



EMBASSY OF ITALY
IN SINGAPORE
www.ambsingapore.esteri.it

CHECKLIST FOR SCHENGEN VISA APPLICATION
BUSINESS VISA

ALL THE DOCUMENTS SUPPORTING YOUR VISA APPLICATION MUST BE SUBMITTED IN **ENGLISH** LANGUAGE

BEFORE SUBMITTING YOUR VISA APPLICATION, PLEASE TAKE NOTE OF THE BELOW LISTED INFORMATION:

1. Please **book an appointment online** to submit your visa application **in person** at the **Visa Application Centre (VAC)** or at the Embassy of Italy in Singapore.
2. This **Checklist** must be **signed** and **submitted** with your application.
3. Submitting the required documents **does not guarantee** the approval of your visa application.
4. The Italian Embassy reserves the right to require additional documents and to retain them.
5. The **Italian Embassy** is the only authority in charge of assessing and making the decision on your visa application.

PROCESSING TIME

Your visa application will be processed within 15 days. However, it may take longer time in case additional documents and/or assessment are/is required. Normally, the visa is issued **within 5 days**. For some nationals, the processing time may take more than 15 days.

REQUIREMENTS

1. APPLICATION FORM

(√) Tick the box of the selected item

- ☐ The online Application Form available at: www.blsitalysingapore.com and e-applicationvisa.esteri.it is to be duly completed, printed and signed at the VAC or at the **Embassy of Italy in Singapore**.

2. PASSPORT

- ☐ The passport has to be issued less than 10 years ago and has to be valid for at least 3 months after the return date from Schengen area.
- ☐ The passport must have at least 2 blank and unmarked visa pages facing each other.
- ☐ The original passport must be submitted with a copy of its first 3 pages and of the Schengen visas issued in the past 3 years, if available.

3. PHOTO

- ☐ One recent passport-size photo with white background.

4. IDENTITY CARD (IC)

- ☐ Original and copy of both sides of your valid IC. IC must be valid for at least 3 months after the return date from Schengen area.
- ☐ If you are a Permanent Resident in Singapore, present your Re-Entry permit, valid for at least 90 days after the return date from Schengen area.

5 EMPLOYMENT LETTER

- ☐ Official letter of employment issued by your Company bearing the Company's Letterhead and contact details and must state the following:
- Name, position and date of employment of the Applicant.
 - Purpose and period of the trip
 - Responsibility of the Company for the business trip expenses of the Applicant.
 - The letter must bear also the name and position of the signatory, his/her original signature and seal of the Company. **No coloured scans or electronic signatures will be accepted**
- ☐ If you are self-employed, please submit your ACRA Biz File.

6 BUSINESS INVITATION LETTER

☐ Invitation letter from Italy or Malta bearing the Company's letterhead, contact details and stating the purpose and the required period of stay in Italy. Please provide the "Visura Camerale" (Italian Company registration profile issued by the Chamber of Commerce of reference in Italy) not older than 6 months and a copy of the IC of the responsible person signing.

Business Visa to Malta – Copy of the Company registration in Malta and copy of the IC of the responsible signing person are required.

Business conference - bank account statement of the **last 3 months** and the invoice stating the payment of your participation fees are required

7 ROUND TRIP FLIGHT RESERVATION

☐ Confirmed flight booking (**NOT paid air ticket**) that indicates the applicant's name, departure cities and destinations.

☐ If travelling across Schengen countries, please submit bookings of all trains, flights and car rentals from one country to another.

8 ACCOMMODATION

☐ Proof of your hotel accommodation for the entire period of your stay in Schengen area.

9 TRAVEL INSURANCE FOR SCHENGEN AREA

☐ Travel insurance policy valid for the whole Schengen Area or Worldwide.

- The insurance policy indicating your name must cover medical, hospitalization and repatriation costs for up to Euro 30.000 or SGD 50.000 (only SGD and Euro currencies are accepted)
- The insurance must fully cover the entire period of your stay in Schengen Area

Singapore, _____ Applicant's Name: _____ Signature: _____