

Checklist for Tourism 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.			
	For minors, application signed by both parents or the legal guardian. In case of guardians, the relevant documents testifying the guardianship.			
	For minors travelling unaccompanied by both parents, permission to leave the country signed by the non-accompanying parent, with his/her certified signature and copy of and his/her passport and identity document (ID - including "mulhaq libitaqet alhawiya", copied unfolded).			
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 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.			
	Proof of sponsorship and/or private accommodation on the dedicated form (also available online at the Visa page of the Italian Consulate General in Jerusalem) with a copy of the signatory's Italian passport/ID or permit of stay in Italy.			
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 financial means.			
	The applicant must prove his/her financial means or his/her parents' means, if dependent on them.			
	This may include: bank records (preferably in English) 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.			
8	Proof of the applicant's professional and social background.			
	This may include:			
	1. Employment certificate drafted on the company's letter-headed paper and dated, bear the company's seal and the owner's or the legal representative's signature. It must state the following: - the name of the applying employee - his/her position in the company - salary and years of service - approval for leave/absence - confirmation of position after return.			
	2. For <u>self-employed</u> applicants: any document proving his/her professional activity.			
	5. For minors/students, certificate of school/university enrolment/attendance, school's authorization of absence, parents' employment certificate (see point n. 1 in this section 8).			
9	Third-country nationals, family members of EU citizens.			
	Proof of the family relation, copy of the EU citizen's passport.			
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