

Italy - Business general 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
- 2 Schengen Application Form
- 3 Color ID Photos (x2)
- 4 Travel Insurance (SS)
- 5 Proof of Accommodation (SS)
- 6 Proof of Transport (SS)
- 7 Proof of Payment
- 8 Proof of Funds
- 9 Professional invitation letter
- 10 Visura Camerale / Chamber of Commerce
- 11 Proof of Employment
- 12 Proof of Residence

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

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 NonS.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.

Schengen Application Form

All necessary fields to be completed.
Form must be signed by applicant.

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'.

Travel Insurance (SS)

One or two page health 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 (minimum € 30,000)

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

Proof of Accommodation (SS)

Copies of accommodation bookings / tours for the period of stay in the Schengen area.

Applicants hosted by friends or family must have a Host Declaration / Lettera D'Invito form completed by their host and accompanied by a copy of their ID.

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Proof of Transport (SS)

Copies of return flight bookings from South Africa as well as entry in to Italy or other Schengen countries must be provided with name of applicant on booking.

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

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

Professional invitation letter

Travel agenda indicating scheduled business meetings or letter of invitation from an Italian Company (Lettera d'Invito) including necessary attachments (ID, Visura Camerale).

Visura Camerale / Chamber of Commerce

These official documents are obtained from the Italian Chamber of Commerce in Italy (not the CoC in South Africa). It is known as a Visura Camerale and must accompany all business visa applications. Please also include a copy of the inviting person's Carta d'Identità (Italian ID).

Proof of Employment

Confirmation of employment on company letterhead and pay slip if applicable. If owner of company, provide the company registration documents, or SARS tax returns.

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.