



**EMBASSY OF ITALY NEW DELHI**  
**REQUISITE DOCUMENTS FOR A BUSINESS VISA**

<b>MANDATORY DOCUMENTS: Please show <u>original documents</u> at the time of submission of the Application.</b>	
1.	Application form fully completed and signed by applicant
2.	One recent passport-size Photographs (white background)
3.	<b>Passport/Travel Document must:</b> a) Have been issued within the previous 10 years, and the validity must not exceed 10 yrs. b) At least have a validity of 3 months after intended stay c) Have at least 2 blank pages.
4.	Overseas medical insurance with minimum coverage of Euro 30,000, for emergency hospital and repatriation expenses.
5.	Travel itinerary with travel dates, including return flight reservation or bookings, proof of accommodation. (Please mention if any other country/countries are to be covered during the entire trip.)
6.	<b><u>One set photocopy of applicant's Passport and previous Schengen Visas.</u></b>
7.	Proof of accommodation Confirmed hotel bookings.
8.	<b>Documentation proving the economic status of the sending Company</b> a) Registration Certificates of Company or Proof of Board Membership for liberal professionals or Letter from Medical Institutions in case of doctors, b) Bank statement of the last six months. c) IEC number (if applicable)
9.	<b>Letter from Indian Company or Institution</b> , explaining purpose of the visit, professional status of applicant, and details regarding activities and business relation with Italian company. The letter must be signed by the authorized person, whose name and charge must be clearly identified.
10.	<b>Availability of adequate financial means of the applicant</b> a. Salary slips/certificates of the last three months b. ITR with Barcode (last 3 years) c. Income Tax Challan Receipt (last 3 years) d. Personal bank statement for the last six months, in original letter stamped from the bank or then the online print of bank statement should be stamped and signed from the branch manager.  <i>Additional suggested documents, if available</i> Credit card copy with statement of credit limit
11.	a) Letter of invitation from Italian company, in Italian (as per attached form), signed by the authorized person, along with photocopy of the pages of his/her picture ID (passaporto o carta d'identità) containing relevant data, signature and validity of the document.  b) <b>VISURA CAMERALE OF THE ITALIAN COMPANY</b>

**NOTE: This Embassy reserves the right to ask for a Personal Interview or Additional Documents. Visa applications should be submitted at least 15 days prior to date of travel.**