



Consulate General of Tourist Visa Application Checklist

Passport/Travel Document	<ul style="list-style-type: none"> a) Issued within the previous 10 years. Validity must not exceed 10 years; b) No handwritten passports will be accepted. Passports with any manual observations will not be accepted; c) Passport must have a validity of at least 3 months after intended stay and a minimum of 2 blank pages. 	
Visa Application Form duly completed	<ul style="list-style-type: none"> a) Applicant's signature on form is mandatory. Application form for minors has to be signed by both parents; b) 2 photographs to be submitted: http://www.vfs-italy.co.in/photo_specifications.html c) Travel dates and duration of stay must be mentioned. d) Contact details must be mentioned. 	
Check list	Tick the documents submitted	
Covering Letter in original (not photocopy) on company letterhead if applicant is a proprietor	<ul style="list-style-type: none"> - Name of applicant and other members traveling. - Travel dates, itinerary and duration of stay. - Who is going to bear the expenses. - Purpose of the visit. 	
Leave Sanction Letter from employer in original (not photocopy) on company letterhead	<ul style="list-style-type: none"> - Mentioning the dates of leave sanctioned. - Name, designation and signature of the authorized signatory 	
Travel Itinerary / Complete stay details	Confirmed hotel reservation covering travel dates. If the applicant is travelling to any other Schengen countries also apart from Italy, then hotel bookings for the same are required.	
	<p><i>In case of sponsor:</i></p> <ul style="list-style-type: none"> - Invitation letter (<i>Lettera d'invito</i>) accompanied by: - Passport/Identity card of the Sponsor 	
For Minors Travelling	<p><i>In case of Minor travelling with any one parent or with a third party:</i> parents of the minor will have to sign a Consent form at the Consulate General of Italy, Mumbai. Appointment needs to be booked by writing at consolare.mumbai@esteri.it</p> <p>An alternative option to the above process is: Affidavit of the parents stating that they have no objection to the travel of the minor. The affidavit has to be notarized and legalized by the competent Home Department of the State of Residence and duly Apostilled by the MEA.</p> <p>For parents residing in Italy, a self-declaration with authenticated signature, obtainable at their Municipality of residence (Comune) will need to be provided in original.</p>	
Financial Status /means of Sustenance as per Requisite Funds Matrix	<ul style="list-style-type: none"> - Salary slips (in case employed) of the last 3 months. - Personal 3 months Salary Bank Statement in original (not photocopy) duly stamped and signed (employee nr. must be clearly visible). KINDLY INFORM THE BANK THAT YOU NEED IT TO APPLY FOR VISA. - ITR acknowledgement only for the last three assessment years. - In case of Proprietorship: Original Company Bank statement for the last three months and Company Registration certificate. 	

Passport and Visa copies of the applicant	Photocopy (One copy of the front page, one copy of the last page) Photocopies of all previous Schengen Visas. Photocopies of valid US and UK Visas.	
Overseas medical insurance	Minimum 10 days insurance is mandatory from the travel date with coverage of Euros 30000 inclusive of a repatriation clause	
Air Ticket	Return flight details or airlines reservation printout. Proof of all internal travels within the Schengen territory including train bookings, car rentals.	

More info at: <https://vistoperitalia.esteri.it/home/en>

PLEASE NOTE: - The Consulate General of Italy reserves the right to request for additional documents or personal interview.