

## CHECKLIST FOR BUSINESS SCHENGEN VISA

1.	<input type="checkbox"/>	<b>Visa application, duly filled out in English and signed by the applicant</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>Letter of intention</b> <i>Document must be in English or Italian language, must include the travel purpose and a description of the planned trip, duly signed by the applicant.</i>
5.	<input type="checkbox"/>	<b>Round Trip air ticket booking</b> <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>
6.	<input type="checkbox"/>	<b>Invitation letter in Italian from business partner / company in Italy and visura camerale (Italian Chamber of Commerce Registration)</b> <b>Please use the following format:</b> <i>Invitation Letter Format Business Visitors.</i> <i>Full name of the applicant, name and full address of Thai company employing the applicant, period of stay in Italy and Schengen countries, purpose of visit, signature of the authorized inviter and stamp of the company, letter stating name and function of the signing person, ID/Passport copy of the person who signed invitation letter.</i> <b>If relevant:</b> <i>entry tickets for event fairs.</i> <b>(Only for applicants attending medical trainings) Declaration, in the invitation letter, stating that the applicant will not be involved with real patients.</b>
7.	<input type="checkbox"/>	<b>Hotel booking (if accommodation is not provided by inviting company)</b> <i>Document must be in English or in Italian language, reservations must cover the whole duration of the trip, document must contain hotel name, hotel address, name of the applicant as per passport</i>
8.	<input type="checkbox"/>	<b>Exact itinerary</b> <i>Dates, cities, transports used to move across Schengen Area, if travelling to Non-Schengen Country during same trip, transport ticket and valid visa (for the Non-Schengen country) are needed.</i>
9.	<input type="checkbox"/>	<b>Proof of financial situation in country of residence</b> <i>Applicant's original personal account statement in English with bank stamp and signature of the last three months updated to maximum 7 days before the date of submission - name of applicant (not in Thai alphabet) shown on the statement must be the same as on passport -; Thai company account statement in English with bank stamp and signature of the last three months updated to maximum 7 days before the date of submission (must be positive and stable).</i>
10.	<input type="checkbox"/>	<b>Evidence of applicant's employment</b> <b>If applicant is an employee:</b> <i>Original employment letter, reporting Full name of applicant, Job position of applicant, Salary of applicant, Period of leave, Years of service in the company, Company stamp, Signature of manager, Full address of company, Telephone number of company. Letter's date of issue must be within 30 days.</i> <b>If applicant is business owner:</b> <i>Original Business License (from DBD) valid for 90 days together with English translation.</i>
11.	<input type="checkbox"/>	<b>Overseas medical insurance</b> <i>Must cover whole period of stay, must report full name (not in Thai alphabet) 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, stamp and signature of 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>
12.	<input type="checkbox"/>	<b>Only for Non-Thai citizens: Work Permit, Visa and Re-entry Permit</b> <i>Original Work Permit and copy, Visa and Re-Entry permit from Thai Immigration valid after coming back from Schengen States.</i>
13.	<input type="checkbox"/>	<b>(If applicable) Name Change Certificate</b> <i>Original and copy, translation in English or Italian.</i>
14.	<input type="checkbox"/>	<b>Two copies of applicant's passport's first page and copies of previous visas issued in the last 5 years by Schengen, UK, USA, or Canada.</b> <i>If Visas are in old passport: copy of first page of old 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:**

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Name of VFS Staff:

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