



ITALY – Checklist for Business Visa

Check Box	List of requisite documents	Remarks
	One Visa application form which must be completed in English and signed by the applicant. Complete Business Questionnaire Form with signature and company stamp.	
	2 recent passport photos 40 x 60 mm white background (please visit www.vfsglobal.com/Italy/Kuwait/English/tourist.html for further info).	
	Original Passport valid for at least 6 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 (back to back).	
	Copy of the civil ID Copy of resident permit valid for minimum 3 Months after return date.	
	Proof of available lodging in Italy and all other Schengen Countries (hotel booking, tourist vouchers or Offer of hospitality) 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.	
	Air ticket booking and copy to any destination in Italy or train tickets or Car reservation.	
	All Risk Health and Travel Insurance with minimum coverage of EURO 30.000,--per person valid for all Schengen Countries and for the entire duration of stay.	
	Invitation letter from the Italian company, please visit, http://vistoperitalia.esteri.it/Moduli/it/LetteradiinvioperAFFARI.pdf 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.	
	Financial means For visa-applicants (Non – Kuwaiti Residence): Original salary certificate (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). Authorized Signature (اعتماد توقيع) issued by the Kuwaiti Ministry of Social Affairs & Labor with the authentication of Kuwait Chamber of Commerce & Industry. Original bank Statement Applicants must prove to have sufficient economic means of support, as per the Italian Ministry of Interior Directive 01.03.2019. In particular they are required to enclose an original bank statement (stamped by the bank or printed on the bank paper) featuring the last 6 months of transactions. The statements must prove sufficient funds to cover all the expenses connected to the travel and stay in Italy. The bank statement must also feature the transactions connected to the monthly salary. Copy of valid Kuwaiti work permit.	
	Additional supporting documents may be requested in some cases.	

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: As per directives from the Embassy an application with incomplete documents will not be accepted. The Embassy may call the applicant for an interview, and have a contractual right of visa refusal. In all cases the visa fee is non-refundable.

