

ITALY - CHECKLIST FOR TOURIST VISA

Sr. No	List of required documents	Yes	No
1	One application form duly completed and signed <ul style="list-style-type: none"> (full address of the host/ the hotel must be written in the application: full name, street name, building name or number, city and city code) 		
2	Original passport, 1 passport copy and copies of previous Schengen visas if available <ul style="list-style-type: none"> The passport should not be older than 10 years The passport must be valid for at least 03 months after the expiry date of the requested visa. The passport must have at least 02 blank pages (without stamps) and be in a good condition. Non-Jordanian applicants must also provide a legal residence permit valid for at least 03 months after the expiry date of the requested visa. 		
3	One recent passport-size photo (not older than 6 months). Photographs must be clear, well defined and taken against a plain white background.		
4	Evidence professional background (Original Copies Only) <ul style="list-style-type: none"> Proof of income and socie-professional standing (letter from the employer stating professional position, basic/gross monthly salary, date of employment and vacation granted). Documents confirming real estate ownership, company registration, retirement benefits. For students: present school/university certificate of enrolment/attendance, absence-permission and proof of parent's income. 		
5	Evidence destination / host: <ul style="list-style-type: none"> If staying with a relative/friend, an invitation letter from the host (according to Italian regulations) with a copy of their passport or ID. Hotel reservation or proof of other accommodation (containing the exact address in Italy) Flight reservation or E-ticket (round trip). It is important that the code or the booking reference is shown on the reservation provided. In addition, in case the bookings were not done online, the name of the travel agency should be seen on the reservation as well. 		
6	Evidence financial means (Original Copies Only) <ul style="list-style-type: none"> Proof of sufficient financial means to cover the costs of the stay guarantee (Up-to-date personal bank account statement in English for the last 6 months duly signed and stamped by the Bank, saving books or credit card transactions). Letter of Guarantee from the employer/guardian (undertaking to shoulder the cost of the applicant's living expenses) for maid/au pair or family members who do not have income of their own to be presented with the guarantor's bank account and a copy of his/her passport or ID. 		
7	Travel health insurance covering all Schengen countries, with a company having an assistance office within the Schengen area, for a minimum coverage of EUR 30.000, including medical treatment, emergency admission to hospital and repatriation.		

Please note:

The visa must be applied for in person. (12 years of age or older).

All documents must be presented in **ORIGINAL**, preferably in English.

Applications have to be submitted at least **21** days before the expected date of departure.

Please be informed that you are not allowed to take your passport after applying

ATTENTION:

The Embassy of Italy has the right at any time to ask for further supporting documents and/or call the applicant for an interview. Handing in a complete set of documentation does not guarantee the delivery of the requested visa. In all cases Visa application fee is non-refundable.

Applicant's Signature and Name:

VAC Remarks:

SO name and signature:

Date: