CHECKLIST FOR <u>BUSINESS</u> SCHENGEN VISA

1.	☐	**Visa application, duly filled out in English and signed by the applicant**
2.	☐	**Two recent passport pictures** (*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*.
3.	☐	**Valid passport** *At least two free pages, validity of at least 90 days after expiration of Visa requested; duly signed*.
4.	☐	**UK eVisa share code (Immigration status*)*** *Valid for at least 1 month after coming back from the Schengen states*.
5.	☐	**Two copies of applicant's passport's first page and copies of previous visas issued in the last 3 years from any other Schengen country (if available).** *If Visas are in old passport*: *copy of the first page of the old passport and copies of relevant visas*.
6.	☐	**Invitation form issued by the Company in Italy + ID/Passport copy of the person who signed invitation letter + Visura Camerale** ***The inviting person in Italy MUST use the following format*:** *Invitation Letter Format Business Visitors*. ***The name of the person signing the invitation form must appear in the Visura Camerale***
7.	☐	**Evidence of applicant's employment** ***If the applicant is an employee***: *Headed paper company's original approved letter should report: full name of applicant, job position of applicant, salary, company stamp, signature of manager, full address of company, telephone number of company, letter's date of issue must be within 30 days before date of Visa submission + latest 3 months pay slips + Full Business Certificate of Incorporation of the employer.* ***If the applicant is Self-Employed:*** *Full Business Certificate of Incorporation + last 3 months Business Bank Statement + latest tax return or Accountant letter dated within 30 days before date of submission + latest tax return. Accountant letter must include accountant's full name, contact details, position of signatory and registration number in the UK. The letter must also state the annual salary drawn from the company.* ***If the applicant is Sole Trader***: *Letter from HMRC with UTR code + latest tax return if available.*
8.	☐	**Exact itinerary** *Dates, cities, transports used to move across Schengen Area; if travelling to a Non-Schengen country during the same trip, transport ticket and valid visa* (*for the non-Schengen country*) *is needed*.
9.	☐	**Round Trip transports ticket booking** *Document must be in English or in Italian language, reservations must be issued by the airline, train company or ferry company, must be fully paid, must report full name of applicant as per passport. If traveling by car, driving license, car registration, car insurance must be submitted.* ***If the driver is not the applicant***: *a cover letter + copy of the driving license of the driver is as well required.*
10.	☐	**Hotel booking (if accommodation is not provided by inviting company)** *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.*
11.	☐	**Overseas medical insurance <u>Certificate</u>** *Must be issued by an insurance company in the UK or in the Schengen area. Must cover the 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.*
12.	☐	**Proof of economic situation in country of residence** *Statement of the last 3 months updated to maximum 1 month before date of submission with stable transactions, name of the applicant shown on the statement must be the same as on passport, current accounts with positive balance only, or savings accounts*. *If in possession of a credit card, it is recommended to provide the statement showing the credit monthly limit.*
13.	☐	**For Citizens of Pakistan, Afghanistan, Iraq, Palestine, Yemen and Travel Documents Holders (with the three letters code XXA or XXB appearing in the ICAO) need to provide full names of mother and father and it must result from a birth certificate or Consular declaration.**

IMPORTANT NOTES:

It is recommended to provide a cover letter.

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 can take up to 45 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.
Please do not provide any document in the form of a screenshot or photo. All documents must be presented in A4 format.

I, the applicant declare that I have been informed by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I 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: