



Consulate General of Italy in Kolkata

Business Visa Application Checklist

Check list	Tick the documents submitted	
Passport/Travel Document	a) Has been issued within the previous 10 years, and the validity must not exceed 10 years. b) No Handwritten passports will be accepted. Passports with any manual observations will not be accepted. c) At least has a validity of 3 months after intended stay d) Have at least 2 blank pages. e) Should be issued within the jurisdiction of the Consulate General of Italy in Kolkata, else, address proof of minimum 6 months to be provided.(Letter from Bank/Employer)	
Visa application form duly completed	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 the places. b) 2 photographs to be submitted (3.5 x 4.5cm with white background) c) Travel dates and duration of stay must be mentioned. d) Contact details must be mentioned.	
Covering letter from Indian company (original and on company letterhead)	a) Name of & designation applicant and other members travelling. b) Travel dates, itinerary and duration of stay. c) Mention the details of the sponsor of the trip. d) Purpose of the visit/meetings/conference/training or business related events. e) Name, designation and signature of the authorized signatory. f) Attach a copy of the company Registration Certificate/ Memorandum of articles.	
Invitation letter on company letterhead	Link for letter of invitation for Business	
Inviting Person & Company	a) Copy of the passport or Identity card of the person in Italy who is signing the invitation letter. b) Copy of the Visura Camerale of the inviting Company (Registration with the local Chamber of commerce).	
Travel Itinerary / Complete stay details	a) Confirmed hotel reservation covering travel dates. This can be mentioned on the invitation letter by the b) 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	Salary slips (in case employed): last 3 months.	
Financial Status and Means of Sustenance as per Requisite Funds	a) Personal 3 months Bank Statement in original with Bank stamp and signature. b) ITR acknowledgement for the last three assessment years or form 16A. c) In case of Proprietorship: Original Company bank statement for last two months with bank stamp and signature.	
Passport copy of the applicant	a) Photocopy: One copy of the front page, one copy of the last page. b) Photocopies of all previous Schengen Visas & photocopies of valid US and UK Visas.	
Overseas medical insurance	a) Covering travel Period with coverage of Euros 30000 inclusive of a repatriation clause. Minimum 10 days insurance is mandatory from the travel date in Schengen.	
Air Ticket	a) Return flight details or airlines reservation printout. b) Proof of all internal travel within the Schengen territory including train bookings, car rentals.	

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