



**Italian Embassy in Colombo**  
**VISA CHECKLIST**

	<b>STUDY</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>
1)	<b>Application Form</b> <ul style="list-style-type: none"> <li>• Completed visa application signed by the applicant;</li> <li>• Applications of minors should be signed by both parents.</li> </ul>			
2)	<b>Two recent passport size colored photographs</b> <ul style="list-style-type: none"> <li>• Full face on white background, one photo attached to application.</li> </ul>			
3)	<b>Current Passport</b> <ul style="list-style-type: none"> <li>• Passport must have at least two blank pages;</li> <li>• Passport must be valid for a period of at least 3 months beyond the date of return to Sri Lanka;</li> <li>• Copy of current and previous Passport bio-data page;</li> <li>• Copy of ID.</li> </ul>			
4)	<b>Covering Letter</b> drafted by the applicant and explaining travel plan and purpose of visit			
5)	<b>General Study visa</b> ( <i>ensure the following documents are included</i> ) <ol style="list-style-type: none"> <li>1. "Dichiarazione di Valore" (Declaration of Value), providing the applicant's educational or professional certificates with the "Dichiarazione di Valore" duly legalized by the Consular office of this Embassy, or alternatively, a CIMEA certificate if advised by the educational institution.</li> <li>2. Documented Guarantees regarding the study course, professional formation, or cultural activity that the applicant intends to undertake;</li> <li>3. Documented Financial Guarantees demonstrating adequate financial means of sustenance, meeting or exceeding the figures established by the Internal Ministry as per Article 4, comma 3 of the T.U. 268/1998. Alternatively, applicant must provide evidence of a scholarship from the Italian institution.</li> <li>4. Proof of acceptance of enrolment by the Italian School, University, or Institution. This document should specify the duration of the course, course structure, accommodation details, financial grants (if applicable), and any other relevant information.</li> <li>5. Receipt of payment for tuition fees;</li> <li>6. Proof of Accommodation arrangements in Italy.</li> </ol> <b>Research-based Study visa</b> ( <i>ensure these additional documents are included</i> ) <ol style="list-style-type: none"> <li>7. <u>If the study activity is research-oriented and does not involve paid professional work</u>, the inviting research institute should provide a declaration confirming that there is no remuneration / recourse to work (either autonomous or subordinate) and that the scholarship only covers expenses<sup>1</sup>;</li> <li>8. Financial Documents: salary slips for the last 3 months (if applicable), EPF and ETF contribution statements, personal bank account statements (current, savings, fixed deposit, etc.) for the last 3 months, certified valuations for both movable and immovable assets, bank guarantee ('Fideiussione Bancaria') in favor of the applicant prepared by a sponsor/institute/university;</li> <li>9. <u>If the applicant is employed</u>, a letter from current employer explaining the purpose of visit, date of commencement of employment, professional status, confirmation of approved leave, and details regarding who will bear the travel / additional expenses;</li> <li>10. <u>If the applicant is a student</u>, a letter from school/college/institute/university granting permission for academic leave;</li> <li>11. <u>If study activity entail health-related activities</u>, authorization from the 'Ministero della Salute' (Ministry of Health) is required. In the absence of this authorization, the applicant must obtain a no-objection authorization certificate ('Nulla Osta') from the 'Ministero della Salute' or a specific declaration from the Italian research institute which should be forwarded to both the 'Ministero della Salute' and the Italian Embassy in Colombo.</li> </ol>			

<sup>1</sup> In compliance with Article 27 of the T.U. 286/1998, university professors and researchers undertaking academic tasks or remunerative research activities with Italian universities or institutes of instruction may require a work visa (subordinate or autonomous).

6)	<b>Financial Sponsorship by a 3rd person (if any)</b> <ul style="list-style-type: none"> <li>• If an applicant is financially supported by a third party, it is mandatory for the sponsor to provide the following documentation: <ul style="list-style-type: none"> <li>○ A letter from the sponsor explaining the reasons for financially supporting the applicant and outlining the nature of the relationship / family bonds, if any, between the sponsor and the applicant;</li> <li>○ A letter of employment / proof of the sponsor's business, establishing their financial capability to support the applicant;</li> <li>○ Bank statements for the sponsor's accounts for the past three months. This should encompass fixed deposits, current accounts, and savings accounts, providing a clear picture of the sponsor's financial stability;</li> <li>○ Certified valuations for both movable and immovable assets owned by the sponsor.</li> </ul> </li> </ul>			
7)	<b>Insurance</b> <ul style="list-style-type: none"> <li>• Coverage should include overseas medical insurance for a period of minimum 30 days, with the understanding that the applicant will enroll in an insurance scheme upon arriving in Italy. Once in Italy, the applicant should promptly enroll in the designated insurance scheme to ensure continued coverage throughout their stay.</li> </ul>			
8)	<b>Foreign Exchange</b> <ul style="list-style-type: none"> <li>• Letter from the Bank stating the issuance of foreign exchange on receipt of visa;</li> <li>• Most recent credit card statements.</li> </ul>			
9)	<b>Confirmed Flight Ticket Reservation</b> issued by an airline or travel agency			
10)	<b>Proof of Previous Travel (if any)</b> - Copy of visas issued in the last two years by Schengen countries, UK, Ireland, USA, Canada, Australia and New Zealand.			

Please note:

- The Embassy reserves the right to request further documentation if and when required;
- All documents should be provided in original accompanied with a set of photocopies in A4 size;
- Documents in Sinhalese, Tamil or any other language must be presented with an official English or Italian translation and legalized by the Embassy of Italy in Colombo or in case of non-Sri Lankan nationals certified by the respective Embassy / High Commission / Consulate based in Colombo.

Any Comments (include any explanations for missing documents): .....

.....

Please sign below that you have read and seen this checklist

.....  
**Applicant's Signature**  
**Date** ...../...../.....

.....  
**Submission Officer**  
**Date** ...../...../.....