

## CHECKLIST FOR VISITING FAMILY AND FRIENDS APPLICATION

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| 1.  | <input type="checkbox"/> | <b>Visa application, duly filled out in English and signed by the applicant (for minors: signed by parents or legal guardian)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.  | <input type="checkbox"/> | <b>Two recent passport pictures</b><br><i>Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye colour must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background). Any alterations (like Photoshop etc.) are strictly forbidden.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.  | <input type="checkbox"/> | <b>Valid passport</b><br><i>At least two free pages, validity of at least 90 days after expiration of Visa requested and at least 6 months from the date of submission; duly signed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4.  | <input type="checkbox"/> | <b>Round Trip air ticket booking</b><br><i>Document must be in English or in Italian language, must be issued by airline or travel agency, must report full name of applicant as per passport</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.  | <input type="checkbox"/> | <b>Proof of accommodation provided by host in Italy</b><br><i>Invitation Letter filled up and signed by the host in Italy. Please download form: <a href="http://www.vfsglobal.com/italy/thailand/pdf/Italy-thailand-Invitation-letter.pdf">http://www.vfsglobal.com/italy/thailand/pdf/Italy-thailand-Invitation-letter.pdf</a><br/>If the host in Italy is an EU citizen: ID or Passport copy including signature page /if the host is not Italian citizen: proof of residency in Italy.<br/>If the host in Italy is a non-EU citizen: Passport copy including signature page and Italian residence permit copy<br/>If the host in Italy is a family member, family relationship must be proved (Birth certificate, House registration, marriage certificate)<br/><b>If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy is required.</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6.  | <input type="checkbox"/> | <b>Evidence of applicant's employment</b><br><i><b>If applicant is an employee:</b> headed paper company's original approved letter should report: full name of applicant, job position of applicant, salary, indication of the number of vacation days, company stamp, signature of manager, full address of company, telephone number of company, letter's date of issue must be within 30 days;<br/><b>if applicant is business owner:</b> Business License (from DBD) valid for 90 days together with English translation</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.  | <input type="checkbox"/> | <b>Proof of economic situation in the country of residence</b><br><i>Statement of the last 3 months updated to maximum 7 days before the date of submission with stable transactions, name of applicant shown on the statement must be the same as on passport, savings accounts with positive balance, (no fixed accounts).</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.  | <input type="checkbox"/> | <b>(If applicable) for applicants with insufficient finances sponsored by the host in Italy:</b><br><i><b>Fidejussione</b> in original and copy issued from Italian banks only. Needed only in case of applicant's insufficient finances.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.  | <input type="checkbox"/> | <b>(If applicable) for applicants with insufficient finances sponsored by family members:</b><br><i>Sponsor letter from the person who wishes to sponsor the applicant (only close family members: parents, spouse, siblings, sons and daughters), proof of family relationship must be submitted (original and copy of birth certificate or house registration or marriage certificate) together with translation in English and statement of the last three months of sponsor's account updated to maximum 7 days before date of submissions.<br/><b>If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy in Thailand is required.</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 10. | <input type="checkbox"/> | <b>(If applicable) Name Change certificate</b><br><i>Original and copy, translation in English or Italian.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11. | <input type="checkbox"/> | <b>If students applying:</b><br><i><b>Original letter from the school, dated within the current academic year, must report:</b><br/>Full name of applicant, full name and address of school, telephone number of the school, signature of person giving permission.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13. | <input type="checkbox"/> | <b>Overseas medical insurance</b><br><i>Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, the stamp and signature of the insurance company are mandatory.<br/>Please click here to see the list of insurance companies accepted by the Embassies:<br/><a href="https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-insurance-C.pdf">https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-insurance-C.pdf</a></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 14. | <input type="checkbox"/> | <b>(Only applicable for Non-Thai citizens)</b> <i>Original and copy of work permit, Re-Entry stamp from Thai immigration, valid after coming back from the Schengen states. <b>If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy in Thailand is required</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15. | <input type="checkbox"/> | <b>(Only applicable for minors applying)</b><br><i><b>If applicant is traveling with both parents:</b> original and copy of birth certificate and house registration with translation in English.<br/><b>If applicant is under 18 and traveling with one of the parents:</b> original consent letter from District, legalized through the Ministry of Foreign Affairs, to be signed by the parent who is not traveling together with the minor, translated into English, birth certificate (copy and original) with translation in English and house registration (original and copy) with translation in English.<br/><b>If minor is traveling alone:</b> original consent letter to travel abroad from the District, legalized through the Ministry of Foreign Affairs, signed by both parents, translated into English, birth certificate (original and copy) with translation in English and house registration (original and copy) with translation in English.<br/><b>If one of the parents passed away, death certificate (original and copy) together with translation in English.</b><br/><b>If one of the parents has exclusive parental power, the Court Decree ordering it, legalized through the Ministry of Foreign Affairs, must be shown, translated in English.</b><br/><b>If submitting documents from countries other than Thailand, legalization from competent Embassy in Thailand is required.</b></i> |
| 16. | <input type="checkbox"/> | <b>Two copies of applicant's passport's first page and copies of previous Schengen visas.</b><br><i>If Visas are in old passport: copy of first page of passport and copies of relevant visas</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**IMPORTANT NOTES:**

In case the applicant wishes to apply for a multiple visa, the application format must be double signed also on the third page near the sentence "I am aware of the need to have an adequate travel medical insurance for my first stay". An explanation letter for the reason of such request must also be provided together with proof of future trips to Italy.

After applying for the Visa, the applicants will not be able to collect their passports from the Embassy. The processing time for a Visa application is maximum 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period.

The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

**Dear Applicant,**

**A complete application is a crucial step for a fast processing of your visa.**

**If the Visa Application Center asks to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that our staff is addressed by the Italian Embassy in Bangkok NOT to accept any incomplete / incorrect applications.**

**I, the applicant declare that I have also received back all my Original documents, which I had showcased as evidence to the VFS counter staff.**

**Date:**

**Signature of Applicant:**

Name of VFS Staff:

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| <p>Name of VFS Staff:</p> |
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