

Checklist for Tourist Application

Name e Surname: _____ Passport N.: _____	Purpose of visit: _____ Telephone N.: _____ E-mail: _____			
Requested Documents		Yes	No	Note
1	Visa Application form duly filled in English and signed by the applicant			
2	Two recent passport photographs (white background)			
3	Valid passport with validity of at least 90 days after expiration of visa requested and valid for at least six months from the date of the submission; duly signed			
4	Round Trip air ticket booking : <ul style="list-style-type: none"> - Document must be in English or in Italian language - Document must be from the airline or travel agency - Document must report full name of applicant 			
5	For applicants invited by Italian friends/family in Italy: <ul style="list-style-type: none"> - Invitation Letter signed by the host in Italy. Please download form: http://www.ambbangkokesteri.it/resource/2014/10/82155_f_amb61ModuloDichiarazioneGaranzia.pdf - If the host in Italy is a EU citizen: ID / Passport copy including signature page - If the host in Italy is a non-EU citizen: Passport copy including signature page and Italian residence permit copy - If the host in Italy is a family member, family relationship must be proved (Birth certificate, House registration) - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy is required. 			

6	<p>For applicants invited to participate to cultural activities, conferences, meetings other than commercial:</p> <p>Invitation letter from Italian organization must report:</p> <ul style="list-style-type: none"> - Purpose of invitation - Duration of the event - Full name of applicant 			
7	<p>Hotel booking :</p> <ul style="list-style-type: none"> - Document must be in English or in Italian language - Reservations must cover the whole duration of the trip - Document must report hotel name, hotel address, name of all applicants 			
8	<p>Complete itinerary must report:</p> <ul style="list-style-type: none"> - Dates - Cities - Transports used to move across the Schengen Area. - If travelling to a non –Schengen country during the same trip, transport ticket is needed. 			
9	<p>Proof of economic situation in the country of residence:</p> <ul style="list-style-type: none"> - Statement of the last three months updated to maximum 7 days before date of submission with stable transactions. - Name of applicant shown on the statement must be the same on passport - Savings and current accounts with positive balance only. - No Fixed accounts only. 			

10	<p>Evidence of applicant's employment:</p> <p>-Headed paper company's original approved letter should report:</p> <ul style="list-style-type: none"> . Full name of applicant . Job position of applicant . Salary of applicant . Period of leave . Years of service in the company . Company stamp . Signature of manager . Full address of company . Telephone number of company . Letter's date of issue must be within 30 days. <p>-If applicant is business owner:</p> <p>.Business license (from DBD) valid for 90 days together with English translation.</p>			
11	<p>For applicants with insufficient finances:</p> <ul style="list-style-type: none"> - Sponsor letter from close relative only (parents, siblings, son and daughters) - Proof of family relationship with sponsor (original Birth Certificate or House Registration or Marriage and translation in English) - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy is required. - Statement of last three months, updated to maximum 7 days before submission, of sponsor's account - Savings and current accounts with positive balance only - No fixed accounts 			
12	<p>For applicants with insufficient finances invited by Italian host:</p> <ul style="list-style-type: none"> - Fidejussione in original and copy from Italian banks only. - Needed only in case of applicant's insufficient finances 			
13	<p>Change name certificate (if applicable)</p> <ul style="list-style-type: none"> - Original and copy - Translation in English or Italian 			

14	<p>If students applying:</p> <p>Original letter from the school dated within one month from the date of the submission must report:</p> <ul style="list-style-type: none"> - Full name of applicant - Full name and address of school - Telephone number of school - Permission for absence - Signature of person giving permission. 			
15	<p>Only for applicants married or related to Italian/EU citizens:</p> <ul style="list-style-type: none"> - Original Thai marriage certificate /birth certificate and copy, together with a translation in English or Italian, - Certificate to be registered in Italy or in another EU Country 			
16	<p>Overseas Medical Insurance:</p> <ul style="list-style-type: none"> - Must cover all period of stay - Must be valid for Schengen area - Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses - To be shown in original and photocopy - The stamp and the signature of the insurance company are mandatory <p>Please click on the following link to see the list of insurance companies accepted by the Embassies. http://www.vfsglobal.com/italy/thailand/pdf/List_travel_insurance2_130613.pdf</p>			

17	<p>Only for Non- Thai citizens:</p> <ul style="list-style-type: none"> - Original and copy of work permit - Re-entry stamp from Thai Immigration, valid after coming back from the Schengen states - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy or Consulate is required. 			
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18	<p>For Minors applying:</p> <p>If applicant is under 18 and travelling with one of the parents:</p> <ul style="list-style-type: none"> - Original consent letter, from District, to travel by the parent who is not traveling together with the minor, translated in English and Birth Certificate (copy and original). - If one of the parents has exclusive parental power, the Court Decree ordering it, duly translated in English. <p>If minor is travelling alone:</p> <ul style="list-style-type: none"> - Original consent letter from the District to travel abroad, translated in English, Birth Certificate, declaration letter from both applicant's parents, passport and flight ticket copies of the person who is travelling with the minor. If one of the parents passed away, death certificate translated in English. 			
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19	2 copies of applicant's passport and copies of previous visas (UK, Schengen, USA, Canada) pages from the former passport.			
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IMPORTANT NOTES:

- 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 is maximum 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period.
- All documents must be translated in English and dated not earlier than 1 month before the date of submission. 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. If the Visa Application Centre asks to present anything you do not have at the moment of the submission, you can either choose to provide it or not, but please remember that our staff is addressed by the Italian Embassy in Bangkok NOT to accept incomplete documentations/applications.

I, the applicant declare that I have also received back all my Original documents, which I had showcased as evidence to the VFS counter staff.

Signature of Applicant: _____

Date: _____

Signature of Applicant: _____

Name of VFS Staff: _____