



**CONSULATE GENERAL OF ITALY
KOLKATA**

Requisite Documents for a Tourist Visa

MANDATORY DOCUMENTS: Please show original documents at the time of submission of Application.

1.	Application form fully completed and signed by applicant.
2.	Two recent passport-size Photographs of size 3.3 *3.5 cms (white background)
3.	Passport/Travel Document must: a) Have been issued within the previous 10 years, and the validity must not exceed 10 years b) At least have a validity of 3 months after intended stay c) Have at least 2 face to face blank pages (mandatory). d) Be machine readable without observations.
4.	One set photocopy of applicant's Passport and all previous Schengen, UK & US Visas. And a covering letter from the applicant.
5.	Overseas medical insurance with minimum coverage of Euro 30,000 , for emergency hospital and repatriation expenses (coverage of extra 15 days after leaving the Schengen area).
6.	Travel itinerary with travel dates, including return flight reservation or bookings. (Please mention if any other country/countries are to be covered during the entire trip).
7.	Proof of social or professional status (for example cover letter detailing purpose of trip or leave authorization from the employer of the applicant.)
8.	Proof of adequate financial means of the applicant. (see attached table) a) Salary slips/certificates of the last three months and Form F16 b) Status of personal bank account for the last three months. Additional suggested documents, if available c) Income tax challans (last three years) and Form 16 d) Foreign exchange endorsement on the passport and receipt e) Credit card copy with statement of credit limit.
9.	Proof of Accommodation: a) Confirmed hotel bookings. OR b) Invitation letter from the sponsor in Italy ("Lettera di Invito", see attached form). Please Note: The letter of invitation must be accompanied by photocopy of the pages of his/her picture id containing relevant data, signature and validity of document.
10.	For Minors a) Application to be signed by both parents. b) If traveling with one of the parents a NO Objection Affidavit from other parent must be provided.
11.	Self-employed people and businessmen , must submit proof of business i.e. firm's registration or partnership deed, proprietorship letter.

NOTE: This Consulate General reserves the right to ask for a Personal Interview or Additional Documents