



Ambasciata d'Italia

Amman

No	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 with residence in Jordan: proof of legal residence in Jordan, valid one month after the intended trip or permission to re-enter Jordan.		
3	One recent passport-size photo (not older than 6 months and with white background).		
4	Family booklet with translation in English		
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 employer's name). - Letter from the employer stating applicant's professional position, monthly salary and reason of travel to Italy and the party who will cover the applicant's expenditures		
6	Evidence destination / host: - Invitation 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. - 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 (<i>if applicable</i>). - Documents demonstrating the existence of trade relations with Italian companies. - 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 agency 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, saving books or credit card transactions). - Official sponsorship containing information about any 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**.
- Applications have to be submitted at least 21 days before the expected travel date.
- in all cases Visa application fee is non-refundable.
- **You are not allowed to take your passport after applying**

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: