

# Italy – AFFARI (Business) checklist



## List of supporting documents

Dear applicant,

Thank you for your interest in applying for a visa for Italy. The following information is provided to assist you in lodging your application. You are encouraged to read it carefully and take note of all the information provided. It is important for you to do so, as failure to provide any required documents may affect the processing of your application.

You should lodge your application when you have all the required documents as detailed below.

<b>Applicant's Name:</b>	
<b>Application tracking number:</b>	

## Please prepare your documents in the following order

	DOCUMENTS	DESCRIPTION	ATTACHED		OFFICIALS' NOTES
			YES	NO	
1	Passport (LS)	Must have a validity of at least 6 months prior to the returning date and 3 blank pages.			
2	Schengen Application Form				
3	Color ID Photos (x2)	VFS Global provides this service			
4	Photocopy of passport				
5	Photocopy of all previous visas				
6	Proof of Transport (LS)	<b>Confirmed</b> air ticket, or other mode of transport, proving the arrival into Italy and departure from Italy.			
7	Travel Insurance (LS)	Must be: <ul style="list-style-type: none"> <li>- valid for the entire Schengen area</li> <li>- valid for the duration of the stay;</li> <li>- cover for a minimum of 30.000 Euros;</li> </ul> When applying for a long term visa a minimum of 90 days validity is required.			
8	OFFICIAL INVITATION  For participation to Fairs or Conferences:  OFFICIAL LETTER FROM THE SOUTH AFRICAN COMPANY	See specific form. The invitation letter must be accompanied by The visura camerale (Italian Company's Chamber of Commerce registration) and a certified photocopy of the signature holder;  Proof of Registration and payment  confirming the business trip.			
9	Proof of Accommodation (LS)	In the form of confirmation of payment for accommodation for the whole duration of the stay or declaration of hospitality.			
10	Proof of Funds	<b>Must be proven!!!</b> With a 3 months' bank statement or a bank letter confirming the availability of funds in Euros for a minimum of 30 Euros per day for the duration of the stay, in excess of the confirmation of accommodation. In case of a sponsored trip, the company sponsoring the trip will have to present the relevant proof of funds. <b><u>FAILURE TO DO SO WILL RESULT IN THE VISA BEING DENIED.</u></b>			
11	Proof of Residence	In the form of a utility bill or bank statement.			
12	Proof of work	Letter from the employer indicating period of employment and salary.			
13	Proof of Payment	Copy of the VFS's receipt.			