



Ambasciata d'Italia
Amman

CHECKLIST FOR SHORT STAY VISA - BUSINESS		YES	NO
1	Application form duly completed and signed		
2	Original passport, - 1 passport copy and copies of previous Schengen visas if available - The passport should not be Older than 10 years - The passport must be valid for at least 03 months after the expiry date of the requested visa - The passport must have at least 02 blank pages (without stamps) and be in a good condition -For non-Jordanian applicants residing In Jordan: proof of legal residence in Jordan, valid one month after the intended departure from the territory of the Member States or permission to re-enter Jordan.		
3	One recent passport-size photo (not older than 6 months and with white background).		
4	Family booklet for Jordanian, for Syrian Bitaqqa Usariya		
5	Evidence professional background -Certificate from Commercial Registry (Minister of Industry and Trade, Companies Control Department). -Proof of past commercial activity in Jordan (invoices/shipping documents, local customs receipts) -Certificate of registration in the Chamber of Commerce or Industry (applicant's or employers name). -Letter from the employer stamped and signed mentioning: full address and contact person of the company; nature of the business; name and the position of the countersigning person; name position, salary, years of employment (if applicable); purpose of the visit; person or entity that bears the applicant's travel and living costs.		
6	Evidence destination / host: -Letter (official format) from the company in Italy stamped and signed, containing: -Address and contacts of the company, nature of the business, name and position of the countersigning person, purpose and duration of stay, person or entity who will bear the travel and living costs, specification if the person needs to travel regularly. - Id card /passport copy of the person signing the invitation letter. - Registration in Italy of the inviting company. - Admission tickets for trade fairs and congresses (if applicable). -Hotel reservation or proof of other accommodation (containing the exact address in Italy). - Flight reservation or E-ticket (round trip). It is important that the code or the booking reference is shown on the reservation provided. In addition, in case the bookings were not done online, the name of the travel agent should be seen on the reservation as well		
7	Evidence financial means: - Proof of sufficient financial means to cover the costs of the stay guarantee (Up-to-date Company and personal bank account statement in English for the last 3 months duly signed and stamped by the Bank). -Official sponsorship containing information about a financial guarantee.		
8	Travel health insurance covering all Schengen countries, with a company having an assistance office within the Schengen area, for a minimum coverage of EUR 30.000, including medical treatment, emergency admission to hospital and repatriation.		

PLEASE NOTE:

- The visa must be applied for in person. (12 years of age or older).
- All documents must be presented in ORIGINAL and translated in ENGLISH.
- Currently, visa processing time is on average 21 calendar days.
- In all cases Visa application fee is non-refundable.

ATTENTION:

The Embassy of Italy has the right at any time to ask for further supporting documents and/or call the applicant for an interview. Handing in a complete set of documentation does not guarantee the delivery of the requested visa.

VAC REMARKS:

DATE:

APPLICANT'S NAME AND SIGNATURE: