

**Checklist for Cultural and Scientific Events**  
**- for short stays up to 90 days -**

N.	List of required documents	Y	N	Notes
1	<b>Schengen visa application form.</b>			
	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	<b>One passport-size photo.</b>			
	ICAO format, colour, taken on a white background within the last six months.			
3	<b>Valid passport, original + 1 copy.</b>			
	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	<b>Flight reservation (round trip).</b>			
	Documents must clearly state the applicant's name, airports of departure and destination, dates of the intended departure and return.			
5	<b>Accommodation.</b>			
	Hotel booking for the whole period of stay, clearly stating the dates of the check-in/out and the address of stay.			
6	<b>Travel medical insurance.</b>			
	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	<b>Invitation letter.</b>			
	a. Please, use the form available online on the Visa page of the Italian Consulate General in Jerusalem. b. Copy of the signatory's Italian passport/ID or permit of stay in Italy.			

	<b>Proof of financial means.</b>			
	If travel expenses are covered by the applicant, he/she must prove his/her financial means or his/her parents' means, if dependent on them.			
<b>8</b>	This may include: bank records ( <b>preferably in English</b> ) for the last 3 months from personal bank account, duly sealed and signed by the Bank; employment certificate stating monthly salary; for retired applicants, proof of pension; any other document proving other source of regular income.			
	Financial means shall be commensurate with the duration of the stay, according to the Directive of the Italian Ministry of Interior.			
	<b>Proof of the applicant's professional and social background.</b>			
<b>9</b>	1. Employment certificate drafted on the sending organization's letter-headed paper and dated, bear the organization's seal and the the legal representative's signature. It must state the following: - the name of the applicant - his/her position in the organization - destination, duration and purpose of the stay - the person/company covering the costs of the visit - confirmation of position after return.			
	<b>10 Visa fee.</b>			
	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 Schengen regulations, refused applicants may appeal the decision after signing the rejection notice.

<b>Applicant's name:</b>	<b>Tel. #:</b>
<b>Applicant's signature:</b>	<b>Date:</b>

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

<b>Submission Officer</b>
<b>Biometrics Officer</b>
<b>Data Entry Officer</b>
<b>Document Check Officer</b>
<b>Data Check Officer</b>