

## Italian Embassy - Colombo

<b>Tourist Visa</b>		yes	no	n/a
1)	<b>Application Form</b> (completed visa application signed by the applicant , applications of minors should be signed by both parents)			
2)	<b>Two recent passport size coloured photographs</b> (full face on white background , one photo attached to application)			
3)	<b>Current Passport and Previous passports</b> (if any) <ul style="list-style-type: none"> <li>- passport shall contain two blank pages</li> <li>- current passport shall be valid for a period of 90 days beyond the date of return to Sri Lanka</li> <li>- previous passports should be submitted at the interview</li> <li>- lost passports should be declared with a police report (translated into english and certified by the Consular Division - Ministry of Foreign Affairs Colombo)</li> <li>- photocopy of passport bio-page and any amendments</li> </ul>			
4)	<b>Covering Letter</b> – self addressed by the applicant explaining the purpose of visit and travel plan.....etc			
5)	<ul style="list-style-type: none"> <li>• <b>Sponsored visit</b> <ul style="list-style-type: none"> <li>- original sponsorship letter in accordance to the current valid format</li> <li>- copy of the sponsor's passport/soggiorno/identity card</li> <li>- copy to be faxed/mailed directly to the Italian Embassy and original submitted for interview (fax: 0094-112-588622 – email: visti.ambcolombo@esteri.it)</li> </ul> </li> <li>• <b>Non-Sponsored visit</b> <ul style="list-style-type: none"> <li>- confirmed hotel/apartment ...etc reservation – if applicable hotel/apartemts reservation in any other visiting Schengen countries</li> <li>- declaration that this visa application is not part of a organized group/tour and that they are travelling alone or with family members only</li> </ul> </li> <li>• <b>Group Visit</b> <ul style="list-style-type: none"> <li>- Copy of the full travel itinerary and the full list of the other members travelling within the group, all on the travel agency's letterhead.</li> </ul> </li> </ul>			
6)	<b>Proof of Employment</b> <ul style="list-style-type: none"> <li>- company business registration and/or memorandum of articles and/or articles of association</li> <li>- most recentl (updated-to-date) company bank statement for the last 3 months</li> <li>- company income tax payment slips / annual reports / balance sheet statements / audit reports</li> <li>- letter from employer explaining purpose of visit, date of commencement of employment, professional status of applicant, leave approval confirmation, travel/additional expenses borne by..... etc <ul style="list-style-type: none"> <li>- salary slips for the last 3 months</li> <li>- EPF , ETF contribution statements</li> <li>- Personal income tax payment slips</li> </ul> </li> <li>• <b>Students:</b> Letter from school/college/institute/university granting permission of academic leave</li> </ul>			
7)	<b>Personal financial status</b> <ul style="list-style-type: none"> <li>- personal bank accounts (current / savings / fixed deposit etc) for last 3 months</li> <li>- certified valuations for movable and immovable assets</li> <li>- Fideiussione bancaria in favour of the applicant prepared by the sponsor</li> </ul>			
8)	in case of <b>Minors</b> travelling <ul style="list-style-type: none"> <li>- the visa application should be signed by both parents</li> <li>- consent letter from both parents or by the parent not accompanying the child on the visit (parents should be present for the interview with the child along with their Passport / NIC)</li> </ul>			
9)	<b>Insurance</b> - travel, medical and accident insurance policy as per travel itinerary - cover of Euros 30,000/-			
10)	<b>Foreign Exchange</b> <ul style="list-style-type: none"> <li>- letter from Bank stating the issuance of foreign exchange on receipt of visa</li> <li>- most recent credit card statement</li> </ul>			
11)	<b>Airline Ticket</b> - confirmed reservation issued by airline or travel agency- if applicable- surface travel dates and transportation tickets to other Scheengen countries. A minor travelling with one Parent submit a letter of consent signed by the Italian residing parent together with copy of his/her passport and Italian Residente Permit. If minor is travelling alone submit a letter of consent (signed by both parents together with the copy of their passports and Italian Resident Permit) authorizing the minor to travel .			
12)	<b>Proof of family bonds</b> – birth certificate, marriage certificate, death certificate ..... etc (translated into english and certified by the Consular Division - Ministry of Foreign Affairs Colombo. In case of non-Sri Lankan passports, certification should be done by the respective national's Embassy / High Commission / Consulate based in Colombo)			
13)	<b>Proof of Previous Travel</b> - photocopies of visas issued in the last two years by Schengen countries, UK, Ireland, USA, Canada,Australia and New Zealand			

**Note:** - The Embassy reserves the right to request further documentation at the interview if and when required

- All documents should be provided in original accompanied with a set of photocopies in A4 size
- Documents in Sinhalese, Tamil or any other language must be presented with an official English or Italian translation and certified by the Consular division Ministry of Foreign Affairs Colombo or in case of non-Sri Lankan nationals certified by the respective Embassy / High Commission / Consulate based in Colombo

Comments.....

Please sign below that you have read and seen this checklist

Applicant's Signature  
Date .....

Submission Officer  
Date .....