



---

## ITALY

### TOURIST VISA

1. Original Passports with minimum 6 months validity from date of travel, also attach old passports (if any).
2. Visa Application Form to filled and duly signed by the applicant.
3. 2 recent photographs 35 x 45 mm, proper white background, and matt finish 80% face size.
4. Covering letter from applicant mentioning the purpose of travel and duration of stay and addressed to –The Visa Officer, Embassy of Italy, New Delhi
5. Proof of Air Tickets.
6. Hotel confirmation.
7. Overseas Travel Insurance with minimum USD 50000 coverage.
8. Income Tax / Form 16 for last 3 years.
9. Salary slips for last 3 months (If employed).
10. Original Leave approval letter from Employer / School/ College. (If Employed or Student).
11. School / College Bonafide letter or ID card copy (If student).
12. Company registration proof e.g. Shop ACT, MOA, and partnership deed etc. (If Self Employed)
13. Original Personal Bank statements stamped & signed by bank for last 6 months with good transaction history & healthy balance.
14. Submit an authorization letter in order to submit and collect documents.

### DOCUMENTS IF VISITING FRIENDS / FAMILY

1. Passport & Visa Copies of the invitee.
2. Invitation Letter mentioning details of person inviting, travel details.
3. Accommodation proof.
4. Invitee's Bank statements last 6 months updated (If Sponsoring).
5. Salary slips for last 3 months. (If Sponsoring).
6. Relationship Status proof if invited by Family members





---

## BUSINESS VISA

1. Original Passports with minimum 6 months validity from date of travel, also attach old passports (if any).
2. Visa Application Form to filled and duly signed by the applicant.
3. 2 recent photographs 35 x 45 mm, proper white background, and matt finish 80% face size.
4. Covering letter on company letterhead mentioning travel details, applicant details, details of the meeting/work along with contact details of the business parties involved and addressed to –The Visa Officer, Embassy of Italy, New Delhi
5. Invitation letter from the company in Italy mentioning the details of the meeting, applicant.
6. Proof of Air Tickets.
7. Hotel confirmation.
8. Overseas Travel Insurance with minimum USD 50000 coverage.
9. Income Tax / Form 16 for last 3 years.
10. Salary slips for last 3 months (If employed).
11. Company registration proof e.g. Shop ACT, MOA, and partnership deed etc. (If Self Employed)
12. Original Company Bank statements stamped & signed by bank for last 6 months with good transaction history & healthy balance.





---

## TERMS & CONDITIONS:

- ❖ Visa requirement's mentioned above are for reference only, for any clarification please get in touch with one of our Visa Experts
- ❖ Visa requirement mentioned are based on what embassies ask for while submitting at a Visa centre in New Delhi, for submission of application in other cities or states requirements may vary
- ❖ Passport must have at least 2 blank pages for Visa printing
- ❖ Applicants could be asked for additional documents even after submission of Visa application or may be called by the particular embassy for an interview in some cases
- ❖ For Schengen/UK/ USA and many other countries Visa applicants have to go in person for submission of application
- ❖ Visa approval/rejection is at the sole discretion of the embassy & Visaclues.com (a unit of SKIES HOLIDAYS (P) LTD) shall not be held responsible in any case
- ❖ Visa fees in non-refundable once the application is submitted, what so ever visa outcome is.
- ❖ Visa charges may or might change if the embassy makes any changes in the fees
- ❖ Visa application will be processed only after receipt of complete documents from the client's end
- ❖ Visa processing time should be calculated from the date application is submitted at a Visa centre
- ❖ Processing time provided by any embassy/consulate is for reference only; it may vary from case to case and is strictly at the discretion of the embassy. Visaclues.com (a unit of SKIES HOLIDAYS (P) LTD) shall bear no responsibility of loss of tickets, hotel or package tour pre booked by the applicant in case of delay in Visa decision by the embassy.
- ❖ GST (18%) on service charges will be extra on the total invoice
- ❖ Notarization of passport pages (wherever applicable) will cost extra
- ❖ Courier charges will be extra
- ❖ In case of honeymooners applicants needs to submit proof of marriage like wedding card, Sagan or marriage picture (post card size) or marriage certificate

