

Italy Tourist-Visa

❖ **Original Passport:**

- One set all previous Schengen, UK & US Visas.
- Have been issued within the previous 10 years, and the validity must not exceed 10 years.
- At least have a validity of 3 months after intended stay
- Have at least 2 face to face blank pages (mandatory).
- Be machine readable without observations.

❖ **Application form:** fully completed and signed by applicant.

- **For Minors:** Application to be signed by both parents.

❖ **Two recent Photographs** of size: (3.5 x 4.5 c.ms) (White background with dark cloths) and must be matt finish.

❖ **Covering letter:** Personal covering letter from the applicant on A4 size, explaining the purpose, duration of visit and professional status of applicant and expenses borne by whom and needs to be Addressed to "The Visa Officer, Consulate General of Italy, Kolkata".

❖ **Day to day Itinerary** needs to be enclosed along with cover letter on a plain paper.

❖ **Overseas medical insurance** with minimum coverage of Euro 30,000, for emergency hospital and repatriation expenses. It must cover the entire duration of stay in Schengen country + 15 days extra from the date of departure.

❖ **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).

❖ **Hotel confirmation** in the name of applicant.

If employed:

- Original Leave letter or NOC from Employer
- Six months' pay slips or last 3 months
- Six months bank statements in A4 size with bank seal & signature with healthy a sufficient funds.
- Last 3 years ITR-V Acknowledgement copy.

- Additional suggested documents, if available:
- Foreign exchange endorsement on the passport and receipt.
- Credit card copy with statement of credit limit.

❖ **Self-employed / Businessman**

- Then the covering letter should be in the company letter head.
- Proof of business i.e. firm's registration or partnership deed, proprietorship letter. (profession certificate)

❖ **If Retired**

- Retirement proof i.e. P.P.O copy or Release letter

❖ **For applicants aged under 18**

- Application to be signed by both parents.
- If traveling with one of the parents a NO Objection Affidavit from other parent must be provided along with his/her passport photocopy
- If traveling with none of the parents a NO Objection Affidavit from both parents must be provided along with their passport photocopies

Processing Time: 12-15 working days after submission at the Consulate

Jurisdiction: Assam, Arunachal-Pradesh, Bihar, Jharkhand, Manipuri, Meghalaya, Mizoram, Nagaland, Orissa, Tripura, Sikkim and west-Bengal.

- **Note:** This Consulate General reserves the right to ask for a Personal Interview or Additional Documents.