

ITALY	
<u>BUSINESS VISA REQUIREMENTS</u>	
CONSULATE GENERAL OF ITALY	Valid passport WITH MINIMUM 6 MONTHS VALIDITY FROM THE DATE OF TRAVEL
KANCHANJUNGA, 1ST FLOOR,	ONE VISA APPLICATION FORM DULLY FILLED AND SIGNED.
72 G DESHMUKH ROAD,	TWO RECENT COLOR PHOTOGRAPHS WITH WHITE BACKGROUND 35*45mm MATT FINISH AND 80% FACE VISIBLE
MUMBAI - 400 026.	COVERING LETTER FROM THE COMPANY WITH COMPLETE DETAILS , LIKE APPLICANTS NAME ,DESIGNATION ,LENGTH OF STAY,PURPOSE OF STAY ETC.
	INVITATION LETTER FROM ITALY WITH COMPLETE DETAILS and penal responsibility clause to be mentioned and has to FAXED DIRECTLY TO THE CONSULATE AND ONE COPY TO US
	Hotel confirmation mentioning the exact date and hotel full address- to be faxed directly to consulate from Italy AND ONE COPY TO US.
TEL: 2380 4071/4073/387 4072	COMPANIES MEMORANDUM OF ARTICLE OR CERTIFICATE OF INCORPORATION
FAX: 2387 4074	INCOME TAX PAPERS OF THE APPLICANT FOR LAST 3 YEARS WITH ONE COPY
TIMINGS - MON TO FRI	Pan Card of the passenger COPY
	COMPANY BANK STATEMENT COPIES FOR LAST ONE YEAR
OFF: 0830 TO 1530 HRS	Personal bank statement for last one year
VISA: 0900 TO 1100 HRS	Salary slips for the last 3 months
COLLECTION: 15.00 TO 16.00 HRS	Copy of Appointment letter
	COPY OF INTERNATIONAL CREDIT CARD WITH CREDIT CARD STATEMENT WHICH SHOWS THE CREDIT LIMIT OR FOREIGN EXCHANGE
ITALY VFS	Return Confirm Ticket WITH ONE COPY
Block No 3 stadium house, churchgate	Original Health Insurance WITH ONE COPY
Mumbai.	Service agreement between the invitee and Indian company
Tel Nos.:66644313 / 14	Passenger visiting card and company profile
Timing :0800 to 1200 / 1300 to 1400	The date on the Invite, ticket, covering letter & Medical Insurance should match
FOR TRAVEL AGENTS	
<u>www.vfs-italy.co.in</u>	We cannot submit the case directly to Italy consulate even the passenger also cant go, we have to go thru the Italy VFS only.AFTER SUBMISSION OF THE DOCUMENTSTHE INTERVIEW THE DATE WILL BE PROVIDED BY THE VFS ON THIRD DAY DEPENDING ON THE CONSULATE IF THEY WANT THE APPLICANT TO COME FOR PERSONAL INTERVIEW
	THE APPLICATION AND FORWARD IT TO THE CONSULATE.WE WILL COME TO KNOW AT THE TIME OF COLLECTION WHETHER VISA IS GRANTED OR NOT
	Time taken : 3 working days
	Please send the photocopy of all the passport, ticket, medical insurance and all other Original Document.
	<u>TOURIST VISA</u>
	Valid passport WITH MINIMUM 6 MONTHS VALIDITY FROM THE DATE OF TRAVEL
	ONE VISA APPLICATION FORM DULLY FILLED AND SIGNED.
	TWO RECENT COLOR PHOTOGRAPHS WITH WHITE BACKGROUND 35*45mm MATT FINISH AND 80% FACE VISIBLE
	COVERING LETTER FROM THE APPLICANT REQUESTING FOR VISA AND ADDRESS TO CONSULATE
	LEAVE LETTER FROM THE COMPANY
	Hotel confirmation mentioning the exact date and hotel full address- to be faxed directly to consulate from Italy AND ONE COPY TO US.
	INCOME TAX PAPERS OF THE APPLICANT FOR LAST 3 YEARS COPIES
	Personal bank statement for last one year
	Salary slips for the last 3 months

	COPY OF INTERNATIONAL CREDIT CARD WITH CREDIT CARD STATEMENT WHICH SHOWS THE CREDIT LIMIT OR FOREIGN EXCHANGE
	Return Confirm Ticket WITH ONE COPY
	Original Health Insurance WITH ONE COPY
	We cannot submit the case directly to Italy consulate even the passenger also cant go, we have to go thru the Italy VFS only.AFTER SUBMISSION OF THE DOCUMENTSTHE INTERVIEW THE DATE WILL BE PROVIDED BY THE VFS ON THIRD DAY DEPENDING ON THE CONSULATE IF THEY WANT THE APPLICANT TO COME FOR PERSONAL INTERVIEW
	<u>TRANSIT VISA REQUIREMENT'S</u>
	1. Original passport valid for a minimum period of three months after the expire date of the visa
	2. One application form with all columns filled in and 2 recent photographs in the size of 3.5 cms x 4.5 cms with white / light background. The face should cover about 70-80% of the photo area.
	3. Original covering letter
	4. Copy of visa of final destination
	5. Copy of Confirmed hotel reservation
	6. Copy of income tax papers of last three years / last month bank statement / last 3 months salary slips
	7. Copy of overseas medical insurance policy + repatriation, evacuation cover (equivalent to 30000 euros)
	8. Copy of air ticket or PNR (booking printout)
	<u>WORK PERMIT VISA REQUIREMENT'S</u>
	Valid passport WITH MINIMUM 18 MONTHS VALIDITY FROM THE DATE OF TRAVEL
	ONE VISA APPLICATION FORM DULLY FILLED AND SIGNED.
	TWO RECENT COLOR PHOTOGRAPHS WITH WHITE BACKGROUND 35*45mm MATT FINISH AND 80% FACE VISIBLE
	COVERING LETTER FROM THE COMPANY WITH COMPLETE DETAILS , LIKE APPLICANTS NAME ,DESIGNATION ,LENGTH OF STAY,PURPOSE OF STAY ETC.
	ORIGINAL & PHOTOCOPY OF " Authorizzazione al Lavoro Subordinato" (Authorization for Dependant work) issued by competent " Ufficio Provinciale Del Lavoro " (Labour Provincial Directorate) Whose date is not prior to Six months, duly authorized by competent "Questure" (Police Headquarters)
	Original Health Insurance WITH ONE COPY
	One Way Air ticket