



visa.miami@esteri.it

SCHENGEN BUSINESS VISAS
(Schengen Visa)

Visa applicants **must appear in person** to submit their visa request at this Consulate. **Business visas will not be granted for conferences** - only tourism visas will be issued for that purpose.

Applicants must submit the following documents in original:

1. **Passport** or travel document accepted by the Schengen countries valid for a period of 3 months beyond the applicant's last day of stay abroad. The passport must have **two** blank pages. (**plus: photocopy of the page with personal data and expiration date, plus page with signature if it does not appear on the same page**).
2. **Proof of physical residence** in our jurisdiction, such as a photocopy of driver's license, state ID, or utility bill (please do not send us original IDs other than passports).
3. **Proof of legal permanent residence** in the United States (only **non-U.S.** citizens): U.S. Alien Registration Card or valid long-term U.S. visa, valid for at least three months beyond the intended departure from the Schengen member states. **U.S. B1/B2 visas are not acceptable for this purpose.** B1/B2 visa holders must apply at a Consulate in their home country. (**plus: photocopy of the residence card or the passport page with the long-term U.S. visa**). Non-U.S. students must have a valid I-20 Form and exchange visitors a valid I-66.
4. **One** recent ICAO standard **photograph**: 45mm (1,77 inch) by 35mm (1,37 inch) in size, full face, front view, color. It must be glued to the Schengen visa application form, in the top right.
5. **One [Schengen visa application form](#)** completely and clearly filled out. To speed up your appointment, you can visit e-applicationvisa.esteri.it, and fill and print out the E-Application instead.
6. **Letter from employer**, in original, confirming employment (specify title and duties), detailing purpose of trip, giving the names & address/es of the company/ies that you will visit. If you are self-employed, present the valid business license, certificate of incorporation, and latest tax return concerning business.
7. **A letter of invitation from the Italian company/ies.** The letter they send you must contain all information requested in the sample.
8. **Proof of sufficient funds** to cover the expenses of your planned stay. You must present a **letter** or **bank statement** from your bank, on the bank's letterhead, signed by a bank official and with a recent date, indicating your account balance. The account balance must equal or exceed the minimums established by the Ministry of the Interior's Directive of March 1st, 2000 ([available here](#)).
9. **Round trip ticket/reservation**, originating in this jurisdiction to Europe (and ultimately to Italy) and back, including internal entry and exit points of travel i.e. EURORAIL tickets, car rental, internal flights. The names on reservations have to reflect the names on passports.
10. **Lodging:**
 - a) If staying at hotels, present letter from travel agent or from hotel itself stating the reservation dates and confirmation number. The name of applicant/s must be mentioned on



the reservation;

b) Rental agreement of vacation home;

c) If you have been invited to stay with an Italian citizen or a foreigner who resides in Italy, you must have the original [Declaration of Hospitality](#) physically mailed directly to you, prior to submitting your visa request. A scan or photocopy is not acceptable. A photocopy of that person's document of identity (passport or Italian national ID) must accompany the invitation:

- A copy of the valid Permesso di Soggiorno (residency card or "Permit to stay") if the host is a foreigner.
- A copy of a valid state-issued ID (Italian passport or identity card) if the host is an Italian citizen.

11. Proof of purchase of **Worldwide Travel Insurance**.

Travel insurance can be purchased from a travel agent or online. Provide letter or certificate from insurance company showing coverage for medical expenses, hospitalization costs and repatriation for medical reasons, for the days you are outside the United States. Insurance coverage must not be less than 30,000 Euro (or \$50,000).

12. **The Schengen visa application fee** must be paid in exact amount by **cashier's check** or **money order** upon presentation of the visa application regardless of the outcome of the request. The fee adjusts every three months - Jan. 1st, April 1st, July 1st, Oct. 1st – based on the government's official euro-dollar exchange rate.

13. **One [Declaration for Mailing Passports](#)** completely and clearly filled out and a **self-addressed** (from yourself and to yourself) **pre-paid US Postal Service envelope** so that your passport can be mailed back to you.

Consular officers may request additional documents at their discretion. **Please be aware that submitting the required documentation does not guarantee the issuance of a visa.**

We strongly urge you to take a photocopy of the application and supporting documents with you to Italy, because the domestic immigration authorities may ask you to show the documents submitted to obtain a visa. There are nine time zones of difference between us and them, so if the authorities must wait for us to send them those documents, it may be inconvenient for you.