

## **TOURIST VISA FOR SCHENGEN COUNTRIES (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.

**For minor applicants**, please consult appropriate link on website;

□ **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.);

□ **Employment verification:**

Letter of employment (in original), stating: position held, length of employment, most recent monthly or annual salary (recent pay stubs may also be added), approved vacation time. The letter must be signed and dated.

For self-employed workers or company owners: copy of the corporation papers or State license plus most recent tax return;

For students: official school letter stating full-time enrollment;

□ **Proof of sufficient funds** to cover the expenses of your planned stay

Most recent **bank statement/s** of saving, checking, or original **Bank Letter** (Bank Letter sample on forms )

Dependents must submit relevant documentation of the family member sponsoring the trip with an **Affidavit of Financial Support** (on forms) .

Following is the guideline for the means of support:

1 to 10 days – a minimum of \$300 up to 5 days, 6 to 10 days an additional \$50 per day;

11 to 20 days – a minimum of \$45 per day;

More than 20 days – a minimum of \$35;

Only if you are invited in Italy: the financial requirements may also be satisfied by a Bank Guarantee (*Fidejussione Bancaria*) submitted in original plus copy by the inviting person in Italy ( **Host Declaration or Invito/Dichiarazione di Alloggio**);

□ **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) Rental agreement for vacation home;

3) For cruises or other organized trips, provide official letter from your agent stating that you are a member of the group, itinerary or vouchers with places visited, number of days in each location, and type of accommodation;

4) 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.

**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 require documentation does not guarantee the issuance of any visa.**