

**MANDATORY DOCUMENTS Please show original documents at the time of Submission of Application for Verification YES NO**

<b>1. Application form</b> , fully completed and signed by the applicant
<b>2. One recent passport-size photograph (white background)</b>
<b>3. Passport having validity of 90 days</b> from date of expiry of visa with 1 blank page, issued within the jurisdiction of the Embassy/Consulate *
<b>4 a) Documentation proving the condition of economic operator or professional status</b> (for example registration certificate of Company, proof of Board Membership for liberal professionals, letter from Medical Institutions in case of doctors, from University in case of researchers etc. ) <b>and</b>
<b>b) Company bank account of last one year</b> (optional but strongly recommended for first time applicants)
<b>5 a) Letter from Indian Company or Institution explaining</b> purpose of the visit, professional status of Applicant and details regarding activities and business relation with Italian company <b>or</b>
<b>b) Letter of invitation from Italy from Italian company and signed from authorized signatory</b>
<b>Please Note:</b> The letter by the Italian business operator must include a declaration to the effect that he is aware of the nature of penal responsibility he assumes in case the foreigner he has invited, sponsored or guaranteed, violates Italian immigration laws (“dichiarazione di essere a conoscenza della responsabilità di natura penale che si assume (favoreggiamento) qualora lo straniero presentato o garantito violi la normativa sull’immigrazione”).
<b>6. Proof of adequate financial guarantees</b> (original to be shown and photocopy to be submitted):
a. Salary slips/certificates of the last three months <b>or</b>
b. Status of personal bank account for the last six months (strongly recommended for first time applicants) <b>or</b>
c. Income tax challans (last three years) <b>or</b>
d. Foreign exchange endorsement on the passport and receipt <b>or</b>
e. Credit card copy with statement of credit limit <b>or</b>
f. Bank Guarantee (“ fidejussione bancaria”) from sponsor in Italy
<b>7. Overseas Medical Insurance with minimum coverage of Euro 30,000-</b> with the inclusion of a repatriation flight if required. (Photocopy)
<b>8. Insurance Declaration Form</b>
<b>9. A return flight reservation.</b>
<b>10. One Photocopy of Passport (Front Page)</b>
<b>11. Photocopy of all observations in the passport</b>

**PLEASE NOTE:** Additional documents may be required in certain cases. Applicant could always be requested to appear for interview.

**COMMENTS**

**NAME OF Applicant Date & Time**

**PASSPORT NO OF APPLICANT:**