

# Italy – INVITO (invitation) checklist



## List of supporting documents

Dear applicant,

Thank you for your interest in applying for a visa for Italy. The following information is provided to assist you in lodging your application. You are encouraged to read it carefully and take note of all the information provided. It is important for you to do so, as failure to provide any required documents may affect the processing of your application.

You should lodge your application when you have all the required documents as detailed below.

Applicant's Name:	
Application tracking number:	

## Please prepare your documents in the following order

	DOCUMENTS	DESCRIPTION	ATTACHED		OFFICIALS' NOTES
			YES	NO	
1	Passport (LS)	Must have a validity of at least 6 months prior to the returning date and 3 blank pages.			
2	Schengen Application Form				
3	Color ID Photos (x2)	VFS Global provides this service			
4	Photocopy of passport				
5	Photocopy of all previous visas				
6	Proof of Transport (LS)	<b>Confirmed</b> return air ticket, or other mode of transport, proving the arrival and departure in and out of Italy.			
7	Travel Insurance (LS)	Must: <ul style="list-style-type: none"><li>- Be valid for the entire Schengen area</li><li>- Be valid for the duration of the stay;</li><li>- cover for a minimum of 30.000 Euros;</li></ul>			
8	OFFICIAL INVITATION from the Italia Institution  For participation to Conferences:  OFFICIAL LETTER FROM THE SOUTH AFRICAN EMPLOYER	See specific form.  The invitation letter must clearly identify the hosting Organization/Institution and the invitee; the purpose of the visit and length of stay, a certified photocopy of the signature holder must also be enclosed;  Proof of Registration and payment  confirming the trip.			
9	Proof of Accommodation (LS)	In the form of confirmation of payment for accommodation for the whole duration of the stay or declaration of hospitality.			
10	Proof of Funds	<b>Must be proven!!!</b>  With a 3 months' bank statement or a bank letter confirming the availability of funds in Euros for a minimum of 30 Euros per day for the duration of the stay in excess of the confirmation of accommodation.  <b><u>FAILURE TO DO SO WILL RESULT IN THE VISA BEING DENIED.</u></b>			
11	Proof of Residence in SA	In the form of a utility bill or bank statement.			
12	Proof of Employment	Letter from the employer stating the reason for the trip			
13	Proof of Payment	Copy of the VFS's receipt.			