



*Ambasciata d'Italia*

*Amman*

No	CHECKLIST FOR SHORT STAY VISA - TOURISM	YES	NO
1	<b>Application form duly completed and signed</b>		
2	<b>Original passport,</b> - 1 passport copy and copies of previous Schengen visas if available - The passport should not be older than 10 years - The passport must be valid for at least 03 months after the expiry date of the requested visa - The passport must have at least 02 blank pages (without stamps) and be in a good condition - For non-Jordanian applicants with residence in Jordan: proof of legal residence in Jordan, valid one month after the intended trip or permission to re-enter Jordan.		
3	<b>One recent passport-size photo</b> (not older than 6 months and with white background).		
4	<b>Family booklet with translation in English</b>		
5	<b>Evidence professional background</b> - Proof of income and socio-professional standing (letter from the employer stating professional position, basic/gross monthly salary, date of employment and vacation granted). - Documents confirming real estate ownership, company registration, retirement benefits. - Company owner: Original of the commercial registry and the company's annual license to operate. - For students: present school/university certificate of enrolment/attendance, absence-permission and proof of parents' income		
6	<b>Evidence destination / host:</b> - If staying with a relative/friend, an invitation letter from the host (official format, according to Italian regulations) with a copy of their passport or ID. - Hotel reservation or proof of other accommodation (containing the exact address in Italy) - Flight reservation or E-ticket (round trip). It is important that the code or the booking reference is shown on the reservation provided. In addition, in case the bookings were not done online, the name of the travel agency should be seen on the reservation as well.		
7	<b>Evidence financial means:</b> - Proof of sufficient financial means to cover the costs of the stay guarantee (Up-to-date personal bank account statement in English <b>for the last 3 months</b> duly signed and stamped by the Bank, saving books or credit card transactions). - Letter of Guarantee from the guardian (undertaking to shoulder the cost of the applicant's living expenses and return travel expenses) for maid/au pair or family members who do not have income of their own to be presented with the guarantor's bank account and a copy of his/her passport or ID.		
8	<b>Travel health insurance</b> covering all Schengen countries, with a company having an assistance office within the Schengen area, for a minimum coverage of EUR 30.000, including medical treatment, emergency admission to hospital and repatriation.		

**PLEASE NOTE:**

- The visa must be applied for in person. **(12 years of age or older).**
- All documents must be presented in **ORIGINAL** and translated in **ENGLISH**.
- Applications have to be submitted at least 21 days before the expected travel date.
- in all cases Visa application fee is non-refundable.
- **You are not allowed to take your passport after applying**

**ATTENTION:**

The Embassy of Italy has the right at any time to ask for further supporting documents and/or call the applicant for an interview. Handing in a complete set of documentation does not guarantee the delivery of the requested visa.

**VAC REMARKS:**

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**DATE:**

**APPLICANT'S NAME AND SIGNATURE:**