

CHECKLIST FOR TOURISM SCHENGEN VISA

(for the exclusive use of travel agencies)

1.	<input type="checkbox"/>	Visa application form duly filled out in English and signed by the applicant (for minors, signed by parents or legal guardian).
2.	<input type="checkbox"/>	<p>One passport photo (not to be affixed on the visa application form)</p> <p><i>Photo requirements must comply with ICAO specifications:</i> https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex A-Photograph Guidelines.pdf</p> <p><i>[no more than 6-months old; 35–40 mm in width; white background; appropriate brightness and contrast; the person must look straight to the camera with a neutral expression, mouth closed and eyes open and clearly visible; the head must take 2/3 of the photograph; head coverings are not permitted except for religious reasons. Any alterations (such as Photoshop etc.) are strictly forbidden]</i></p>
3.	<input type="checkbox"/>	Valid passport with at least two blank pages and validity of at least three months extending after the date of departure from the Schengen Area.
4.	<input type="checkbox"/>	Cover letter (one page maximum) signed by the applicant, in English or Italian. It must include the purpose of the intended stay and any relevant information to facilitate the examination of the visa application.
5.	<input type="checkbox"/>	Letter from the travel agency with stamp and signature of the manager, in English. It must include: list of applicants, exact itinerary and travel agency's contact information.
6.	<input type="checkbox"/>	Round-trip airline ticket or booking confirmation issued by the travel agency or the airline, in English or Italian. It must show the list of applicants with their full names as reported in their passports.
7.	<input type="checkbox"/>	Hotel booking confirmation with stamp and signature of the hotel manager or travel agency, in English or Italian. Proof of accommodation must cover the whole duration of the intended stay and show the name of the applicants.
8.	<input type="checkbox"/>	Proof of economic means of subsistence Original bank statement in English with bank stamp and signature issued no more than 7 days before the submission of visa application. It must cover the financial transactions of at least 3 months and show the name of the applicant as reported in their passport. <i>If applicable, the bank statement must report the deposits of salary according to the employment letter.</i>
9.	<input type="checkbox"/>	Evidence of applicant's employment <i>If the applicant is an employee</i> , original letter in English from the company with company stamp and signature of the manager issued no more than 30 days before the submission of visa application. It must include: full name of applicant, job position, salary, number of days of approved vacation and company's contact information; <i>if the applicant is a business owner</i> , business registration certificate issued by the Department of Business Development/Ministry of Commerce no more than 90 days before the submission of visa application (English version or with English translation).
10.	<input type="checkbox"/>	(If applicable) for students , original letter in English from the school with school stamp and signature of the principal issued in the current academic year. It must include: full name of applicant and school's contact information.
12.	<input type="checkbox"/>	(If applicable) for applicants with insufficient means of subsistence , sponsorship letter with signature and copy of ID of a family member (spouse, parent, son or daughter, sibling), proof of family relationship (original and copy of birth certificate, house registration or marital status certificate with English translation), bank statement and evidence of employment of the sponsor with the same specifications indicated in point no. 8 and point no. 9 of the checklist.
13.	<input type="checkbox"/>	(If applicable) change of name certificate(s) , original and copy with English translation.
14.	<input type="checkbox"/>	Travel medical insurance certificate in English with a minimum coverage of 30,000.00 EUR. It must be valid for the whole Schengen Area and cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during the entire period of intended stay. The travel medical insurance must show the full name of the applicant as reported in their passport. The common list of Schengen travel medical insurance companies can be found at this link: https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-insurance-C.pdf
15.	<input type="checkbox"/>	(If applicable) for non-Thai/Cambodian/Laotian citizens , re-entry stamp from Immigration, original and copy of work permit.
16.	<input type="checkbox"/>	<p>(If applicable) for minors:</p> <p><i>If the applicant is travelling with both parents</i>, original and copy of birth certificate with English translation.</p> <p><i>If the applicant is travelling with one parent only</i>, original and copy of birth certificate with English translation together with original consent letter from the competent Authority signed by the parent who is not travelling with the minor with English translation. The consent letter must be legalized by the local Ministry of Foreign Affairs.</p> <p><i>If the applicant is travelling without parents</i>: original and copy of birth certificate with English translation together with original consent letters from the competent Authority signed by both parents with English translation. The consent letters must be legalized by the local Ministry of Foreign Affairs.</p> <p><i>If one of the parents has passed away</i>, original and copy of death certificate with English translation.</p> <p><i>If one of the parents has exclusive parental responsibility</i>, original and copy of court verdict or certification from the competent Authority with English translation. The document must be legalized by the local Ministry of Foreign Affairs.</p>
17.	<input type="checkbox"/>	Two copies of passport and one copy of previous visas (only Schengen, UK, USA and Canada visas issued in the last 5 years; if visas are affixed in the old passport, a copy of the old travel document is also required).

IMPORTANT NOTES:

Visa applications shall be lodged in person by the applicant at one of the Visa Application Centres of VFS Global only if the they have registered residence in this consular jurisdiction (Thailand, Cambodia and Laos).

Pursuant to Art. 5 of Visa Code, the Member State competent for examining and deciding on an application for a Schengen visa shall be: the Member State whose territory constitutes the sole destination of the visit(s); if the visit includes more than one destination, or if several separate visits are to be carried out within a period of two months, the Member State whose territory constitutes the main destination of the visit(s) in terms of the length of stay, counted in days, or the purpose of stay; if no main destination can be determined, the Member State whose external border the applicant intends to cross in order to enter the Schengen Area.

Pursuant to Art. 9 of Visa Code, visa applications shall be lodged no more than six months and, as a rule, no later than 15 calendar days before the start of the intended visit. In justified individual cases of urgency, the Embassy of Italy allows the lodging of applications later than 15 calendar days before the start of the intended visit.

Pursuant to Art. 23 of Visa Code, visa applications shall be decided on within 15 calendar days of the date of the lodging of an application. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further scrutiny of the application is needed.

During the examination of the application, the applicant will not be able to collect their passport from the Embassy of Italy.

The Embassy of Italy may in justified cases carry out an interview with the applicant and request additional documents.

Dear Applicant,

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

Therefore, you are kindly requested to provide all the supporting documents required by the Embassy of Italy and mentioned in the checklist.

Please consider that in principle official documents issued by countries other than Thailand must be shown in original after Apostille/legalization by the competent Authority/Italian Consulate and with certified translation. Consular declarations concerning vital records issued by local embassies are also accepted.

Lastly, please be informed that submitting all required documents does NOT guarantee the issuance of the Schengen visa.

Date:

Signature of Applicant:

Name of VFS Staff:

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