



Consulate General of Italy in Kolkata

Tourist Visa Application Checklist

June 2023

	Check list : Tick the documents submitted	
Passport/Travel Document	a) Has been issued within the previous 10 years, and the validity must not exceed 10 years. b) No handwritten passports will be accepted. Passports with any manual observations will not be accepted c) At least has a validity of 3 months after intended stay. d) Has at least 2 blank pages.	
Visa Application Form duly completed	a) 2 signatures of the applicant (page 3-column 37 and page 4). Application form for minors has to be signed by both the parents in both the places. b) 2 photographs to be submitted (3.3 x 3.5cm with white background) c) Travel dates and duration of stay must be mentioned. d) Contact details must be mentioned.	
Covering Letter (on company letterhead if applicant is a proprietor)	a) Name of applicant and other members traveling. b) Travel dates, itinerary and duration of stay. c) Who is going to bear the expenses d) Purpose of the visit.	
Leave Sanction Letter from employer	a) Mentioning the dates of leave sanctioned on company letterhead. b) Name, designation and signature of the authorized signatory	
Travel Itinerary / Complete stay details	Confirmed hotel reservation covering travel dates. If the applicant is travelling to any other Schengen countries apart from Italy, then hotel booking for the same is required.	
	<i>In case of sponsor:</i> Invitation letter from Italy (Lettera d'invito) accompanied by a copy of identification : passport or Identity card for Italian Sponsor. Passport, Identity card and permit of stay for foreigner resident in Italy.	
	<i>In case of groups:</i> Covering letter from Tour operator as per Link with list of passengers booked for a particular package tour with details of Name, Date of Birth and Passport No.	
For Minors Travelling	<i>In case of Minor travelling with any one parent or with a third party:</i> Affidavit from the parent/s stating that he/she has no objection to the travel of the minor. The affidavit has to be notarized and legalized by the competent Home Department of the State of Residence. The parent/s resident in Italy can make a similar self-declaration with a copy of his/her stay permit and passport, with the signature authenticated by the Comune.	
	An alternative option to the above process, parents of the minor can sign a Consent form at the Consulate General of Italy, Kolkata along with a copy of their passports (any govt. photo id with signature). Presence of the parents is mandatory, with original/copy of the minor's birth certificate.	
	<i>In case of Minor traveling with both the parents:</i> Affidavit of consent is not required, provided that the names of both parents appear on the said minor's passport.	
Financial Status and Means of Sustenance as per Requisite	Salary slips (in case employed): last 3 months.	
	a) Personal 3 months Bank Statement in original with Bank stamp and signature. b) ITR acknowledgement for the last three assessment years or form 16A. c) In case of Proprietorship: Original Company bank statement for last two months.	
Additional Documents	For Applicants who are: Employed: Employment contract / Appointment letter Self Employed / Proprietor: Company registration certificate Retired: 3 months pension statement, proof of income generated by ownership of property or business. If sponsored by Children – Children's financials (Bank statements, ITR, passport copy, Declaration of sponsorship)	
Passport copy of the applicant	Photocopy (One copy of the front page, one copy of the last page)	
	Photocopies of all previous Schengen Visas & photocopies of valid US and UK Visas.	
Overseas medical insurance	Covering travel period with coverage of Euros 30000 inclusive of a repatriation clause. Minimum 10 days insurance is mandatory from the travel date.	

Air Ticket	Return flight details or airlines reservation printout. Proof of all internal travel within the Schengen territory including train bookings, car rentals.	
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PLEASE NOTE: - The Consulate General of Italy reserves the right to request for additional documents or personal interview.