlier than six months prior to the intended travel</p>	
<p>Travel Itinerary / Complete stay details</p>	<p>Confirmed hotel reservation covering travel dates. This must be mentioned in the invitation letter by the</p> <p>c) party bearing the expenses or can be separately submitted. If the applicant is also travelling to other Schengen countries apart from Italy, then hotel bookings for the same will be required.</p>	
<p>Financial Status</p>	<p>a) Personal 3 months Salary Account Bank Statement in original (not photocopy) with Bank stamp and signature with employee nr clearly visible. PLEASE INFORM THE BANK THAT YOU NEED IT TO APPLY FOR VISA.</p> <p>b) ITR acknowledgement for the last three assessment years or form 16A.</p> <p>c) Salary slips (in case employed): last 3 months.</p> <p>In case of Proprietorship: Original Company bank statement <u>for last three months only</u> and ITR for the last three years.</p>	
<p>Passport copy of the applicant</p>	<p>Photocopy: One copy of the front page, one copy of the last page.</p> <p>Photocopies of all previous Schengen Visas. Photocopies of valid US and UK Visas.</p>	
<p>Overseas medical insurance</p>	<p>Overseas medical insurance with minimum coverage of Euro 30,000, for emergency hospital and repatriation expenses.</p>	
<p>Air Ticket</p>	<p>a) Return flight details or airlines reservation printout.</p> <p>b) If the applicant is also travelling to other Schengen countries apart from Italy, then tickets will be required, including train bookings, car rentals.</p> <p>NOTE: PNR will be checked and if the ticket is not confirmed the application will be denied</p>	

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