

Checklist for Italy Visit Visa



Dear Applicant,

Thanks for choosing MATCHLESS TOURS & TRAVELS (Pvt) Ltd as your preferred choice for travel and visa consultancy. Kindly provide the following mandatory documents to proceed your desired visa application.

- Short-stay visa application form duly filled and signed
- Passport Previous and current with at least 6 months validity. attach copies of used pages of Passports on A4 size paper
- 2 Pictures of 35x40mm size with white background
- Photocopy of National ID Card
- Written Explanation about previous refusal if you have been refused a visa in last 2 years
- Original and Photocopy of FRC issued by NADRA
- Polio Vaccination Certificate (valid) by a Government Hospital
- Original signed letter of the applicant's company/employer stating name, position, salary, duration of employment, address and contact numbers of the employer, purpose and duration of visit to the Schengen state(s). If the applicant is a "student", original signed letter from the applicant's school/college or University.
- Supporting Documents for Personal income
 - Original Bank Statements of last 6 months with bank reference letter
 - National Tax Certificate (NTN) & Proof of income tax payment (FBR) for 2 years
 - Last three salary slips
- If the applicant is the proprietor of a company, he must attach Supporting documents of the organization's income :
 - Original bank statements of the last six months
 - National Tax Certificate (NTN) & Proof of income tax payment (FBR) for 2 years
 - Chamber of Commerce Certificate valid for the current year
 - Recommendation for business visa from the Chamber of Commerce
- Original AND copy of a travel medical insurance policy of not less than 30,000 Euros. The policy must cover medical and hospitalization expenses for the entire period of valid stay
- If you are visiting under the **Tourist stream**: attach detail itinerary for your stay in Italy.
 - Copy of flight booking(s).
 - Accommodation proof (confirmed hotel reservation, rent agreement clearly stating your name, rental period dates & accommodation address) covering the entire period of your stay.

- If you are visiting under the **Business stream**: Evidence of proposed activities in Italy.
 - An invitation letter (contains signature and seal) from the private or public organization established in Italy, in the applicant's name, indicating the purpose and duration of the trip. (Invitation letter format is available on our website)
 - ID copy of the legal representative signing the invitation letter
 - Inviting company's registration proof in chamber of commerce(Camera di Commercio)
 - **Visa for trade fairs**: Paid fair ticket as visitor or proof of stall booking, invoice and payment as exhibitor (For TDAP group participants as well)
 - Proof of business relationship with companies in Italy (import/export documents)
 - Letter from the business you are representing providing details of your visit, your length of stay, and how your visit will benefit the business; and Details and supporting financial information of how your visit will be funded.
 - Chamber of Commerce Certificate valid for the current year
 - Recommendation for business visa from the Chamber of Commerce

- If you are visiting under the **Family Visitor stream**: then
 - If you are visiting relatives or friends, Original AND copy of accommodation proof (“DICHIARAZIONE GARANZIA E/O ALLOGGIO”) from the host in Italy along with copies of his/her passport or ID. If the person you are visiting in Italy is also responsible for your means of support, then he/she should write a letter confirming this and attach :
 - copy of his/her bank statements of the last 3 months
 - copy of his/her last three salary slips and work contract (if employed)
 - copy of his/her last tax form and a recent utility bill (gas, electricity etc.)
 - any original AND copy of document (NADRA family registration form, B-form...) showing family relationships between the applicant and the sponsor
 - Other information to show that you have an incentive and authority to return to your home country, such as:
 - A letter from your employer stating your intention to return to your job
 - evidence of enrolment at a school, college or university in your home country
 - Evidence of immediate family members in your home country
 - Evidence of your visa or travelling history of other countries
 - Evidence of property or other significant assets owned in your home country.

Note: Italian High Commission Islamabad reserves the right to ask for additional documents. Failure to submit all required documentation may result in the refusal of application or processing delays. Submission of Fake/Fraudulent documents is an offense. The Mission may refer such cases to relevant law enforcement authorities.

Disclaimer: Although the information on this checklist has been prepared with utmost care, we (Matchless Tours & Travels) cannot accept any responsibility for inaccuracies contained herein.

Visa Service Department
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