



Consulate General of Italy
Bengaluru

REQUISITES FOR INVITATION VISA (C)

An **Invitation Visa** (Schengen - short stay) is intended for individuals (professionals, researchers etc.) invited by public or private renowned organizations to participate **as speakers** to scientific, political or cultural events. Please select this category if you are invited to present a paper, or for a formal intervention to the event. Please note that **applicants who are invited as attendees shall book under Tourism/Business (according to requirements)**.

CHECKLIST			✓
1.	Passport/Travel Document	<p>a) Issued within the last 10 years, with validity not exceeding 10 years.</p> <p>b) No handwritten passports will be accepted. Passports with manual observations will not be accepted.</p> <p>c) Must have at least 3 months of validity beyond the entire duration of the stay in Italy.</p> <p>d) Must contain at least 2 blank pages.</p> <p>e) Should be issued within the jurisdiction of the Consulate General of Italy in Bengaluru (Karnataka, Tamil Nadu, Telangana, Andhra Pradesh & Puducherry).</p> <p>In case the address shown on the passport does not lay in the mentioned States or in case of non-correspondence of the addresses shown in the documents submitted, the applicant must provide proof of residence in the jurisdiction (Aadhaar card, home rental agreement, electricity bill, water bill, broadband bill, bank statement) for the last 6 months prior to application submission.</p>	
2.	Visa Application Form duly filled	<p>a) 2 signatures of the applicant (page 3-column 37 and page 4). Application forms for minors have to be signed by both the parents in both places.</p> <p>b) 2 passport sized photographs to be submitted</p> <p>c) Travel dates and duration of stay must be mentioned.</p> <p>d) Contact details must clearly be mentioned and pertain to the applicant, NOT TO THE AGENT.</p>	
3.	Applicant Cover Letter	<p>a) Name of the applicant and other members travelling, if any;</p> <p>b) Indication of purpose of the travel, event / conference, including the title of the presentation or intervention, travel dates, duration of stay and outline of itinerary;</p> <p>c) Details of who will be bearing the expenses for the travel and attachment of proof of registration expenses (if any);</p> <p>d) Applicant's occupation and (if any) sponsor's occupation.</p> <p>In case of proprietorship, cover letter must be on company letterhead.</p>	
4.	Letter from the Indian Institution	<p>This letter must be issued by the Indian institution (academic, public, company) which sponsors or promotes the participation to the event and it must:</p> <p>a) be issued on letterhead,</p> <p>b) indicate the details of the conference/event and the professional status of the applicant;</p> <p>c) include the name, designation and signature of the representative of the institution who signs it.</p> <p>d) have attached the ID of the signee.</p>	

5.	Invitation letter from the organizing institution in Italy	Original copy of the letter of invitation issued by the Italian Public Body, Institution, public or private Organization, which must: - outline the event organized, which shall have political or cultural-scientific relevance - specify which costs will be covered by the inviting party.	
6.	Travel Itinerary / Complete stay details	Accommodation reservation (hotel, Airbnb) covering travel dates, confirmed on the booking website If the accommodation is arranged by the inviting institution, the letter mentioned in the above paragraph should include the accommodation details. If the applicant is travelling to any other Schengen countries also apart from Italy, all travel and accommodation bookings must be submitted.	
7.	Financial Status and Means of Sustenance	a) Personal Bank Statement of the last 3 months with bank stamp and seal (in every page) in original copy	
		b) ITR acknowledgement for the last 3 years or form 16A.	
		c) <i>In case of employment:</i> Salary slips of the last 3 months; Appointment letter from employer <i>or</i> Employment contract <i>or</i> work ID	
		c1) <i>In case of proprietorship:</i> Company's Bank Statement of the last 3 months with bank stamp and seal (in every page) in original copy; Company's registration certificate	
		c2) <i>In case of retirement:</i> Pension statement of the last 3 months or proof of yearly income.	
8.	Applicant's Passport copy	a) Photocopies (one copy of the front page, one copy of the last page and a copy of the page in case any Observations are mentioned in the passport) b) Photocopies of all Schengen Visas issued in the last 10 years (if any)	
9.	Overseas medical insurance	Covering travel period with coverage of Euros 30000 inclusive of a repatriation clause. Insurance for a minimum of 10 days from the travel date is mandatory.	
10.	Air Ticket	Copy of flight tickets or airline reservations (round trip).	

Kindly note that applicants have no legal right to be issued a visa, but a legitimate interest to have their application processed in compliance with the Italian law and the Schengen regulations. The consular authorities have therefore no obligation to compensate the applicant for any financial loss or moral prejudice resulting from the processing of his/her application.

By signing here below, the applicant formally confirms:

- **to have submitted the tick-marked documents;**
- **that the purpose of his/her visit to Italy or the Schengen area corresponds to the requested visa category** (tourism, business, etc.);
- to be aware that, in accordance with the Schengen Visa Code and Italian law, the Consulate General of Italy in Bengaluru can extend the application's processing time in order to request the applicant for a personal interview and/or additional documentation.

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Acknowledgement by Applicant

Date :

Sign :