

LIST OF DOCUMENTS BUSINESS

*You want to go to Italy with an Italian company,
and you will not stay for more than 90 days.*

☐ **Short stay form for the original entry visa application, completed and signed**

Download the form, although it will be given to you on arrival at the VFS Global center

☐ **Biometric photography**

Recent color identity photo (width 30 mm, height 40 mm) (maximum 6 months) on a white background and with the face uncovered conforms to ICAO standards (ICAO)

☐ **Original of passport**

With a validity of at least 3 months longer than the date on which the applicant planned to leave the territory of the Member States or, in the case of multiple journeys, to leave for the last time the territory of the Member States and in containing at least two blank sheets (facing each other) to affix the visa.

☐ **Photocopy of passport**

Photocopy of the biometric data page and all pages containing visas and stamps entry and exit from the Schengen area, adding a photocopy of the previous passport if the current passport less than a year old.

☐ **Round-trip ticket (ticket) or reservation of said ticket**

☐ **Proof of means of subsistence for the duration of the stay in the absence of payment of costs from the inviting Italian organization**

According to the parameters defined by the [Directive of the Ministry of the Interior 1.3.2000](#), this proof can be provided by the original of a certificate of withdrawal from a currency account or the presentation of an international bank card with account statement.

☐ **Program of the stay, containing full details of planned business contacts, and letter of invitations from the Italian company**

☐ **Proof of the stability of the socioeconomic and professional situation**

i. Employees

- Certificate of employment or recent employment contract; and
- Certificate of affiliation to the CNAS or, failing that, an explanatory letter from the employer; and
- Pay slips for the last three months.

ii. Tradespeople

- Proof of registration in the commercial register; and
- CASNOS affiliation and update certificate; and
- Form C20 mentioning the turnover and the last balance sheet for the previous year.

iii. Farmers

- Certificate of farm operator; and
- CASNOS affiliation and update certificate; and
- Farmer's card; and
- Last declaration of annual income.

iv. Professions organized in professional order.

- Certification from the professional order; and
- CASNOS affiliation and update certificate; and
- Pay slips for the last three months.

v. Notaries

- Installation decree; and
- CASNOS affiliation and update certificate; and
- Pay slips for the last three months.

vi. Academics

- Certificate of function issued by the higher education establishment; and
- Certificate of affiliation to the CNAS or, failing that, an explanatory letter from the employer; and
- Pay slips for the last three months.

vii. Journalists

- Certificate of employment issued by the press organ or the broadcasting company; and
- Certificate of affiliation to the CNAS or, failing that, an explanatory letter from the employer; and
- Pay slips for the last three months.

viii. Member of the government, Parliament, or the Constitutional Council

- Note verbale, certificate of function or another official document.

ix. Civil servants and senior officials

- Appointment order or certificate of function issued by the competent administration; and, if outside official mission:
- Pay slips for the last three months.

x. Algerian army officers

- Official certificate issued by the Ministry of National Defense (DREC); and, if out official mission:
- Pay slips for the last three months.

xi. Staff of the European delegation or of an embassy, consulate, or body official of a Member State

- Official certificate issued by the European delegation, the embassy, or the consulate; and, if outside official mission:
- Pay slips for the last three months.

xii. Retirees

- Certificate of receipt of a retirement pension.

xiii. Students or minors

- Proof of the social or professional situation of the parents; and
- School certificate.

xiv. Unemployed people

- Proof of an adequate socio-economic situation (e.g.: *marriage certificate, booklet of family, documents confirming ownership of real estate, proof of pension from reversion, proof of local responsibility or any other document demonstrating the socioeconomic situation, and heritage*).

☐ **Travel medical insurance (photocopy) with a minimum guarantee of € 30,000**

It must cover medical and hospital expenses during the period of stay in Italy, including social assistance resulting from treatment that could be undertaken during the first stay in Italy and / or in the Schengen area as well as any repatriation costs. It must be valid (as a coverage area) for Italy, the Schengen area or Europe.