

ITALY - CHECKLIST FOR BUSINESS VISA

Last update: May 2018



Documents to be provided by all visa applicants.	Remarks
<ul style="list-style-type: none"> Application form correctly filled in English and signed. 	
<ul style="list-style-type: none"> Two recent passport-sized photographs with a white background, not stapled. Full face.(not older than 6 month) 	
<ul style="list-style-type: none"> Original passport valid for 6 months and one copy of passport and previous Schengen visas. Passport should contain 2 blank pages. 	
<ul style="list-style-type: none"> Copy of the Saudi ID card and family card (English Translation Required) 	
<ul style="list-style-type: none"> Copy of flight ticket or flight reservation, including return flight.(who visit another countries, provide the internal travel means flight reservation, train reservation, bus ticket or car rental reservation) 	
<ul style="list-style-type: none"> Proof of accommodation during the intended stay: hotel reservation or copy of a rental contract or proof of residential property. For private visits: Original invitation letter signed by the host covering the intended stay 	
<ul style="list-style-type: none"> Original medical insurance with a minimum coverage of €30,000, covering the entire period of intended stay. 	
<ul style="list-style-type: none"> Personal Bank Statement For Last 3 Months in English. 	
<ul style="list-style-type: none"> Original employment letter address to Italian consulate Jeddah. Employment letter should furnish the details of Name, Nationality, passport number, salary, Designation, Joining Date and Purpose of travel & Chambered. Employment letter should also have a visa request. For applicant having their own business, copy of valid original trade license with translation, and visa requesting letter 	
<ul style="list-style-type: none"> Invitation letter from an Italian company or authority to attend a meeting, conference or event or other documents which show the existence of trade relations or relations for work purposes (e.g. confirmed registrations for trade fairs or congresses) 	
Additionally, for Non-Saudi Nationals.	Remarks
<ul style="list-style-type: none"> Iqama and 1 copy thereof (English Translation Required). 	
<ul style="list-style-type: none"> Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States and 1 copy thereof. 	
<ul style="list-style-type: none"> Personal Bank statements in English for the last six months with bank seal 	
<ul style="list-style-type: none"> Original employment letter address to Italian consulate Jeddah with chamber stamp. Employment letter should furnish the details of Name, Nationality, passport number, salary, Designation, Joining Date and Purpose of travel of the applicant. Employment letter should also have a visa request. For applicant having their own business, copy of valid original trade license with translation, and visa requesting letter 	

Please note:

- All documentation must be submitted in English language
- For children registered in a parent's passport, a separate application form has to be submitted.
- Original documents must be presented; additional photocopies may be required
- For minors travelling without their parents/legal guardian, it is required an original authorization signed by their parents/legal guardian and a copy of passport(s) of parents/legal guardian.

Remarks: _____

ATTENTION: The Embassy of Italy have a right to ask any other additional documents it consider necessary, may call the applicant for an interview, and have a contractual right of refusal without any explanation. In all cases the visa fee is non-refundable.

