



Consulate General of Italy
Bengaluru

REQUISITES FOR INTERNSHIP / TRAINING VISA (TIROCINIO / FORMAZIONE)

Internship visas entitle the holders to visit or move to Italy to participate in an internship programme. Please note that the applicant shall submit a letter from the institution providing the internship, as proof of enrolment or pre-enrolment to the internship programme, and the relevant study certificates, attested and apostilled.

CHECKLIST			✓
1.	Passport / Travel Document	<p>a) Issued within the previous 10 years, and the validity must not exceed 10 years.</p> <p>b) No handwritten passports will be accepted. Passports with any manual observations will not be accepted.</p> <p>c) Must have a validity of at least 3 months after the intended stay (for short-stay)</p> <p>d) Have 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); otherwise, proof of address for a minimum of 6 months must be provided.</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, rental agreement, electricity bill, water bill, broadband bill, bank account) for the last 6 months prior to application submission.</p> <ul style="list-style-type: none">• Photocopy (one copy of the front page, one copy of the last page, and a copy of the page where any observations are mentioned in the passport)• Photocopies of all Schengen visas issued in the last 10 years (if any)• Photocopy of a valid US visa (if any)	
2.	Visa Application Form duly filled	<p>a) 2 signatures of the applicant. Application forms for minors have to be signed by both 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 be mentioned clearly and must pertain to the applicant, NOT TO THE AGENT.</p>	
3.	Applicant Cover Letter	<p>A cover letter (maximum 1 page) outlining the following:</p> <ul style="list-style-type: none">• reasons for choosing the internship or training programme• the reason/s for selecting Italian host institution• sources of financial support• any scholarship, salary or stipends (if applicable)• details of intended accommodation	
4.	Letter of Invitation from Host Institution in Italy	<p>A letter from the hosting institution confirming the applicant's enrolment or pre-enrolment in the internship or training programme, including:</p> <ul style="list-style-type: none">• an outline of the internship/training programme, specifying the daily study or professional practice hours and programme duration.• a clear statement regarding whether the applicant will receive any financial compensation or support from the institution, including the specific amount of any stipend, scholarship, or salary. <p><i>If the financial support offered by the host institution does not satisfy the minimum amount mentioned in point 8, the applicant must provide proof of additional financial support.</i></p>	
5.	Proof of previous Education	<ul style="list-style-type: none">• Final Degree/Provisional Degree/Final School Certificate duly attested by HRD and apostilled in original + 1 copy.• Transcript/Marksheet duly attested by HRD and apostilled in original + 1 copy.	

		<ul style="list-style-type: none"> • One of the following documents (if required by the Italian host institution): <ul style="list-style-type: none"> a) Declaration of Value (DOV) + 1 Copy b) Copy of CIMEA Certificate • CV of applicant (max. 1 page) <p>Provisional certificates will not be accepted unless they clearly mention the final mark, indicate the ranking criteria, and demonstrate that the course of study has been fully completed.</p>	
6.	Accommodation	Adequate proof of accommodation in Italy for the duration of programme such as hotel bookings, home rental agreement, or accommodation provided by the host institution.	
7.	In the case of Minor Applicant	<p>The Minor's passport must mention the full name of both parents as per their passports.</p> <p>a. Affidavit undersigned by both parents before a Public Notary, attested (SDM not accepted) and apostilled by the Ministry of Foreign Affairs (Govt. of India). The document must mention the consent to expatriation for study purposes and the guardianship in Italy. A copy of the parents' ID proof must be attached (Originals + 1 copy). Alternatively, parents can sign a no objection declaration before the Consular Officer at the Consulate General of Italy in Bangalore prior to the appointment. The parent/s resident in Italy can make a similar self-declaration with a copy of his/her stay permit and passport. <i>In the case of parent/s resident in Italy:</i> the parent/s can prepare a similar self-declaration with a copy of his/her stay permit and passport.</p> <p>b. Birth Certificate in original, duly attested & apostilled. If there is only one legal guardian, duly attested & apostilled proof of this situation must be submitted e.g., Death certificate, Divorce certificate, Proof of sole custody (Originals + 1 copy).</p> <p>c. A letter from the guardian in Italy accepting guardianship along with a copy of their ID proof + 1 copy</p>	
		<i>In case of Minor traveling with both parents:</i> Affidavit of consent is not required, provided that the full names of both parents appear on said minor's passport.	
8.	Financial Status and Means of Sustenance	<ul style="list-style-type: none"> • Proof of means of support of no less than €534,41 for each month of the entire intended period of stay. • Original 6-month bank statement of the applicant, stamped and signed by the branch manager on all pages. • Documents proving applicant's source of income (employment/business activity, ITR for last 3 years, DEMAT, family income certificate downloaded from official State Government portals, Educational loan...) <p>If financially supported by a sponsor:</p> <ul style="list-style-type: none"> • Original 6-month bank statement of the applicant's sponsor, stamped and signed by the branch manager on all pages (along with the original bank statement of the applicant). • Sponsor ID proof and sponsorship letter confirming he/she will bear the expenses of the travel; • Documents proving sponsor's source of income (employment/business activity, last 6 salary slips, ITR for last 3 years, DEMAT, family income certificate downloaded from official State Government portals, educational loan, etc.) <p>According to Italian law, those who can act as sponsor are: applicant's parents (no other family member is eligible), Italian or foreign nationals legally residing in Italy, Institutions and Italian established authorities as universities and local Government bodies or foreign authorities recognized by Italian Government.</p>	
9.	Overseas Medical Insurance	<p>a) Covering travel period with coverage of Euros 30000 inclusive of a repatriation clause.</p> <p>b) Coverage should last for the entire duration of stay and an additional 15 days after leaving the Schengen Area.</p>	

10.	Air Ticket	Copy of flight tickets or airline reservations (round trip).	
11.	Consular Declaration (if applicable)	Declaration attesting the applicant's right to healthcare based on agreements between Italy and the applicant's country. Alternatively, foreign or Italian-based insurance policy that covers emergency hospitalization without limitations.	

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. Therefore, the consular authorities have 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 :