

BUSINESS VISA

(short-stay, up to 90 days)

If you intend to visit several Schengen countries, you shall apply at the Consulate of the country where you will be staying longer. If you will spend the same number of days in more than one country, you shall apply at the Consulate of the Schengen country you will visit first.

Duly filled Visa Application Form. Use Visa Application from **the Consulate General of Italy in Philadelphia** (do not use forms for Embassy or other Consulates). Please note that all the names appearing on the passport must appear on the application form (all data must match those on the passport). The form must be dated and signed before a Visa Officer.

Recent passport-size photograph (2"x2"), on white background, full face and front view, stapled/glued to the application form. Scanned or photocopied photos will NOT be accepted;

Valid passport plus 1 copy of the page with photograph and expiration date. The passport or travel document must be valid at least 3 months after the visa expiration date. Please make sure the passport is no older than 10 years and has at least a blank page to affix the visa.

Original and copy of Alien Resident Card OR other US immigration document allowing re-entry into the United States valid for at least 90 days since exit from Schengen area (e.g., valid long-term US visa, Advanced Parole, etc.). International students must submit original and copy of F-1 Visa and endorsed I-20, Exchange visitors a valid I 66 form.

US Visas B1/B2 are not acceptable for this purpose.

Original and copy of Driver's License or State ID as proof of residence in the jurisdiction of this Consulate General. Full-time students may also use original and copy of Student ID. If you recently moved and have not updated your ID, you must submit another proof of current address (e.g., utility bills, bank statements, etc.);

Copies of all the visas needed for the current trip if applicable;

Letter from the US employer on original company letterhead specifying:

- name of the applicant;
- employment status of the applicant and the purpose of the trip;
- complete period of travel;
- that the employer assumes full responsibility for expenses, lodging, **overseas health insurance coverage** and return to the US of the applicant;

Letter of invitation in Italian language from the sponsoring Italian company on original letterhead specifying: (sample on FORMS)

- name of the applicant;
- purpose of the trip;
- intended period of stay in Italy;
- copy of the host I.D.;

This letter must be accompanied by the certificate of "*visura camerale*" (certificate of deed);

□ **If you are self-employed** or the owner of a company, include copies of your corporation papers and tax return and a letter from the sponsoring Italian company in original and its certificate of “Visura camerale” (certificate of deed);

□ **Proof of purchase of Worldwide Travel Insurance** Travel Insurance can be purchased from a travel agent or online or may be issued by your current US Insurance Company (card alone is not sufficient). Provide letter or certificate from insurance company showing coverage for the entire period of travel in the Schengen area with a minimum coverage of \$50,000 for hospitalization, emergencies, evacuation and repatriation.

□ **Proof of lodging for the entire duration of the trip and for all the countries you intend to visit.** Please submit **one** of the following:

1) If you staying at Hotel, confirmed hotel reservations with name and address of hotels, name of the applicant and number of guests, duration of stay, reservation dates and confirmation number ;

2) if you have been invited to stay in Italy with an Italian citizen or a foreigner who reside in Italy : letter of invitation(Invito/Dichiarazione di Alloggio) under “forms” duly filled out, dated and signed by the host and accompanied by copy of hosts’ ID and, if applicable, copy of a valid *Permesso di soggiorno* (Residence Permit);

□ **Confirmed flight reservation** for a round trip showing complete itinerary. If you visit more than one Schengen country, please provide means of transportation between countries;

□ **Visa fee** (non refundable) in the form of Postal Money Order (USPS) payable to the Consulate General of Italy, with applicant’s name and address as the remitter;

□ **Return envelope:** required if applicant cannot pick up passport with the visa in person. Please provide **postage paid, self addressed envelope** with tracking number plus mailing disclaimer form. Carefully complete mailing label with all required information.

N.B. This consular administration has full authority to evaluate and request additional documentation, if deemed, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does not guarantee the issuance of any visa.