



CONSULATE GENERAL OF ITALY KOLKATA

Requisite Documents for a Tourist Visa

Documents should be arranged in the following order.

1.	Application form fully completed and signed by applicant.
2.	Two recent passport-size Photographs of size 3.3 *3.5 cms (white background)
3.	Passport/Travel Document must: a) Have been issued within the previous 10 years, and the validity must not exceed 10 years b) At least have a validity of 3 months after intended stay c) Have at least 2 face to face blank pages (mandatory). d) Be machine readable without observations.
4.	Original covering letter signed by applicant explaining the purpose of his/her trip to Italy and if applicable to the Schengen countries
5	Original letter from Employer on its Company letterhead stating the date of joining, current designation and the requested time of absence has been approved and confirming continued employment upon return to India. The letter must be stamped and signed by the authorized person, whose name, charge and contact details (email and contact number) must be clearly mentioned. For retired person, pension certificate or pension book in original and a copy For Students, a NOC from the institute on an Institute letterhead duly dated, signed and stamped. For self- employed people and businessmen, going as tourists, a covering letter on the company's letterhead is required. Self- employed applicants must submit proof of business i.e. firm's registration, trade license and/or partnership deed. Either one of these documents in original and a photocopy of the same has to be attached in the application.
6.	Overseas medical insurance with minimum coverage of Euro 30,000, for emergency hospital and repatriation expenses.
7.	Travel itinerary with travel dates, including return flight reservation or bookings. (Please mention if any other country/countries are to be covered during the entire trip).
8.	One set photocopy of applicant's Passport and all previous Schengen, valid UK & valid US Visas. An applicant possessing previous Schengen visas, should attach their old passport along with their new passport.
9.	Proof of adequate financial means of the applicant a) Copy of the salary slips/certificates of the last six months b) Personal bank account in original and a copy for the last six months is needed for all applicants with sufficient funds (roughly 30 euros per day according to Tabella a direttiva 01/03/2000 for each day spent in Italy and the Schengen area). c) Applicants falling under taxable income should provide last 3 years ITR 5 with bar code ,including the current year. Form 16 (TDS) and Income tax challans will not be accepted. d) Applicants having no financial means of support must produce a letter from their sponsor confirming the commitment of full financial support for the applicant for all his/her expenses during the stay in Italy and the Schengen zone. A photocopy of the sponsor passport and sponsor last six months personal bank statements (no fixed deposits) must be provided.
10.	Proof of Accommodation: a) Confirmed hotel bookings. OR b) Invitation letter from the sponsor in Italy ("Letter a di Invito", see attached form). Please Note: The letter of invitation must be accompanied by photocopy of the pages of his/her picture id containing relevant data, signature and validity of document.
11.	For applicants aged under 18 a) Application to be signed by both parents. b) If traveling with one of the parents a NO Objection Affidavit from other parent must be provided along with his/her passport photocopy c) If traveling with none of the parents a NO Objection Affidavit from both parents must be provided along with their passport photocopies

NOTE: The Consulate General reserves the right to ask for a Personal Interview or Additional Documents

ORIGINAL DOCUMENT SUBMITTED

YES

NO

Applicant Name

Signature: