



Ambasciata d'Italia
Amman

No	CHECKLIST FOR SHORT STAY VISA - TOURISM	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 Bitaq Usariya		
5	Evidence professional background -Certificate of employment, specifying the date of recruitment, position in the company, salary level, leave permission and contact details of employer -Documents confirming real estate ownership, company registration, retirement benefits. -Company owner: Original of the commercial registry and the company's annual license to operate. -For students: Proof of enrolment in school/university.		
6	Evidence destination / host: -If staying with a relative/friend, an invitation letter from the host (official format, according to Italian regulations) and a copy of their passport or ID. -If the inviting person is to cover the applicant expenses, the inviting person must provide evidence of possession of sufficient financial resources to cover the intended stay. -Proof of rental or ownership of property -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 personal bank account statement in English for the last 3 months duly signed and stamped by the Bank) -Letter of Guarantee from the guardian (undertaking to shoulder the cost of the applicant's living expenses and return travel expenses) for maid/au pair or family members who do not have income of their own to be presented with the guarantor's bank account and a copy of his/her passport or ID.		
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).
- 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: