

BEFOREHAND: PRELIMINARY INFORMATION

1. The applicant for the Schengen visa has to apply at the Embassy of the Country of his/her main destination (according to the purpose of the journey and the length of stay).
2. As for visas to Italy, we suggest you to visit the website (of the Ministry of Foreign Affairs and International Cooperation) <http://vistoperitalia.esteri.it/> where all the relevant information concerning visa issuance to Italy are displayed.
3. Be sure that the passport be valid for at least 3 months after planned departure date from Schengen area and that it was issued less than 10 years ago. The passport must have at least two consecutive blank pages for the visa and stamps.
4. Check your departure date, reminding that the processing time for the visa is 15 calendar days. It is applicant's responsibility to take the necessary precautions in order to meet the time requirements. An application lodged less than 15 calendar days before the intended departure may be accepted, but the processing time may take up to 15 calendar days.

Important notes:

- All introductions of false or fraudulent documents can lead to a judicial inquiry and the refusal of the visa.
- In individual cases, additional documents may be requested on top of those listed, where such a need appears during the examination of the application.
- The documents submitted for visa does not guarantee issuance of the visa and the possession of a visa does not confer automatic a right of entry in the Schengen area.

Once you have checked all the above requirements, you can start preparing the visa documents.

Fee: The consular fee must be paid in cash (VND). The amount may slightly change every three months;

Documents: The applicant shall present the true copy of each document. All the documents written in Vietnamese language must be translated into English or Italian. The documents have to be submitted personally by the applicant.

The invitation letters from Italy (tourism, business, invite or others) should be sent in advance by email to the Embassy -please use email address visti.hanoi@esteri.it; applications without previous emailing of invitation letters will not be accepted.

Interviews: The Visa Office of the Embassy may interview any applicant, regardless if he/she has obtained a previous Schengen visas.

Groups of applicants of more than 5 people presenting their visa requests through an agent (travel agency, local Company, government Offices) must ask for an appointment at the Embassy to lodge their applications.