

Checklist for Business Visas
- for short stays up to 90 days -

N.	List of required documents	Y	N	Notes
1	Schengen visa application form.			
	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.			
2	One passport-size photo.			
	ICAO format, colour, taken on a white background within the last six months.			
3	Valid passport, original + 1 copy.			
	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).			
4	Flight ticket or reservation (round trip).			
	Documents must clearly state the applicant's name, airports of departure and destination, dates of the intended departure and return.			
5	Accommodation.			
	Hotel booking for the whole period of stay, clearly stating the dates of the check-in/out and the address of stay.			
6	Travel medical insurance.			
	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.			
7	Proof of adequate financial means.			
	This may include: bank records (preferably in English) for the last 3 months from personal and employing company's bank account, duly sealed and signed by the Bank; employment certificate stating monthly salary.			
	Financial means commensurate with the duration of the stay, according to the Directive of the Italian Ministry of Interior.			

8	Proof of the applicant's professional and social background.			
	This may include:			
	<p>1. Proof of the business activity and of the relations with Italian counterpart:</p> <ul style="list-style-type: none"> - sealed copy of the business licence, certificate of the Chamber of Commerce and Industry; - invoices, shipping documents, local customs' receipts relating with deals with the Italian counterpart. <p>2. For employees:</p> <p>a. Employment certificate drafted on the employing company's letter-headed paper and dated, bearing the company's seal and the owner's or the legal representative's signature. It must state the following:</p> <ul style="list-style-type: none"> - the name of the applying employee - his/her position in the company - salary and years of service - and approval for leave/absence - destination, duration and purpose of the stay - the person/company covering the costs of the visit - confirmation of position after return. <p>b. Employing company's sealed business licence.</p> <p>c. Work permit (if applicable)</p>			
9	Invitation letter for business purposes.			
	<p>a. Please, use the form available online on the Visa page of the Italian Consulate General in Jerusalem.</p> <p>b. Inviting company's business licence (Visura Camerale).</p> <p>c. Copy of the signatory's Italian passport/ID or permit of stay in Italy.</p>			
10	Visa fee.			
	Up front, non-refundable.			