



EMBASSY OF ITALY IN

SINGAPORE

www.ambsingapore.esteri.it

CHECKLIST FOR SCHENGEN VISA

APPLICATION **BUSINESS VISA**

VISA APPLICATION CENTRE (VAC)

Visa application, appointment, information and contact details are available online at:

www.blsitalysingapore.com/appointment-schedule.php

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. It is compulsory to book an appointment online and to submit your visa application in person at the Visa Application Centre (VAC).
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.

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.

1. APPLICATION FORM

(√) Tick the box of the selected item

- ☐ Online Application Form available at: www.blsitalysingapore.com, to be duly completed, printed and signed at the VAC.
- ☐ If the applicant is under 18 years old, the parents must jointly sign the application form at the VAC

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 for at least 90 days after the intended visit to Schengen area. Copy of the document indicating the EXPIRY DATE of Singapore IC
- ☐ 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
 - 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.
- ☐ If you are self-employed, please submit your ACRA Biz File.

6 BUSINESS INVITATION LETTER

Invitation letter from Italy 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 inscription to the Chamber of Commerce) not older than 06 months and a Copy of the IC of the responsible signing person.

Business visa to Malta – Copy of company registration certificate in Malta and Copy of the IC of the responsible signing person are required.

Bank Statement - Latest 03 months' salary credited bank statement issued from the local (Singapore) bank with bank stamp is 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 (s) 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, Euro and USD currencies are accepted)

▪ The insurance must fully cover the whole period of stay in Schengen Area

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