

Checklist for Business Visas
- for short stays up to 90 days -

N.	List of required documents	Y	N	Notes
1	Schengen visa application form.			
	Form duly filled in all its sections, dated and signed by the applicant with a legible signature.			
	Date of the application's lodging at the Visa Office/Visa Application Centre.			
2	One passport-size photo.			
	ICAO format, colour, taken on a white background within the last six months.			
3	Valid passport, original + 1 copy.			
	Passport issued within the previous 10 years and valid for at least 3 months after the expiry date of the requested Visa.			
	At least two blank pages, preferably continuous.			
	Copy of the passport including: the page with personal data and signature, previous Schengen visas (if any).			
	For non-local applicants, valid local permit of stay (original + 1 copy).			
	Valid identity document (ID) + 1 copy (including attachment, copied unfolded).			
4	Flight ticket or reservation (round trip).			
	Documents must clearly state the applicant's name, airports of departure and destination, dates of the intended departure and return.			
5	Accommodation.			
	Hotel booking for the whole period of stay, clearly stating the dates of the check-in/out and the address of stay.			
6	Travel medical insurance.			
	Insurance covering any expenses arising in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during the stay.			
	Insurance valid throughout the Schengen area, 15 days beyond the date of the intended return.			
	Minimum coverage of 30.000 EUR.			
7	Proof of adequate financial means.			
	This may include: bank records (preferably in English) for the last 3 months from personal and employing company's bank account, duly sealed and signed by the Bank; employment certificate stating monthly salary.			
	Financial means commensurate with the duration of the stay, according to the Directive of the Italian Ministry of Interior.			

	Proof of the applicant's professional and social background.	
	This may include:	
8	<p>1. Proof of the business activity and of the relations with Italian counterpart:</p> <ul style="list-style-type: none"> - sealed copy of the business licence, certificate of the Chamber of Commerce and Industry; - invoices, shipping documents, local customs' receipts relating with deals with the Italian counterpart. 	
8	<p>2. For employees:</p> <p>a. Employment certificate drafted on the employing company's letter-headed paper and dated, bearing the company's seal and the owner's or the legal representative's signature. It must state the following:</p> <ul style="list-style-type: none"> - the name of the applying employee - his/her position in the company - salary and years of service - and approval for leave/absence - destination, duration and purpose of the stay - the person/company covering the costs of the visit - confirmation of position after return. <p>b. Employing company's sealed business licence.</p> <p>c. Work permit (if applicable)</p>	
	Invitation letter for business purposes.	
9	<p>a. Please, use the form available online on the Visa page of the Italian Consulate General in Jerusalem.</p> <p>b. Inviting company's business licence (Visura Camerale).</p> <p>c. Copy of the signatory's Italian passport/ID or permit of stay in Italy.</p>	
10	Visa fee.	
	Up front, non-refundable.	

Please note:

- Applications can only be lodged by appointment.
- Request for appointment has to be submitted at least 21 days before the intended date of departure.
- Visa applications must be lodged in person by applicants older than 12 years.
- All documents have to be produced in ORIGINAL, in English or in Arabic (in this case, with an official translation into English or Italian).
- All originals must be accompanied by photocopies.
- Applicants may be called for interviews to assert purpose of travel and other relevant information.
- Applicants may be asked to present any other document that the Consulate General might deem appropriate.
- APPEALS: According to the relevant regulations, refused applicants may appeal the decision after signing the rejection notice.

Applicant's name:	Tel. #:
Applicant's signature:	Date:

Insurance companies accredited to Schengen States for Palestine
Ahliea Insurance Group - AIG
Al-Takaful Palestinian Insurance Co.
Global United Insurance Company
Trust International Insurance Company - Palestine
National Insurance Company - NIC

Submission Officer
Biometrics Officer
Data Entry Officer
Document Check Officer
Data Check Officer