



Italy Document Checklist Tourist

Italy Tourist Visa Document Checklist

Document	Description	Format
Application form	<ul style="list-style-type: none">Filled by teleport team signed by applicant2 signatures of the applicant (page 3-column 37 and page 4)Application form for minors has to be signed by both the parents in both the places.	Application form - Kolkata Jurisdiction Application form - Mumbai Jurisdiction Application form - Delhi Jurisdiction
Original Passport	<ul style="list-style-type: none">At least have a validity of 3 months after intended stay.Have at least 2 Blank Pages.Two set photocopy of Applicant passportHas been issued within the previous 10 years, and the validity must not exceed 10 years	
Old passport	If any	
Passport and Past Visas Photocopies	<ul style="list-style-type: none">One copy of the front pageOne copy of the last pagePhotocopies of all previous Schengen VisasPhotocopies of valid US and UK Visas.	
Visa Checklist	Tick the documents submitted	Checklist Document
2 Photographs	<ul style="list-style-type: none">Two recent passport size photo with white background3.5 x 4.5cm with white background	Photo Guidelines
Flight tickets	Onward and return both	
Proof of internal travel	Proof of transport within schengen region. Can be train bookings, cart rental etc	
Hotel tickets	<ul style="list-style-type: none">Confirmed hotel reservation covering travel dates.If the applicant is travelling to any other Schengen countries also apart from Italy, then hotel booking for the same is required	
Appointment slip	Appointment slip needs to be downloaded and to be uploaded on the customers teleport application. This needs be carried on the day of appointment	
Insurance	<ul style="list-style-type: none">Travel insurance covering not less than 30,000 EurosMinimum 10 days insurance is mandatory from the travel date.	
Bank Statement	<ul style="list-style-type: none">Personal 3 months Bank Statement in original with Bank stamp and signatureBank statement should be of 6 months for those applying from Delhi jurisdiction	
ITR	<ul style="list-style-type: none">ITR acknowledgement for the last three assessment years or form 16AShould show the bar code	
If employed	<ul style="list-style-type: none">NOC: Mentioning the dates of leave sanctioned on company letterhead, full name, designation and signature of the authorized signatoryLatest 3 months pay slipsLatest 3 years Income Tax ReturnEmployment contract / Appointment letter	

If self- employed	<ul style="list-style-type: none">Full Business Certificate of Incorporation/GST/Registration proofLast 3 months Company Bank StatementLatest 3 years Company Income Tax Return	
If retired	<ul style="list-style-type: none">3 months pension statementProof of income generated by ownership of property or businessIf sponsored by Children – Children’s financials (Bank statements, ITR, passport copy, Declaration of sponsorship)	
If student	<ul style="list-style-type: none">Proof of enrollment/ registration in school/ College/ UniversityOriginal letter from the school, dated within 30 days before date of submission must report: Full name of the applicant, full name and address of school, telephone number of the school, signature of the Head of Department.	
Cover letter	Should mention: <ul style="list-style-type: none">Name of applicant and other members travelingTravel dates, itinerary and duration of stayWho is going to bear the expensesPurpose of the visit	Cover Letter Template
If Minor	<p>In case of Minor travelling with any one parent or with a third party:</p> <ul style="list-style-type: none">Affidavit from the parent/s stating that he/she has 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. The parent/s resident in Italy can make a similar self- declaration with a copy of his/her stay permit and passport, with the signature authenticated by the ComuneAn alternative option to the above process, parents of the minor can sign a Consent form at the Consulate General of Italy, Mumbai along with a copy of their passports (any govt. photo id with signature). Presence of the parents is mandatory, with original/copy of the minor’s birth certificate.NOTE: copy of parents ID need to be attached. <p>In case of Minor traveling with both the parents:</p> <ul style="list-style-type: none">Affidavit of consent is not required, provided that the names of both parents appear on the said minor’s passportNOTE: copy of parents ID need to be attached.	
If sponsored	<ul style="list-style-type: none">Invitation letter from Italy (Lettera d’invito) accompanied by a copy of identification: passport or Identity card for Italian Sponsor.Passport, Identity card and permit of stay for foreigner resident in Italy.	Sponsorship Letter Template
If traveling as a package group tour	<ul style="list-style-type: none">Covering letter from Tour operator as per Link with list of passengers booked for a particular package tour with details of name, date of Birth and passport No.	
If passport issue location is different form current location	<p>If passport issue location falls under a different jurisdiction from current city of residence, address proof is required</p> <ul style="list-style-type: none">Letter from Bank/EmployerRent agreement orProperty papers	

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If employed	<ul style="list-style-type: none">• NOC: Mentioning the dates of leave sanctioned on company letterhead, full name, designation and signature of the authorized signatory• Latest 3 months pay slips• Latest 3 years Income Tax Return• Employment contract / Appointment letter	
If self- employed	<ul style="list-style-type: none">• Full Business Certificate of Incorporation/GST/Registration proof• Last 3 months Company Bank Statement• Latest 3 years Company Income Tax Return	
If student	<ul style="list-style-type: none">• Proof of enrollment/ registration in school/ College/ University• Original letter from the school, dated within 30 days before date of submission must report: Full name of the applicant, full name and address of school, telephone number of the school, signature of the Head of Department.	
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Invitation letter (LOI) on company letterhead	<ul style="list-style-type: none">• Lol needs to be sent via email by the inviting company to commerciale (mumbai@esteri.it) before Visa application's submission• Copy of Lol to be attached, if not in original, in colored photocopy	Sample Invitation Letter
Inviting Person & Company Details	<ul style="list-style-type: none">• Copy of the Passport or Identity card of the person in Italy who is signing the invitation letter.• Copy of the Visura Camerale of the inviting Company (Registration with the local Chamber of commerce) dated not less than six months prior to the intended travel.	