Embassy of Italy in Doha

DOCUMENT CHECKLIST FOR BUSINESS VISA

	LIST OF MANDATORY DOCUMENTS
1	Application form duly completed and signed. Forms can be downloaded at https://www.vfsglobal.com/Italy/Qatar/pdf/visa-application-form-document.pdf
2	1 passport size color photograph, white background. Not older than 6 months. Photos must not be digitally enhanced or altered to change your appearance in any way. Please check the specifications at: https://www.vfsglobal.com/italy/Qatar/Business.html
3	Original passport valid 90 days from the return date. Passport must have been issued less than 10 years ago and must have at least 2 free pages (face to face). 1 copy of the passport. Photos must not be digitally enhanced or altered to change your appearance in any way. The picture in the Passport must bear resemblance with the applicant's current appearance.
4	Copy of Qatar residence permit valid **at least 90 days** from the end date of the requested visa.
5	Copy of previous Schengen, USA, UK, CANADA visas- if any. Additional residence permits in Schengen countries, USA, UK, Canada- if any.
6	Letter from the employer (**not older than 30 days** from the date of the application) - addressed to the Embassy of Italy – certifying the following: a) Name and designation of the applicant. b) Start of employment date. c) Applicant's Monthly salary. d) Name and designation of the authorized signatory as per establishment card of the employer. e) **Purpose of the business travel in details** (e.g. confirmed congress participation, trade fair visitor's ticket or exhibitor's ticket, confirmation proof of trade fair exhibitor). f) **Dates** of the business travel. g) **Name and address of the company to be visited**. h) Entity covering the costs of the business trip. **Copy of the passport or copy of the Qatar residence permit of the sponsor is required**.
7	Copy of the **commercial registration** of the employer, **establishment card** and **ID of the signatory** (**All not expiring before the return date**) The authorized signatory's name must appear on the commercial registration and on the establishment card.
8	Proof of **sufficient financial means** of the applicant (bank statement of the **last 6 months** and **not older than 2 weeks** from the day of submission where salary is deposited), mandatory even if the trip expenses are covered by the employer or by the inviting company. The Bank Statement should be on a **bank letterhead with the original bank stamp**. Submission of a "Saving Account" Bank Statement as proof of financial stability is strongly recommended.
9	Invitation Letter from an Italian Company must be filled in this Format "C": https://www.vfsglobal.com/italy/qatar/pdf/form-c-business.pdf . The invitation letter must be signed by an **authorized signatory** whose name appears on the "Visura camerale"; **Passport copy or ID** of the authorized signatory; "**Visura Camerale**" (company registration at the Italian Chamber of Commerce).

10	Confirmed hotel booking made directly with the hotel or through the travel fare aggregator websites only or details of private accommodation https://www.vfsglobal.com/italy/qatar/pdf/Invitation-Letter-New.pdf **Hotel vouchers from travel agencies are not accepted.**
11	Medical travel insurance: minimum coverage euro 30,000 inclusive of repatriation flight. Coverage must have **at least 2 days additional** after the departure date from the Schengen states.
12	Booking confirmations with dates of a round **flight tickets printed from the airline website**. If the trip includes more than one Schengen country, tickets of internal transportation between different countries is mandatory. Tickets of internal transportation within Italy is strongly recommended. **Vouchers from travel agencies are not accepted.**

DECLARATION

I understand that:

- **an application without the required set of documents may result in a refusal of the visa.**
- the submission of a complete file does not guarantee the issuance of a visa.
- in case of refusal, I am required to sign the notification.
- the Embassy of Italy in Qatar reserves the right to ask for additional documents and a personal interview.
- the additional documents must be provided within the next working day.

Applicant's Signature:	**Date**

Regulations:

1. The above checklist should be filled up with correct information.
2. Documentation provided by all applicants should be presented in Italian or English.
3. Application form needs to be duly filled and signed.
4. Visas can be requested up to three months before the planned trip.
5. For minors travelling without their parents/legal guardian, an original authorisation signed by their parents/legal guardian and copy of passports are required.
6. Applicants should provide flight/train bookings or car rental reservation also for travels internal to other Schengen areas.
7. Applicants should submit templates that can be downloaded through the specified links.
8. The delivery of passports will be done UPON submission of the application. No exceptions will be accepted.
9. Once the application has been submitted, the applicant cannot withdraw his/her own passport. The passport will be delivered only at the end of the process.

Applicant's Signature