



## VISA INFORMATION

### General Information and Step by Step guide

Agg. 19/06/2018

A Schengen Visa allows travel throughout the “Schengen Area” on a single visa. The following countries make up the Schengen Area: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, **Italy**, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

**NO VISA IS REQUIRED FOR AUSTRALIAN CITIZENS travelling to Italy** for tourism, business, mission, invitation, study, or sporting event, **WHO INTEND TO STAY FOR UP TO 90 DAYS.**

#### TYPES OF VISAS AVAILABLE

Visas are divided into several categories, depending on the duration and reason of stay, as follows:

- **Short stay (up to 90 days) “C” Visas:** tourism, business, study, sport, mission, etc.
- **Long stay (over 90 days) “D” Visas,** also called **National Visas:** work, working holiday, study, family reasons, elective residency, etc.

Please note that 90 days is the maximum period that can be granted for tourism purposes.

#### WHERE TO MAKE AN APPLICATION?

The Schengen visa is generally issued by the Consular Representation of the country that will be the **main destination** for the traveler, or the **first port of entry**, should the time spent in each country be of the same length.

Each applicant must lodge their own application **in person** through an interview process. Each interview takes place **on appointment ONLY**. Appointments can only be booked online only, **EXCLUSIVELY through our website booking system**. Please note: no earlier appointments are available and all required documentation must be supplied during the interview else the application may not be processed.

#### WHAT ARE THE VISA REQUIREMENTS?

Visas can be presented at the Consulate of Italy competent for the state of legal residence of the applicant. The Consulate of Italy in Adelaide accepts visa applications lodged by residents of SA only.

Supporting documentation may vary, depending on which type of visa the applicant is requesting.

**The Basic Requirements must be met for all types of visas, however supporting documentation is necessary depending on which type of visa is being requested.**

In general, the basic requirements are: Visa application form (Schengen Visa/National Visa, both available from our

[Forms webpage](#)), current valid passport, 2 passport size photos, application fee (where applicable), flight reservations.

Prior to the appointment, applicants are requested to complete the enclosed checklist, to ensure that all the documentation being presented is correct and complete.

Please note that each visa has specific requirements which are listed on the following website:

<http://vistoperitalia.esteri.it/>

#### IMPORTANT

- For any specific visa request, please contact [adelaide.visti@esteri.it](mailto:adelaide.visti@esteri.it) stating "VISA ENQUIRY" in the subject of your email
- Visa applications **cannot be lodged earlier than 90 days** from first date of entry in the Schengen Area.
- Special requirements apply to applicants under 18 traveling alone. For further information please contact this Consulate by email.
- The checklist must be completed, checked and submitted along with the documentation on the day of the appointment



## VISA CHECKLIST

**All applications must be submitted including both BASIC and SPECIFIC supporting documentation**

SURNAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

DOB \_\_\_\_\_ POB \_\_\_\_\_ NATIONALITY \_\_\_\_\_

EMAIL \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

### **IMPORTANT INFORMATION:**

All Visa applications **must be submitted** including both the **BASIC requirements** (required for all kinds of visas), and the **SPECIFIC requirements**.

On the second page, you will find the list of needed documentation for most common visa applications such as **Tourism, Business and Study** (*Please note there are several subcategories of **STUDY VISA**. Prior to lodging your application, we advise to check on the above website which supporting documentation is required for your specific situation*)

Please note all documentation submitted must be in **ENGLISH ONLY**.

If your requested visa is not listed above, please visit the official Italian visa website:

<http://vistoperitalia.esteri.it/> in order to obtain information regarding the supportive documentation needed.

<b>BASIC REQUIREMENTS (mandatory for all visas)</b>		<b>CHECK</b>
<b>1</b>	Visa application form	<input type="checkbox"/>
<b>2</b>	2 recent passport-size photos	<input type="checkbox"/>
<b>3</b>	Passport or travel document valid for at least 3 months after visa expiry date + photocopy. Passports must have at least 2 spare pages to affix the Visa	<input type="checkbox"/>
<b>4</b>	Australian visa (+ photocopy) or Copy of VEVO Confirmation – Visa to be valid for at least 3 months from date of exit from Schengen area	<input type="checkbox"/>
<b>5</b>	Schengen Visas (All visas under 90 days): Return-trip booking from/to Adelaide (*) National Visas (All visas over 90 days): One-Way or Return-trip booking from Adelaide (*) (*) ticket reservation with proof of transport showing entry into the Schengen area	<input type="checkbox"/>
<b>6</b>	Payments by CASH ONLY – please refer to <a href="#">fees table</a> for the exact amount applicable	<input type="checkbox"/>



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<b>SPECIFIC REQUIREMENTS (tourism)</b>		<b>CHECK</b>
1	Proof of available lodging for entire stay in the Schengen area: tourist vouchers, hotel bookings, offers of hospitality - any proof of lodging needs to be under the applicant's name (as shown on passport)	<input type="checkbox"/>
2	Proof of economic means of support: updated bank statement in the applicant name as shown on passport (transactions list of the last 3 months including current month)	<input type="checkbox"/>
3	Documentation of socio-professional standing: employment letter or employment contract or proof of enrolment in school/university	<input type="checkbox"/>
4	Travel insurance policy (ONLY from local Australian insurance companies) + Insurance Table of Benefits: minimum coverage of €30,000 for emergency hospital and repatriation expenses, valid for all Schengen countries and for the whole duration of the stay in the Schengen area	<input type="checkbox"/>

<b>SPECIFIC REQUIREMENTS (business)</b>		<b>CHECK</b>
1	Proof of available lodging for entire stay in the Schengen area: tourist vouchers, hotel bookings, offers of hospitality - any proof of lodging needs to be under the applicant's name (as shown on passport)	<input type="checkbox"/>
2	Proof of economic means of support: updated bank statement in the applicant/company name as shown on passport (transactions list of the last 3 months including current month).	<input type="checkbox"/>
3	Schedule of the stay with the business contacts and the contact details in Italy, <u>OR</u> Inviting Letter from the company in Italy with copy of their Business License/Chamber of Commerce certificate and confirming the purpose and duration of the visit and whether the host is covering any expenses for the trip	<input type="checkbox"/>
4	Original letter from your employer stating designation, date of employment, salary, period of stay, purpose of visit, stating full responsibility for employee's expenses during the trip and his/her return stamped <u>OR</u> documentation issued by the relevant local authorities proving the actual position of economic-commercial operator (e.g. : operating licence, company registration certificate , etc.)	<input type="checkbox"/>
5	Travel insurance policy (ONLY from local Australian insurance companies) + Insurance Table of Benefits: minimum coverage of €30,000 for emergency hospital and repatriation expenses, valid for all Schengen countries and for the whole duration of the stay in the Schengen area	<input type="checkbox"/>

<b>SPECIFIC REQUIREMENTS (study)</b>		<b>CHECK</b>
<b>Reminder: there are several kinds of study visas</b> <b>Please be sure to check <a href="http://vistoperitalia.esteri.it/">http://vistoperitalia.esteri.it/</a> to apply for the correct one</b>		
1	Proof of available lodging for entire stay in Italy: hotel booking or declaration of hospitality	<input type="checkbox"/>
2	Proof of economic means of support: updated bank statement in the applicant name as shown on passport (transactions list of the last 3 months including current month). For regular University courses or University exchange you must consider a minimum of 417.30 EUR per month of stay For all other courses (ex. language courses) a minimum of 864.59 EUR per month of stay	<input type="checkbox"/>
3	Students: must have an original letter from the Australian University/School and copy of student ID Non- students: Documentation of socio-professional standing and proof of the consistency of the studies with the previous training acquired in Australia	<input type="checkbox"/>
4	Enrolment or pre-enrolment in the course to be followed in Italy	<input type="checkbox"/>
5	Travel insurance policy (ONLY from local Australian insurance companies) + Insurance Table of Benefits: minimum coverage of €30,000 for emergency hospital and repatriation expenses, valid in all Schengen countries and for the whole duration of the stay in the Schengen area	<input type="checkbox"/>