Embassy of Italy
Singapore

EMBASSY OF ITALY

IN SINGAPORE

https://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:
https://blsinternational.com/italy/singapore

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 within 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.
For some nationals, the processing time may take more than 15 days.

TOURIST VISA REQUIREMENTS

1. APPLICATION FORM **(√) Tick the box of the selected item**

- [ ] Online Application Form (recommended): **www.blsitalysingapore.com**, to be duly completed, printed and signed.
- [ ] Hard copy Application Form: to be duly completed and signed.
- [ ] 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

- [ ] Two recent passport-size photos with white background.

4. PROOF OF RESIDENCE IN SINGAPORE:

- [ ] Original and copy of both sides of your valid Singapore IC/NRIC/FIN card.
- [ ] If you are a Permanent Resident in Singapore, present your valid Re-Entry permit.

5 EMPLOYMENT LETTER

- [ ] Submit the official letter of employment issued by your Company and addressed to the Embassy of Italy. The letter bearing the Company's Letterhead 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 seal of the Company. If you are self-employed, please submit your ACRA Biz File.
- [ ] **NO coloured scans or electronic signatures will be accepted.**

6 SCHOOL LETTER FOR STUDENTS **(√) Tick the box of the selected item**

☐ Official letter issued by the student's School and addressed to the Embassy of Italy.
The letter bearing the School's Letterhead 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 seal of the School. **NO coloured scans or electronic signatures will be accepted.**

7 ROUND TRIP FLIGHT RESERVATION

☐ Submit a confirmed flight booking (**NOT paid airticket**) that indicates the applicant's name, departure cities and destinations.

☐ If travelling across Schengen countries, please submit bookings of all trains, flights and car rentals from one country to another.

8 TRAVEL INSURANCE FOR SCHENGEN AREA

☐ Submit a 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.**

9 BANK ACCOUNT STATEMENT

☐ Original copy of your bank account statement, bearing the stamp of your bank, covering the details of your bank transations in the **last 3 months** (Overseas bank accounts are **not** accepted)

☐ 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**.

10 FOR MARRIED COUPLES

☐ Original and copy of the Marriage Certificate and a copy of the Spouse's passport, even if the spouses are not travelling together.

11 FOR MINORS

☐ 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.

☐ 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.

12 HOST DECLARATION (if hosted by a citizen of Schengen Area)

☐ If you will be hosted by an Italian citizen, the Italian Host has to complete the Host Declaration Form (*Dichiarazione di Alloggio*), which can be downloaded from the website of this Embassy (**HERE**).
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 Italian Municipality in charge, as well as a copy of his/her passport.

13 FOR PERSONS MARRIED TO EU CITIZENS

☐ Original and copy of your spouse's passport and original and copy of your marriage certificate, duly legalized in the Country of issue.

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.

Singapore, _____ Applicant's Name: _____ Signature: _____