



**Italian Embassy in Colombo**  
VISA CHECKLIST

	<b>RELIGIOUS</b>	yes	no	n/a
1)	<b>Application Form</b> • Completed visa application signed by the applicant.			
2)	<b>Two recent passport size coloured photograph</b> • Full face on white background.			
3)	<b>Current Passport</b> • Passport must contain at least one blank page available; • Passport must be valid for a period of at least 3 months beyond the date of return to Sri Lanka; • Copy of current and previous Passport bio-data page.			
4)	<b>Covering Letter</b> drafted by the applicant and explaining travel plan and purpose of visit • The covering letter should be drafted in both Italian and English.			
5)	<b>Third Person Note ('Note Verbale') from the Apostolic Nunciature in Colombo</b> • The note should confirm the type of visa and the religious purpose of the visit.			
6)	<b>Sponsorship letter from the host Congregation in Italy</b> • The sponsorship letter must be attested by the Vatican's Secretary of State and it should confirm sponsorship for the applicant's board, lodging, and medical/travel/accident insurance. It should also provide comprehensive details about the applicant and the religious purpose of the visit.			
7)	<b>Letter from the Sri Lankan Congregation and the Bishop of the Archdiocese</b> • The letter should explain the religious purpose of the visit.			
8)	<b>Insurance</b> • Travel, medical and accident insurance policy as per travel itinerary (cover of at least € 30,000).			
9)	<b>Confirmed Flight Ticket Reservation</b> issued by airline or travel agency.			

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 must be legalized by the Embassy of Italy in Colombo. In case of non-Sri Lankan nationals, documents must be certified by the respective Embassy / High Commission / Consulate based in Colombo.

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

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Please sign below that you have read and seen this checklist

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

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