



Italy – MISSIONE (mission) 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 Italian National D visa application Form	For a stay of no longer than 90 days For a stay of longer than 90 days			
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)	Confirmed air ticket, or other mode of transport, proving the arrival into Italy.			
7	Travel Insurance (LS)	Must be: - valid for the entire Schengen area - valid for the duration of the stay; - cover for a minimum of 30.000 Euros; When applying for a long term visa a minimum of 90 days validity is required.			
8	Official invitation by an International Organization/Institution or Italian Institution officially recognized by the Italian Government	Stating that the reason for the trip is official			
9	Proof of Accommodation (LS)	In the form of confirmation of payment for accommodation for the whole duration of the stay or declaration of hospitability.			
10	Proof of Funds	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.			
11	Proof of Residence in SA	In the form of a utility bill or bank statement.			

12	Proof of work	Letter from the employer stating the reason of the trip			
13	Proof of Payment	Copy of the VFS's receipt.			