

## Italy Visa and Legalization Application center

### REQUIRED DOCUMENTS TO ATTEND TRAINING/MEETING/CONFERENCE (INVITO)

| <b>Requirements List</b>  | <b>Y</b> | <b>N</b> |
|---|----------|----------|
| Application form "C" Type (fully completed, dated and signed by the applicant).   |          |          |
| Passport having validity of at least 180 days from the date of expiry of requested visa, with at least 2 blank pages. (All pages photocopies in A4 size paper of two passports (current & previous one (if any))).  |          |          |
| Two recent passport-size colour photograph's (white background only).   |          |          |
| A detailed letter of presentation addressed to the Embassy by the applicant's company specifying: a. Purpose of the trip b. Professional status of Applicant c. Details regarding activities and business relation with Italian company (for Employer and Employee).  |          |          |
| <b>For an employee:</b><br>a. Appointment letter b. salary statements/pay slips of the last six months (original + photocopy). and<br>a. Registration documents of the applicant's company b. certificate of incorporation. C. memorandum of articles and association (copies of the first two and last page with the names of the shareholders) d. valid membership certificate with local chamber of commerce e. TIN certificate f. VAT registration g. Trade License (original and photocopy). |          |          |
| <b>For Business Owner</b><br>a. Registration documents of the applicant's company b. Certificate of incorporation c. Memorandum of articles and association (copies of the first two and last page with the names of the shareholders) d. valid membership certificate with local chamber of commerce e. TIN certificate f. VAT registration g. Trade License (original and photocopy).   |          |          |
| Updated Personal & Company Bank Account Statements of the last six months. (original )<br>Credit Card Statements if available. (For further details on the required amount of money per day for more details, please visit our website at <a href="http://www.ambdhaka.esteri.it">www.ambdhaka.esteri.it</a> ).   |          |          |
| Official invitation letter from organization organizing the program.<br>Hotel booking if accommodation is not covering by the inviting organization.  |          |          |
| For Accompanying family members:<br>Marriage certificate (for spouse)<br>Birth certificate (for child)<br>Leave Grant letter from school along with ID card photocopy should be provided in case of Students.<br>No objection certificate should be provided from non-travelling parents in case a child is travelling without one parent.  |          |          |
| Overseas Medical Insurance with minimum coverage of Euro 30,000- with the inclusion of a return flight booking is required (photocopy). Only recommended insurance companies are accepted (list of recommended companies available at the website).   |          |          |
| Booking of return air ticket (original). Ticket should be booked at least after 21 calendar days from the date of submission.   |          |          |
| Minimum 3 month of Bangladeshi visa is required from the date of expected returning from destination country for foreign passport holder.   |          |          |
| For further details please log in to <a href="http://www.vfsglobal-it-bd.com">www.vfsglobal-it-bd.com</a>   |          |          |

- The Embassy of Italy reserves the right to request further documentation.
- All starting and ending dates in the invitation letter, cover letter, hotel booking and PNR should match.
- Minimum 10 calendar days are required for processing "C" type visas.
- For Accompanying family members please follow the Tourist visa checklist.
- Only prescribed formats will be accepted for invitation letter and certificates.

Remarks (Official Use Only):