

## **SCHENGEN TOURIST/TRANSIT VISA (Schengen Visa)**

Each adult applicant must have their own appointment and present a complete set of 13 (thirteen) documents. Visa applicants must appear in person to submit their visa request at this Consulate General. Applicants will be fingerprinted at their appointments.

Each appointment is for one adult applicant and any of their minor children traveling with them. 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, as proof of residence we do accept only one of these documents with an address in our Consular District:
  - Driver License
  - State ID
  - Recent Tax Return
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](http://e-applicationvisa.esteri.it), and fill and print out the E-Application instead.
6. Proof of sufficient funds. You must present a recent bank statement or letter from your banker. The account balance shown must equal or exceed the minimums established by the Ministry of the Interior's Directive of March 1st, 2000 (**available here**).
  - o If a family member is supporting you financially, they must fill out the [Affidavit for Financial Support](#), have it notarized, and give it to you together with bank statements exceeding the minimums listed in the link above.
7. Employment verification in the form of a letter from your employer, on letterhead, stating position, salary and dates of leave. The letter must be signed and dated. The self-employed must instead present the valid business license and latest tax return concerning business. If you are a student, instead present a letter of full-time enrollment from your school. If you are not employed, you do not need to present any documents.
8. 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.

## 9. Lodging for all nights

- o If staying at hotels, present a letter from travel agent or from hotel itself showing the applicant's name, reservation dates and confirmation number;
- o If renting a vacation home, present the rental agreement;
- o If you have been invited to stay with an Italian citizen or a foreigner who resides in Italy, you must have that person physically mail you in original, prior to submitting your visa request, the [Declaration of Hospitality](#). An e-mail or photocopy is not acceptable. A photocopy of that person's document of identity (passport or Italian national ID) must accompany the declaration:
  - A copy of the valid Permesso di Soggiorno (permit to stay) if the host is a

foreigner.

- A copy of a valid Italian ID document if the host is an Italian citizen.
- If you are travelling with an organized tour, a copy of the tour itinerary and a letter from your travel agent stating that you are a group member.

## 10. 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).

- o You cannot present your insurance card alone as proof of insurance, nor can you present a letter that does not specify your benefits abroad.
- o The U.S. State Department lists approved insurance companies on their [website](#).

11. The Schengen visa application fee must be paid in exact amount by cashier's check or money order (made out to the "Consulate General of Italy") 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.

12. One [Declaration for Mailing Passports](#) completely and clearly filled out.

13. A self-addressed (from yourself and to yourself) pre-paid US Postal Service Priority or Express Mail envelope so that your passport can be mailed back to you. Each applicant must have one.

- The Consulate does not offer tracking services. We strongly recommend you purchase USPS tracking.

14. In case of a minor applicant, one of the parents must submit the visa application on behalf of him or her (minors 12 and older must be physically present at the appointment). Employment verification, support, and so forth must be for the parents. Both parents must sign a [form](#) authorizing the travel abroad and bring the child's birth certificate to show they are the parents. The signatures on the form must be authenticated by an Italian Consular officer.

**VSU - SCHENGEN VISA (up to 90 days) for: TOURISM, BUSINESS, STUDY  
NOTICE**

Please be informed that, in accordance with Art. 2, Sections 6 and 9, of the Law n. 286 of July 25, 1998,

- the Schengen Visa is valid to enter and freely travel in the territory of the countries where the Schengen Agreement is applied (\*);

- at the time of your entry into Italian national territory, the Border Authority may request the same documentation you have submitted to obtain the entry visa;

- the requested financial means are defined by the Decree of the Ministry of the Interior of March 1st, 2000 and posted on the public information board of this Consulate General;

- in accordance with art. 5, sect. 2 of the law 286/1998 and with Law 68/2007, it is mandatory that you declare your presence in Italy by checking that your passport is duly stamped upon entry by the Border Authorities or, in the event you are traveling to Italy from another Schengen Country, by going to the designated Police Dept. (Questura) within 8 working days of your arrival.

Signature Countries of the Schengen Agreement:

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Iceland, Norway

***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***