

# Italy - Work 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.

**Applicant Name:**

**Application tracking number:**

**Please prepare your documents in the following order**

- 1 Passport (LS)
- 2 Long Stay Application Form
- 3 Color ID Photos (x2)
- 4 Proof of Transport (LS)
- 5 Travel Insurance (LS)
- 6 Proof of Accommodation (LS)
- 7 Proof of Funds
- 8 S.U.I. Letter (Clearance) - Sportello Unico per l'Immigrazione
- 9 Proof of Residence
- 10 Proof of Payment
- 11 Work Contract

Attached	
Yes	No

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## IMPORTANT INFORMATION

Please be advised that we are not allowed to accept an application without the following basic requirements:

- Passport
- ID photo
- Schengen form
- Travel insurance

Please note that :

Capago provides photos which are 100% compliant with the Schengen Requirements and International Civil Aviation Organisation (ICAO) Standards, printed on quality gloss paper using Biometric technology at 90R per applicant

Capago can also link you with a selected Insurance Broker who provides Schengen Travel Insurance which is 100% compliant with the Schengen Requirements according to the regulations of the European Union (Decision 2004/17/CE of December 22nd 2003).

Note that the price of the Schengen Travel Insurance will depend on the chosen plan.

## Detailed explanation.

Please find below the detailed explanation for each document

### Passport (LS)

Cannot be older than 10 years and must be valid for at least 3 months from date of return with 2 valid, blank and consecutive pages.

For Non-S.A. Passports, please provide a valid South African permit (at least 6 months from the date of return). Copies of previous Schengen visas that have been issued in last 3 years to be submitted.

### Long Stay Application Form

Must be a Long Stay application form (National DType). All necessary fields to be neatly and accurately filled in. Form must be signed by applicant (3 signatures per form). In case of minors, the form MUST be signed by at least one of the parents.

### Color ID Photos

1 recent colour ID photos taken within past 6 months as required by Schengen Standards. Photos can be taken at Capago office. Background must be white.

Please click [here](#) for further specifications found under the heading 'Passport Photo Requirements'.

### Proof of Transport (LS)

All confirmed tickets (flight/ferry/train/bus/taxi) showing the crossing of Schengen borders (if applicable) and entry into Italy MUST be provided. Long stay applications do not need to show a return flight, however the name of applicant must appear on all proofs of transport. All confirmed car rental bookings must equally be provided.

If applicant is being collected by EU resident abroad, a copy of the EU's driver's licence, car registration details and a short letter of confirmation of pick-up and drop-off details will be necessary (Only required if crossing international borders into/out of Italy).

### Travel Insurance (LS)

One/two page travel insurance policy certificate to be provided (Schedule of benefits, policy wording or claim form is not required). Must display name of insured person, policy number, amount of cover (minimum € 30,000) and duration of

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cover.

An applicant's insurance should cover the full period of travel (for those not immigrating) or for a recommended minimum of 1 month to ensure time enough for the Questura to issue the Permesso di Soggiorno.

Insurance must cover Worldwide or the entire Schengen area (even if Italy is the sole destination).

Insurance must provision for evacuation, repatriation and emergency transportation as well as emergency in/out of hospital medical treatment.

## Proof of Accommodation (LS)

It is essential to have 100% accommodation for the entire period of stay in the Schengen area or until their permit has been issued by the Questura in Italy,

therefore all confirmed bookings of hotels/apartments/rentals/backpacker's are necessary. Student accommodation arrangements will also require a confirmation letter. The applicant's name needs to appear on the accommodation confirmation.

If booked by a 3rd party and the applicant's name does not feature on the confirmation, please have the person who made the booking provide a copy of their I.D. and a letter confirming that the applicant is their guest.

Applicants visiting Italian Citizens or temporary residence holders in Italy must have a Host Declaration/Lettera D'Invito form (available on the Capago website) completed by their host and it must be accompanied by copy of their Italian I.D./passport/permit (if the owner is nonItalian and owns property in Italy, please have them add a proof of residence such as Title Deeds, telephone accounts or recent utility bills from the last 3 months that clearly features that person's name.)

## Proof of Funds

Recent 3 months bank statements or credit card statements or forex receipt (full name of applicant must appear). Approximately 30 euros per day.

Dependents who are sponsored will require a letter from their parent or spouse accompanied with a copy of their bank statements and ID.

For Non SA-Passport Holders, please provide original bank letter and statements. Copies will not be accepted

## S.U.I. Letter (Clearance) - Sportello Unico per l'Immigrazione

This official document for immigration purposes must be submitted by travellers that requires any permits for work, study or residency in Italy. It must be valid for a minimum of one month after entry into Italy as this allows time for the permit to be issued.

## Proof of Residence

Can be a recent utility bill, bank statement or telephone account from the last 3 months that features the name of applicant and the physical address. If residing with a 3rd party, please attach to the proof of residence, a copy of their I.D. as well as a signed letter confirming that you reside with them.

## Proof of Payment

Proof of payment of visa & service fees: EFT or receipt of cash deposit at FNB branch. See conditions on website. If paying by credit or debit card at our premises, proof of payment will be obtained in-home. Please note that Capago does not accept cash anymore

## Work Contract

Copy of signed work contract outlining the terms, conditions and period of employment for the entire time the applicant will be engaged in Italy.