

### ITALY - CHECKLIST FOR BUSINESS VISA

Documents to be provided by all visa applicants	Remarks
• Application form and applicant declaration forms correctly filled in English and signed.	
• Two recent passport-sized photographs with a white background, not stapled. Full face without eyeglasses.	
• Copy of flight ticket or flight reservation, including return flight.	
• Original medical insurance certificate (and one copy of it) with a minimum coverage of €30,000, covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reason, urgent medical attention, emergency hospital treatment or death during stay.	
• Employer letter specifying the reason of the journey, applicant's salary, position in business, joining date and duration of the employment contract.	
• Verifiable evidence of sufficient means of subsistence during intended stay such as a credit card valid throughout the intended stay.	
• Original passport valid for further six months period after the intended departure from the territory of the Schengen States and one copy of all relevant passport pages (data page, pages containing previous Schengen visas). Containing at least two adjacent blank pages and issued within the previous 10 years. Please submit a copy of all the previous Schengen visas.	
• Copy of the Saudi ID card [for Saudi citizens], translated in English	
• Bank statements for the past six months (three months for Saudi citizens). Online printout statements needs to be stamped by the bank, if salary is not received in the bank account, salary slips required.	
• Proof of accommodation during the intended stay (hotel reservation).	
• 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), undertaking full responsibility during the applicant's stay (explicitly mentioning art. 12 of Decr.Lgs. 286/1998) and explaining the reasons of the journey. Please fill up the standard format of the invitation attached on the website. In addition, photo identification copy of the person inviting with Company Registration copy is required.	

Additionally, for Non-Saudi Nationals	Remarks
• Iqama and one copy thereof, translated in English (Sponsor's name on Iqama must match with the Employer's name).	
• Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States and one copy thereof.	
• Original letter from sponsor in Saudi Arabia, stating employment status, position, joining date, length of contract, salary and guaranteeing the return back to Saudi Arabia. Stamped by the Chamber of Commerce. Self-sponsored: valid original trade license and one copy thereof, translated in English.	

**Please note:**

- The visa must be applied for either in person or through a representative
- All documentation must be submitted in Italian or 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
- It is important to remind you that:
  - The original passport must be signed by the holder, valid at least six months beyond expiration of the requested visa.
  - For minors travelling without their parents/legal guardian, an original authorization signed by their parents/legal guardian and their copy of passport(s) is required.

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature : \_\_\_\_\_  
Staff Signature : \_\_\_\_\_

**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.

### **Regulations:**

- The above checklists should be filled up with correct information.
- Documentation provided by all applicants (Saudi and non-Saudi) should be presented in Italian or English. If they are in Arabic, the applicant should provide a translation in English.
- Housemaids/Family members should submit all the documents separately.
- Application form has to be duly filled and signed.
- Visas can be requested up to three months before the planned trip.
- For children registered in a parent's passport, a separate application form has to be submitted.
- The original passport must be signed by the holder, valid at least six months beyond expiration of the requested visa.
- For minors travelling without their parents/legal guardian, an original authorisation signed by their parents/legal guardian and their copy of passport(s) is required.
- Flight bookings should be dated at least 15 days after the submission date.
- Applicants should provide flight/train bookings or car rental reservation also for travels internal to other Schengen areas.
- Applicants should submit templates that can be downloaded through the specified links.
- The delivery of passports will be done:
  - By the Visa Section if the applications have been submitted directly to the Embassy;
  - By VFS if the applications have been submitted directly to VFS.
  - No exceptions will be accepted.
- Once the application has been submitted, the applicant cannot withdraw his/her own passport. The passport will be delivered by VFS ONLY at the end of the process.

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Applicant Signature