

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 Professional invitation letter
- 8 Proof of Funds
- 9 Proof of Payment
- 10 Visura Camerale / Chamber of Commerce
- 11 Proof of Residence
- 12 Proof of Employment

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. SA Passport must be valid for at least 3 months from date of return. Must have the applicant's signature on the relevant information page (newer SA passports already have the signature embedded on the hardcover

Older SA passports must sign the information page at the back). Passports require 2 valid, blank and consecutive pages (marked VISA). Visa pages are invalid if damaged or stained by stamps from other pages. Please note, visas cannot share the same page back to back.

Please also provide Copy & Original of the previous passport(s)

For Non S.A passports, please also provide :

- Copy and Original of valid South African permit (permit must also be valid for at least 6 months from the date of return).
- Copies of any previous Schengen visas that have been issued in last 3 years, even if in another passport.

Schengen Application Form

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 both parents.

Color ID Photos

Two recent (2) Colour ID photos taken within the past 6 months as required by Schengen Standards. Must have a neutral expression, mouth closed and nothing covering the eyes, ears or forehead. Photos with red eyes from a flash will not be accepted. Please see website for further specifications. Please make sure to write your name behind the ID Photos.

Travel Insurance (SS)

Please provide the Certificate pages of your travel insurance(Schedule of benefits, policy wording or claim form is not required). The Certificate page must display name of insured person, policy number, amount of cover (minimum € 30,000) and duration of cover. An applicant's insurance should cover the full period of travel. 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

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as well as emergency in/
out of hospital medical treatment.

Proof of Accommodation (SS)

It is essential to have 100% accommodation for the entire period of stay in the Schengen area, therefore all confirmed bookings of hotels / apartments / rentals / backpacker's are necessary. The applicant's name needs to appear on the accommodation bookings. If booked by a 3rd party and your name does not feature on the confirmation, please have the person who made the booking provide a copy of their I.D./Passport and a letter confirming that you are 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 accompanied by copy of their 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 Transport (SS)

All confirmed return flights tickets from South Africa as well as flight/ferry/train/bus/taxi tickets showing entry/exit between all Schengen Countries MUST be provided. Name of applicant must appear on all proof of transport. All confirmed car rental bookings must equally be provided. If applicant is being collected by an EU resident/permit holder abroad, a copy of their driver's licence, car registration and a short letter of confirmation of pickup and dropoff details will be necessary (Only required if crossing international borders into/out of Italy).

Professional invitation letter

Lettera d'invito per Affari

A Lettera di invito per affari is an OFFICIAL LETTER OF INVITATION from a company/organisation in Italy on the OFFICIAL LETTERHEAD of said company/organisation. The letter needs to reflect the exact text presented on the LETTERA D'AFFARI form on our website (find it under OTHER FORMS

Please note that all business letters should be accompanied by the Italian Chamber of Commerce documents (Visura Camerale) to qualify for a business visa.

Please also enclosed proof of Identification of the inviting person.

Proof of Funds

Latest 3 months bank statements or credit card statements or forex receipt (full name of applicant must appear). Approximately 30 euros per day If sponsored by 3rd party, please have them complete a letter of sponsorship (available on our website) and provide their latest 3 months bank statements (names of account holder must be clearly visible) + an ID copy of the 3rd party. If the statements are in the name of a company or a trust, then the applicant must provide company registration documents or trust documents showing that they are members/owners of the company or the trust. Any traveller who is sponsored by an Italian citizen or Italian permit-holder living in Italy must obtain from their host a 'Fideiussione Bancaria' (letter of sponsorship) which is obtained by from the bank in Italy and must provide an ID copy of the sponsor. Please note that bank statements are requested for security reasons and are required even if travels are fully paid for by a company or 3rd party.

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

Visura Camerale / Chamber of Commerce

These official documents are obtained from the Italian Chamber of Commerce in Italy (not the Italian-South African Chamber of Commerce). It is known as a Visura Camerale and must accompany all business visa applications. Please

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also include a copy of the inviting person's Carta d'Identità (Italian ID) or passport. Print only the first 5 pages - giving the description of the company

- as well as the page that reflect the inviting persons position - / name. NOTE

: If you want to get the Visura Camerale you have to ask directly to the Italian company which invited you and not to the Chamber of Commerce in South Africa.

Proof of Residence

A recent utility bill, bank statement or telephone account from the last 3 months that features the name of applicant and the physical address. Title Deeds and Lease Agreements can also be supplied as proof of residence. 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 Employment

Signed confirmation on a company letterhead showing that the applicant is currently employed and will return to resume his/her duties upon return to S.A and indicating the monthly salary and/or and a recent pay slip if applicable. This letter MUST be an ORIGINAL. If an applicant owns their own company then they must provide the company registration documents (CC or CK documents) on which applicant's name appears. They must also provide an employment letter on their letter head in conjunction with the company registration documents. If the applicant operates as a sole trader / proprietor then they must provide a written affidavit declaration to this effect from a commissioner of oaths or letter from authorised accounting officer/bookkeeper.