

Italy - Study 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 High School Certificates & College Diplomas
- 10 Proof of Registration at Institution in Italy

Attached	
Yes	No

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

High School Certificates & College Diplomas

Please provide original and a copy of all previous and relevant academic records such as High School Certificates, College Diplomas and University Degrees etc.

Proof of Registration at Institution in Italy

A signed and stamped letterhead from the Institution in Italy confirming that the applicant is registered and will be attending a training/study course in Italy; Please ensure that all dates, locations of training/study courses and total hours of study per day or week are clearly stated.

A receipt/proof of payment for the course should also be submitted.