



## ITALY – Checklist for Business Visa

Check Box	List of requisite documents	Remarks
	One Visa application form which <b>must be completed in English</b> and signed by the applicant.	
	2 recent passport photos <b>40 x 60 mm</b> white background (please visit <a href="http://www.vfsglobal.com/Italy/Kuwait/English/tourist.html">www.vfsglobal.com/Italy/Kuwait/English/tourist.html</a> for further info).	
	<b>Original Passport</b> valid for at least 3 months from the date of return. Copy of Passport and previous Schengen visas issued during last 3 years. The passport must have at least two blank pages (face to face).	
	Copy of the civil ID Copy of resident permit valid for minimum 3 Months after return date.	
	Proof of available <b>lodging</b> in Italy and all other Schengen Countries ( <b>hotel booking, tourist vouchers or Offer of hospitality</b> ) valid for the entire duration of the trip to the Schengen Countries. Please note that the majority of stay will have to be in Italy.	
	<b>Air ticket</b> booking and copy to any destination in Italy or train tickets or Car reservation.	
	<b>All Risk Health and Travel Insurance</b> with minimum coverage of EURO 30.000,--per person valid for all Schengen Countries and for the entire duration of stay.	
	<b>Invitation letter</b> from the Italian company, please visit, <a href="http://vistoperitalia.esteri.it/Moduli/it/LetteradiinvitoperAFFARI.pdf">http://vistoperitalia.esteri.it/Moduli/it/LetteradiinvitoperAFFARI.pdf</a>  Italian Company's Profile, issued by the C.C.I.A.A. - Italian Chamber of Commerce & Industry (VISURA CAMERALE). Copy of ID or Passport of the person who sign the Invitation letter.	
	<b>Financial means</b> For visa-applicants ( <b>Non – Kuwaiti Residence</b> ): <b>Original salary certificate</b> (Letter from your Sponsor/Employer, addressed to the Embassy of Italy providing the following: date of your employment, position held, monthly salary, duration of your authorized trip). <b>Authorized Signature</b> (اعتماد توقيع) issued by the Kuwaiti Ministry of Social Affairs & Labor with the authentication of Kuwait Chamber of Commerce & Industry. <b>Original bank Statement:</b> last 6 months of transactions, with the exact salary, stamped by the bank or printed on the bank paper. (Proof of economic means of support). <b>Copy of valid Kuwaiti work permit.</b>	
	Additional supporting documents may be requested in somecases.	

### Please note:

- The visa must be applied for in person
- All documentation must be submitted in English language
- Original documents must be presented along with photocopies.

Remarks \_\_\_\_\_

### Declaration

I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application. The Embassy of Italy reserves the right to ask for an additional supporting document and does not guarantee the issue of visa.

Date: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

VFS Officer Signature: \_\_\_\_\_

**ATTENTION: The Embassy of Italy have a right to ask any other additional documents it consider necessary, may call the applicant for an interview, and have a contractual right of refusal without any explanation. In all cases the visa fee is non-refundable.**