

**Checklist for Cultural and Scientific Events  
- for short stays up to 90 days -**

N.	List of required documents	Y	N	Notes
<b>1</b>	<b>Schengen visa application form.</b>			
	Form duly filled in all its sections, dated and signed by the applicant with a legible signature.			
	Date of the application's lodging at the Visa Office/Visa Application Centre.			
<b>2</b>	<b>One passport-size photo.</b>			
	ICAO format, colour, taken on a white background within the last six months.			
<b>3</b>	<b>Valid passport, original + 1 copy.</b>			
	Passport issued within the previous 10 years and valid for at least 3 months after the expiry date of the requested Visa.			
	At least two blank pages, preferably continuous.			
	Copy of the passport including: the page with personal data and signature, previous Schengen visas, if any.			
	For non-local applicants, valid local permit of stay (original + 1 copy).			
	Valid identity document (ID) + 1 copy (including attachment, copied unfolded).			
<b>4</b>	<b>Flight reservation (round trip).</b>			
	Documents must clearly state the applicant's name, airports of departure and destination, dates of the intended departure and return.			
<b>5</b>	<b>Accommodation.</b>			
	Hotel booking for the whole period of stay, clearly stating the dates of the check-in/out and the address of stay.			
<b>6</b>	<b>Travel medical insurance.</b>			
	Insurance covering any expenses arising in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during the stay.			
	Insurance valid throughout the Schengen area, 15 days beyond the date of the intended return.			
	Minimum coverage of 30.000 EUR.			
<b>7</b>	<b>Invitation letter.</b>			
	a. Please, use the form available online on the Visa page of the Italian Consulate General in Jerusalem. b. Copy of the signatory's Italian passport/ID or permit of stay in Italy.			

8	<b>Proof of financial means.</b>		
	If travel expenses are covered by the applicant, he/she must prove his/her financial means or his/her parents' means, if dependent on them.		
	This may include: bank records ( <b>preferably in English</b> ) for the last 3 months from personal bank account, duly sealed and signed by the Bank; employment certificate stating monthly salary; for retired applicants, proof of pension; any other document proving other source of regular income.		
	Financial means shall be commensurate with the duration of the stay, according to the Directive of the Italian Ministry of Interior.		
9	<b>Proof of the applicant's professional and social background.</b>		
	1. Employment certificate drafted on the sending organization's letter-headed paper and dated, bear the organization's seal and the the legal representative's signature. It must state the following: - the name of the applicant - his/her position in the organization - destination, duration and purpose of the stay - the person/company covering the costs of the visit - confirmation of position after return.		
10	<b>Visa fee.</b>		
	Up front, non-refundable.		