



VISA CHECKLIST

SCHENGEN VISAS (SHORT STAYS, UP TO 90 DAYS)

All applications must be submitted including both BASIC and ADDITIONAL supporting documentation

BASIC DOCUMENTS (mandatory for all Schengen visas)		CHECK
1	Visa application form, duly filled and printed (Schengen Visa)	☐
2	1 recent passport-size photos	☐
3	Passport or travel document valid for at least 3 months after visa expiry date + photocopy. Passports must have at least 2 spare pages for the Visa	☐
4	Driving licence or alternative document (Proof of Residency) showing current residential address in NSW	☐
5	Australian visa (+ photocopy) or Copy of VEVO Confirmation – Visa to be valid for at least 3 months from date of exit from Schengen area	☐
6	Copy of previous Schengen visas, if any available	☐
7	Return-trip booking from/to Sydney plus all internal travel within the Schengen territory (train bookings, car rentals, etc.)	☐
8	Proof of economic means of support: updated bank statement in the applicant/company name as shown on passport (transactions list of the last 3 months including current month).	☐
9	Proof of available accommodation for entire stay in the Schengen area: tourist vouchers, hotel bookings, offers of hospitality (host declaration form) (dated, signed and with copy of photo ID), etc. Any proof of lodging needs to be under the applicant's name (as shown on passport)	☐
10	Travel insurance: minimum coverage of €30,000 for medical reasons, emergency hospital, repatriation expenses including for body remains, valid for all Schengen countries and for the whole duration of the stay in the Schengen area policy (ONLY from European and local Australian insurance companies). <u>EITHER</u> Certificate of Insurance with Table of Benefits <u>OR</u> (for insurance through a credit card provider): Certificate of Insurance from the bank + confirmation letter from the bank + copy of credit card	☐
ADDITIONAL DOCUMENTS (tourism)		CHECK
1	Letter of Employment or 3 recent pay slips	☐

ADDITIONAL DOCUMENTS (business)		CHECK
1	Inviting Letter from the company in Italy (Form) with copy of their Business License/Chamber of Commerce certificate, confirming the purpose and duration of the visit and whether the host is covering any expenses for the trip	☐
2	Original letter from the employer stating designation, date of employment, salary, period of stay, purpose of visit, stating full responsibility for employee's expenses during the trip and his/her return stamped OR documentation issued by the relevant local authorities proving the actual position of economic-commercial operator (e.g. : operating licence, company registration certificate , etc.)	☐

ADDITIONAL DOCUMENTS (study)		CHECK
Reminder: there are several kinds of study visas Please be sure to check http://vistoperitalia.esteri.it/ to apply for the correct one		
1	Enrolment or pre-enrolment in the course to be followed in Italy	☐
2	For regular University courses or University exchange you must consider a minimum of 417.30 EUR per month of stay. For all other courses (ex. language courses) a minimum of 864.59 EUR per month of stay	☐