



**EMBASSY OF ITALY
IN SINGAPORE**

www.ambsingapore.esteri.it

CHECKLIST FOR SCHENGEN VISA APPLICATION TOURIST 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.

PROCESSING TIME

Your visa application will be processed in minimum 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** during non-peak period. For some nationals, the processing time may take more than 15 days.

REQUIREMENTS

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 and addressed to the Embassy of Italy. The letter bearing the Company's Letterhead with company address and contact details must state the following:
- Name, position and date of employment of the applicant
 - Period of granted leave and salary.
 - Purpose and period of the trip.
 - The letter must bear also the name and position of the signing person, his/her **original signature** and **stamp of the Company**. **NO coloured scans or electronic signatures will be accepted.**
- ☐ If you are self-employed, please submit your ACRA Biz File.
- ☐ If you are un-employed, you must be sponsored by your Spouse/Parents.

6	<u>SCHOOL LETTER FOR STUDENTS</u>	(√) Tick the box of the selected item
<input type="checkbox"/>	Official letter issued by the student's School and addressed to the Embassy of Italy. The letter bearing the School's Letterhead with school address and contact details must state the following: ▪ Name, year of enrolment of the Student at the School ▪ Purpose and period of the trip. ▪ The letter must bear also the name of the School's Principal, his/her original signature and stamp of the School . NO coloured scans or electronic signatures will be accepted.	
7	<u>ROUND TRIP FLIGHT RESERVATION FROM SG BACK TO SG</u>	
<input type="checkbox"/>	Confirmed flight booking (NOT paid air ticket) with booking reference number that indicates the applicant's name, departure cities and destinations.	
<input type="checkbox"/>	If travelling across Schengen countries, please submit bookings of all trains, flights and car rentals from one country to another that indicates the applicant's name.	
8	<u>ACCOMMODATION</u> Please contact our VAC via email regarding additional documents required if you are booking through tour agency. Proof of your hotel accommodation (s) with applicant's name and hotel address for the entire period of your stay in Schengen area.	
9	<u>TRAVEL INSURANCE FOR SCHENGEN AREA</u>	
<input type="checkbox"/>	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 ▪ Please, submit the policy with its full details containing coverages and geographical area details.	
10	<u>BANK ACCOUNT STATEMENT</u>	
<input type="checkbox"/>	Original copy of your salary bank account statement, bearing the stamp of your bank , covering the details of your bank transactions in the last 3 months (Overseas bank accounts are not accepted)	
<input type="checkbox"/>	If the Applicant is sponsored by the Spouse/Parents, the Sponsor (s) must be present at the moment of submitting the visa application at the VAC to sign the sponsorship Affidavit along with his/her Employment letter, Bank statement and documented proof of relationship.	
11	<u>FOR MARRIED COUPLES</u>	
<input type="checkbox"/>	Original and copy of the Marriage Certificate and a copy of the Spouse's passport, even if the spouses are not travelling together.	
12	<u>FOR MINORS</u>	
<input type="checkbox"/>	Both parents must come in person to the VAC and submit the original and copy of their passports and of the minor's Birth certificate.	
<input type="checkbox"/>	If the minor is applying with one parent , the other parent (or both in the minor is travelling alone) must go to the nearest Italian Embassy or Consulate to submit his/her or their written Consent.	
13	<u>HOST DECLARATION (if hosted by a citizen of Schengen Area)</u>	
<input type="checkbox"/>	If you will be hosted by a citizen of Schengen Area, please submit a copy of the Host's passport and his/her Letter indicating his/her address, the starting and ending date of your stay at the Host's place.	
14	<u>HOST DECLARATION (if hosted by an Italian citizen)</u>	
<input type="checkbox"/>	If you will be hosted in Italy by an Italian citizen, the Italian Host has to download and complete the Host Declaration Form (Dichiarazione di Alloggio) on the website of this Embassy.	
<input type="checkbox"/>	If you will be hosted in Italy by a foreign citizen, the Host must provide the Host Declaration Form in original copy, duly completed, signed and certified by the relevant Italian Municipality, as well as a copy of his/her passport.	
15	<u>FOR MARRIED TO EU CITIZENS</u>	
<input type="checkbox"/>	Original and copy of your spouse's passport and original and copy of your Marriage certificate, duly legalized in the Country of Issue.	
16	<u>DOMESTIC HELPER APPLICATION</u>	
<input type="checkbox"/>	Please, contact our VAC via email regarding the documents required for domestic helpers	

All documents must be submitted and printed separately for each applicant as no joint documents will be accepted even for families. Every family member must book an individual appointment and then apply with the rest of the family on the same day.

Revised on October 2024

