

REQUISITE DOCUMENTS FOR TOURIST VISA

MANDATORY DOCUMENTS:	YES	NO
Please show original documents at the time of Submission of Application for Verification		
1. Application form fully completed and signed by applicant		
2. One recent passport-size photograph (white background)		
3. Passport having validity of 90 days from date of expiry of visa with 1 blank page, issued within the jurisdiction of the Embassy / Consulate		
4. Travel itinerary (optional but strongly recommended).		
5. Proof of social and/or professional status (for example cover letter detailing purpose of trip or leave authorization from the employer of the applicant, proof of Board Membership for liberal professionals, letter from Medical Institutions in case of doctors, from University in case of researchers, etc.)		
6. Proof of adequate financial guarantees (original to be shown and photocopy to be submitted): a. Salary slips/certificates of the last three months or b. Status of personal bank account for the last six months (strongly recommended for first time applicants) or c. Income tax challans (last three years) or d. Foreign exchange endorsement on the passport and receipt or e. Credit card copy with statement of credit limit or f. Bank Guarantee (“ fidejussione bancaria”) from sponsor in Italy		
7. a. Confirmed hotel booking or b. Sponsorship letter from the sponsor in Italy (“Lettera di invito”) accompanied by : attested copy of Sponsor’s Stay Permit ("Permesso di Soggiorno"), Renewal slip in case Soggiorno is expired and attested copy of the sponsor"s passport(all pages)		
8. A return flight reservation.		
9. Overseas medical insurance with minimum coverage of Euro 30,000- with the inclusion of a repatriation flight if required		
10. Insurance Declaration Form		
11. For children/Students(application to be signed by both parents) In case a minor is travelling unaccompanied or with only one of the parents a no-objection letter from the parent who is not travelling needs to be submitted		
12. One Photocopy of Passport(Front Page)		
13. Photocopy of all observations in the passport		

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: