

## CHECKLIST FOR TRANSIT SCHENGEN VISA

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> <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 color 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> <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>Air ticket booking</b> <i>(in English or Italian language) and copy of the visa of the country of final destination if applicable</i>
5.	<input type="checkbox"/>	<b>For seamen</b> <i>Letter from the Italian custom authorities stating that the applicant is allowed to board on the Italian harbour, with stamp of the local "Capitaneria di porto"</i>
6.	<input type="checkbox"/>	<b>For Airport Transit</b> <i>Declaration of the necessity to pass through a Schengen country.</i>
7.	<input type="checkbox"/>	<b>Proof of economic situation in country of residence</b> <i>Statement of the last 3 months updated to maximum 7 days before date of submission with stable transactions, name of applicant shown on the statement must be same on passport, savings accounts with positive balance, no fixed accounts.</i>
8.	<input type="checkbox"/>	<b>Evidence of applicant's employment</b> <i>If applicant is an employee: 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; if applicant is business owner: Business License (from DBD) valid for 90 days together with English translation</i>
9.	<input type="checkbox"/>	<b>For Seamen</b> <i>Original and copy of the seamen book.</i>
10.	<input type="checkbox"/>	<b>Overseas medical insurance</b> <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.</i> <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>
11.	<input type="checkbox"/>	<b>(If applicable) Name Change certificate</b> <i>Original and copy, plus translation in English or Italian language</i>
12.	<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. If submitting documents, to prove family relationships, from countries other than Thailand, legalization from competent Embassy or Consulate is required.</i>
13.	<input type="checkbox"/>	<b>Two copies of applicant's passport's first page and copies of previous visas issued in the last 5 years from (Schengen, UK, USA, Canada).</b> <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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