

VISA APPLICATION CHECKLIST

APPLICATION INFORMATION	
Applicant's full name	
Type of visa	
Date of visit	
Phone number	
Return address	

DOCUMENT CHECKLIST		VFS OFFICER COMMENTS
<input type="checkbox"/>	Original passport, valid for at least 3 months after the date of exit from the Schengen area and with 2 blank pages to affix the visa label. Passport must also contain a visa for the country exited to when leaving the Schengen area (if applicable).	
<input type="checkbox"/>	Previous passports, if any	
<input type="checkbox"/>	<p>Australian visa status: VEVO Confirmation (visit www.immi.gov.au) or Visa Grant Notice. Visa to be valid for at least 3 months from the date of exit in Schengen region.</p> <p>To prove applicant's visa status in Australia, use the VEVO e-mail service provided by the Australian Department of Immigration and Citizenship (http://www.immi.gov.au). Select "CHECK VISA ENTITLEMENTS (VEVO)", click on "Enter VEVO as a Visa holder" and have a verification e-mail sent to info.italy@vishelpline.com on the day of the appointment with VFS Global. A VEVO statement MUST show that applicant is entitled to "multiple entries to and from Australia during the validity of the visa" and must be permitted to "arrive after" the date the applicant returns to Australia following the intended travel to the Schengen area.</p>	
<input type="checkbox"/>	Appointment confirmation letter	
<input type="checkbox"/>	Copy of visa application checklist	
<input type="checkbox"/>	Copy of applicant's passport (bio and signature page)	
<input type="checkbox"/>	Copy of previous Schengen visas	
<input type="checkbox"/>	One complete visa application form (available from http://www.vfsglobal.com/italy/australia/pdf/visa_application.pdf)	
<input type="checkbox"/>	One passport-size photo (refer to website for specifications)	
<input type="checkbox"/>	Copy of Australian driver's license or of other proof of address	
<input type="checkbox"/>	<p>Proof of financial means in the country of residence; full bank statement with all transactions covering the previous 30 days (not just the balance) showing figures allowing sufficient support during the applicant's stay in the Schengen area. In case of joint account and bank statement bearing more/different names, please provide proof of relationship (ex : copy of spouse's passport and marriage certificate or copy of parents' passport and applicant's birth certificate)</p> <p style="text-align: center;">Minimum amounts required</p> <p style="text-align: center;">1 – 5 days = 269.90 euro</p> <p style="text-align: center;">6 – 10 days = 44.93 euro per day</p> <p style="text-align: center;">11 – 20 days = 36.67 euro per day</p> <p style="text-align: center;">over 20 days = 27.89 euro per day</p>	

<input type="checkbox"/>	Proof of travel insurance with a minimum cover of EUR 30,000. Certificate of insurance with Table of benefits or product disclosure. If insurance is through credit card, please bring a copy of the card. [The travel insurance must cover the cost of repatriation for medical reasons, urgent medical treatment or hospitalization or costs incurred in the event of applicant's death while in the Schengen area. Validity must be throughout all Schengen countries and for the entire duration of stay. Certificate of currency must be issued by an insurance company operating in Australia or within the EU.]	
<input type="checkbox"/>	Confirmed itinerary detailing travel plan along with reservation of return or round trip ticket. Under certain circumstances, the Consulate General reserves the right to ask for prepaid tickets. If the applicant will visit more than one Schengen country, means of transportation to those countries must be provided. Visa applications must be lodged at the Consulate of the country where the traveler will spend the largest number of days as per tickets provided. If the duration of stay is equally distributed in more countries, the application needs to be lodged at the Consulate of the country of first entry.	
<input type="checkbox"/>	Proof of accommodation for the entire stay in the Schengen area. All bookings must be made in the applicant's name, otherwise the person who made the booking needs to produce a written statement in English (dated, signed and accompanied by PhotoID) to confirm that the applicant is covered in the bookings provided. If invited by a private host in Italy, Annex 2 also needs to be completed (host declaration.pdf)	
	ADDITIONAL REQUIREMENTS FOR A TOURIST VISA	
<input type="checkbox"/>	Employment proof i.e. employer's letter confirming employment, granting leave and pay slips / Confirmation of enrollment from University or school and evidence of payment of tuition fees and copy of student card. If self-employed: trade/business licence, tax assessment for last financial year.	
	ADDITIONAL REQUIREMENTS FOR A BUSINESS VISA	
<input type="checkbox"/>	Business licence/Chamber of Commerce certificate along with invitation letter from the company in Italy, stating purpose and duration of visit and whether the host is covering any expenses for the trip	
<input type="checkbox"/>	Original stamped letter from employer stating designation, date of employment, salary, period of stay, purpose of visit as well as full responsibility for employee's expenses during the trip and his/her return	
<input type="checkbox"/>	If applicant's trip is sponsored by a company in Italy, Annex 1 needs to be attached (Invito_i.pdf)	
	ADDITIONAL REQUIREMENTS FOR A STUDY VISA	
<input type="checkbox"/>	Original letter of enrolment or pre-enrolment in the study, indicating duration of course and daily number of hours of study.	
<input type="checkbox"/>	Original letter from Australian University and copy of student ID.	
<input type="checkbox"/>	Insurance cover for medical treatment and/or hospitalization.	
<input type="checkbox"/>	Proof of supporting means in Italy for at least €417.30 for each month of the academic year.	
<input type="checkbox"/>	Declaration of availability of appropriate lodging in Italy.	
	ADDITIONAL REQUIREMENTS FOR TRAVELLING MINORS	
	Visa applications for under 18s must be signed by both parents on behalf of the minor, regardless of who will accompany the minor during the trip. Both parents need to attend the appointment.	
	If one of the parents is not available and cannot sign the application form together with the other parent:	
	1. original full birth certificate of the minor, accompanied by a translation in English or Italian, duly certified by a professional member of NAATI (or equivalent association) OR (b) original full birth certificate of the minor, accompanied by a translation in English or Italian legalized by the Consular Authority of Italy in charge in the State where the birth of the minor took place, not where the parents or the child are currently residing. The authentication option is determined by whether the State of birth falls in the authentication category of the APOSTILLE (The Hague, 1961), which is issued by the local Foreign Ministry, or in that of the LEGALIZATION (which is finalized at the local Consular Authority of Italy).	

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| | <p>2. Written parental consent, dated, signed and accompanied by a PhotoID, whereby a distant parent endorses the visa application for his/her minor child to be materially submitted by the other parent. A parental consent from non-EU nationals (e.g., Australian, Chinese, Indians, Filipinos, etc.) needs to be expressed and signed (a) in front of a Consular officer, either at the Consulate General of Italy in Melbourne, or at the nearest Consular Authority of Italy, depending on where the distant parent currently is, or (b) at a local notary public, formalized with either an APOSTILLE or a full LEGALIZATION.</p> <p>3. Passport photocopy of both parents</p> <ul style="list-style-type: none"> • If the applying parent is divorced from the other parent, both parents still need to sign the application form, OR provide documents as in 1, 2 and 3. If evidence is provided as to the applying parent being the only custodian of the minor, no other document is required. • If the other parent is deceased, photocopies of death certificate (accompanied by a translation in English or Italian) and minor's birth certificate are required, as in point 1 above. • If the distant parent is an EU-national (i.e., Italian, Greek, Maltese, British, etc.), the travelling minor should be holding a corresponding EU passport, so no visa can be issued to such minor. | |
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IMPORTANT

1. APPLICATIONS CANNOT BE LODGED EARLIER THAN **3 MONTHS** BEFORE THE STARTING DATE OF THE INTENDED TRIP.
2. IF VISITING OTHER NON-SCHENGEN COUNTRIES BEFORE OR AFTER A SCHENGEN TRIP, APPLICANTS MUST MAKE SURE THAT ALL RELEVANT VISAS ARE ON PASSPORT BEFORE APPLYING FOR A SCHENGEN VISA.
3. IF NO TRANSACTIONS ARE RECORDED ON A BANK STATEMENT FOR THE PREVIOUS **30 DAYS** OR MORE, APPLICANT MUST PRODUCE A STATEMENT SHOWING TRANSACTIONS FROM PREVIOUS PERIOD, PLUS CURRENT BALANCE ON ACCOUNT.
4. APPLICANTS WHO ARE NOT RESIDING IN AUSTRALIA AND ARE CURRENTLY VISITING AUSTRALIA FOR TOURISM OR BUSINESS CANNOT APPLY FOR A SCHENGEN VISA FROM AUSTRALIA, THEY CAN ONLY APPLY FROM THEIR COUNTRY OF RESIDENCE.
5. SUBMITTING ALL THE DOCUMENTS REQUESTED IS NO GUARANTEE TO OBTAIN A SCHENGEN VISA. THE CONSULAR OFFICER MAY REQUEST FOR A PERSONAL INTERVIEW OR FOR FURTHER DOCUMENTS TO BE PRODUCED AS APPROPRIATE.
6. IT IS MANDATORY FOR ALL HOLDERS OF A SCHENGEN VISA TO RETURN TO AUSTRALIA AT THE END OF THEIR TRIPS. APPLICANTS WITH AN EXPIRING VISA FOR AUSTRALIA CANNOT RETURN TO THEIR COUNTRIES OF ORIGIN OTHER THAN FROM AUSTRALIA.
7. FURTHER DETAILS FROM http://www.esteri.it/visti/sussistenza_eng.html

APPLICANT'S DECLARATION

I, _____ hereby accept the terms and conditions of service and the data protection and privacy policy available on www.vfsglobal.com/italy/australia, am fully aware of the delays or rejection that may result from my application proving incomplete and equally acknowledge that no liability shall in that case be claimed for either VFS or any other parties involved in the process.

APPLICANT'S SIGNATURE: _____

Version: F/ITA/AUS/C/03