

ITALY VISA REQUIREMENTS

BUSINESS

- **Schengen Visa” Form** (Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable)
- **One (1) recent passport-sized or 2x2 inch colored ICAO standard photo with white background** (ears should be exposed and with collared shirt/blouse)
- **Current valid passport** (expiring date must be three months longer than visa requested period / **Old** (*if available*))
- **Photocopy of Biographical page of the valid passport**
- **Copy of the travel itinerary**
- **Confirmation of hotel booking hotel voucher** (or letter of promise of accommodation by the host)
- **Travel Health Insurance of EUR 30,000 minimum coverage** (with 15 days of allowance beyond travel period) and valid throughout Schengen area for emergency hospitalization and repatriation expenses.
- **Non-Philippine applicants** (Copy of the **Alien Certificate Registration** valid at least three months beyond the date of departure from the territory of the Member States)

For Company’s Sponsorship:

- **Company Bank Certificate** (must be addressed to the Embassy)
- **Bank statements** (statements or balance covering the last six months)
- **Invitation Letter from the inviting company or organization.** The letter should contain: (Relevant personal data, invited person’s function, Length of the visit, Purpose of the visit and activity to be undertaken during the stay, who is to cover the cost of the stay, Name and position of the counter signing person)
- **Letter from the employer**, that is, a letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile
- **Guarantee Letter** (*must be notarized*)
- **ITR**

For Employees:

- **Original Employment Certificate** with leave of absence (must include applicant’s position, date hired, salary, date of return to work)
- **Original Personal Bank Certification** (must be addressed to the Embassy)
- **Bank books and Bank statements** (showing regular income, credit card statements or balance covering the *last six months*)
- **Income Tax Return**
- **Copy of PRC/IBP ID (if professional)**

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at documentations@inflightmenuph.com for queries and/or information in submitting the requirements.