Consulate General of Italy in Mumbai

## Business Visa Application Arrangement

### Passport/Travel Document
- a) Has been issued within the previous 10 years, and the validity must not exceed 10 years. No handwritten passports will be accepted.
- b) At least has a validity of 3 months after intended stay.
- c) Has at least 2 blank pages.
- a) 2 signatures of the applicant (page 3-column 37 and page 4). Application forms for minors has to be signed by both the parents in both the places.
- b) 2 photographs to be submitted: [http://www.vfs-italy.co.in/photo_specifications.html](http://www.vfs-italy.co.in/photo_specifications.html).
- c) Travel dates and duration of stay must be mentioned.
- d) Contact details must be mentioned.

### Visa application Form duly completed
- a) Name of applicant and other members traveling.
- b) Travel dates, itinerary and duration of stay.
- c) Mention the details of the sponsor of the trip.
- d) Purpose of the visit.
- e) Name, designation and signature of the authorized signatory.
- f) Attach a copy of the Registration Certificate/ Memorandum.
- a) Name of applicant and other members traveling.
- b) Travel dates, itinerary and duration of stay.
- c) Purpose of trip.
- d) Penal responsibility clause.
- e) Name, designation and signature of the authorized signatory.

### Covering letter from Indian company (original and on company letterhead)
- a) Name of applicant and other members traveling.
- b) Travel dates, itinerary and duration of stay.
- c) Mention the details of the sponsor of the trip.
- d) Purpose of the visit.
- e) Name, designation and signature of the authorized signatory.
- f) Attach a copy of the Registration Certificate/ Memorandum.
- a) Name of applicant and other members traveling.
- b) Travel dates, itinerary and duration of stay.
- c) Purpose of trip.
- d) Penal responsibility clause.
- e) Name, designation and signature of the authorized signatory.

### Invitation letter on company letterhead
- Confirmed hotel reservation covering travel dates. This can be mentioned on the invitation letter by the party bearing the expenses or can be separately submitted.
- If the applicant is travelling to any other Schengen countries also apart from Italy, then hotel booking for the same is required.
- a) Name of applicant and other members traveling.
- b) Travel dates, itinerary and duration of stay.
- c) Purpose of trip.
- d) Penal responsibility clause.
- e) Name, designation and signature of the authorized signatory.

### Travel Itinerary / Complete stay details
- Confirmed hotel reservation covering travel dates. This can be mentioned on the invitation letter by the party bearing the expenses or can be separately submitted.
- If the applicant is travelling to any other Schengen countries also apart from Italy, then hotel booking for the same is required.

### Financial Status and Means of Sustenance as per Requisite Funds Matrix
- a) Salary slip (in case employed): last 3 months.
- b) Personal Bank Statement: last 3 months.
- c) Original receipt and a copy of the Forex purchased or recent Credit card statement mentioning credit limit.
- Requisite Funds Matrix: [www.vfs-italy.co.in/mumbai/foreignexchangeinformatin.html](http://www.vfs-italy.co.in/mumbai/foreignexchangeinformatin.html)

### Passport copy of the applicant
- Photocopy (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).

### Overseas medical insurance
- Covering travel Period with coverage of Euros 30000 inclusive of a repatriation clause.
- Minimum 10 days insurance is mandatory from the travel date.

### Air Ticket
- Return flight details or airlines reservation printout.

**PLEASE NOTE:** - The Consulate General of Italy reserves the right to request for additional documents or personal interview.

Date: __________________