CHECKLIST FOR **TOURIST** SCHENGEN VISA

1.	☐	**Visa application, duly filled out in English and signed by the applicant (for minors: signed by parents or legal guardian).**
2.	☐	**Two recent passport pictures** *Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye color must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background). Any alterations (like Photoshop etc.) are strictly forbidden.*
3.	☐	**Valid passport** *At least two free pages, validity of at least 90 days after expiration of Visa requested and at least 6 months from the date of submission; duly signed.*
4.	☐	**Round Trip air ticket booking** *Document must be in English or in Italian language, must be issued by airline or travel agency, must report full name of applicant as per passport*
5.	☐	**Hotel booking confirmation** *Document must be in English or Italian language, reservations must cover the whole duration of the trip, must report hotel name, hotel address, name of all applicants*
6.	☐	**Exact itinerary** *Dates, cities, transports used to move across Schengen Area; if travelling to Non-Schengen country during same trip, transport ticket and valid visa (for the non-Schengen country) is needed*
7.	☐	**Proof of economic situation in country of residence** *Statement of the last 3 months updated to maximum 7 days before date of submission with stable transactions, name of applicant shown on the statement must be same on passport, savings accounts with positive balance, no fixed accounts.*
8.	☐	**Evidence of applicant's employment** ***If applicant is an employee**: Headed paper company's original approved letter should report: full name of applicant, job position of applicant, salary, indication of the number of vacation days, company stamp, signature of manager, full address of company, telephone number of company, letter's date of issue must be within 30 days before date of submission.* ***if applicant is business owner**: Business License (from DBD) valid for 90 days together with English translation*
9.	☐	**If students applying** **Original letter from the school, dated within the current academic year, must report:** *Full name of applicant, full name and address of school, telephone number of the school, signature of person giving permission*
10.	☐	**(If applicable) For applicants with insufficient finances** *Sponsor letter from close relative only (parents, siblings, son and daughters, spouse) who wishes to sponsor the applicant, proof of family relationship must be submitted (original and copy of birth certificate or house registration or marriage certificate) together with English translation, statement of the last three months of the sponsor's savings account updated to maximum 7 days before date of submission. No fixed accounts*
11.	☐	**(If applicable) Name Change certificate** *Original and copy, plus translation in English or Italian language*
13.	☐	**Overseas medical insurance** *Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, the stamp and signature of the insurance company are mandatory.* *https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-Insurance-C.pdf*
14.	☐	**(Only applicable for Non-Thai citizens)** *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*** (holders of Visa non-O).
15.	☐	**(Only applicable for minors applying)** ***If applicant is traveling with both parents**: original and copy of birth certificate and house registration with translation in English.* ***If applicant is under 18 and travelling with one of the parents**: original consent letter from District, legalized through the Ministry of Foreign Affairs, to be signed by the parent who is not travelling together with the minor, translated into English, birth certificate (copy and original) with translation in English and house registration (original and copy) with translation in English.* ***If minor is travelling alone**: original consent letter to travel abroad from the District, legalized through the Ministry of Foreign Affairs, signed by both parents, translated into English, birth certificate (original and copy) with translation in English and house registration (original and copy) with translation in English.* ***If one of the parents passed away, death certificate (original and copy) together with translation in English.*** ***If one of the parents has exclusive parental power, the Court Decree ordering it, legalized through the Ministry of Foreign Affairs, must be shown, translated in English.*** ***If submitting documents from countries other than Thailand, legalization from competent Embassy in Thailand is required.***
16.	☐	**Two copies of applicant's passport's first page and copies of previous visas issued in the last 5 years from (Schengen, UK, USA, Canada).** *If Visas are in old passport: copy of first page of passport and copies of relevant visas.*

IMPORTANT NOTES:

For those applicants, who have already submitted their fingerprints within the last 59 months with any of the Schengen Countries, choosing to submit their application through a third party (relatives, friends, agents), please notice that the application form must be signed by the applicant in person (for minors: signed by both parents or legal guardian). The signature must be the same as the one on the passport. Third parties applying on behalf of the applicants must showcase a copy of their Passport first page or ID card and an authorization letter written and signed by the applicant in original.

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.

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 Center asks to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that our staff is addressed by the Italian Embassy in Bangkok NOT to accept any incomplete / incorrect 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.

Date:

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Signature of Applicant:

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Name of VFS Staff: