

CHECKLIST - ITALY

Embassy of Italy in Manila



This checklist is only applicable if you are fully vaccinated against Covid-19!

VISA TYPE	TOURIST VISA
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Please submit the documents in the order below. Please do not staple any documents

DETAILED REQUIREMENTS		NOTES
1	Original valid passport - Including old passport with the previous visa *if any	
2	Visa application form	
3	2 Passport size photographs	
4	Round trip flight reservation	
5	International travel insurance: With Covid Coverage	
6	Proof of accommodation in Italy / Schengen member states	
7	Travel Itinerary	
8	Proof of financial status: All documents have to be originals, in format A4, with the stamp and signature of the Bank. <ul style="list-style-type: none">• If employed:<ul style="list-style-type: none"><input type="checkbox"/> Certificate of employment (position, date of hiring, salary)<input type="checkbox"/> Certificate of approved leave of absence (dates must be mentioned)<input type="checkbox"/> Income tax return or Form 2316• If self-employed and/or company owner:<ul style="list-style-type: none"><input type="checkbox"/> Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business<input type="checkbox"/> Income tax return<input type="checkbox"/> Business financial statement• If student:<ul style="list-style-type: none"><input type="checkbox"/> Proof of enrolment<input type="checkbox"/> Copy of the student IDs<input type="checkbox"/> No objection letter<input type="checkbox"/> Certificate of leave of absence if traveling during the school year (dates must be clearly mentioned)	
9	Evidence of Funds <ul style="list-style-type: none"><input type="checkbox"/> Bank certification, bank books<input type="checkbox"/> Personal bank statements, credit card statements, or balances covering the last six months	
10	Other proof of rootedness: <ul style="list-style-type: none">• If you own any land, cars, properties, land titles, etc. bring the original documents as well as their photocopies.	

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11	Traveling with spouse and/or child/children: <ul style="list-style-type: none">• Marriage contract and birth certificate(s) of the child/children	
12	Minors <ul style="list-style-type: none">• Affidavit of support and consent of parents (legal guardians)	
13	Other document needed <ul style="list-style-type: none">• Birth Certificate• Government Issued Id	
14	Proof of Vaccination <ul style="list-style-type: none">• Vaccines that are recognized are only those that are registered by the European Medicines Agency (EMA): <i>Pfizer, Moderna, AstraZeneca, Johnson & Johnson.</i>• Vaccination Certificate• Vaccination Card	
15	Embassy Visa Fee PHP 6,900 (rates are subject to change) VIA Service Fees Visa application lodgment & biometric service – PHP 1,350 per applicant Reservation Fees Inclusion of travel itineraries, flight, and hotel - PHP 6,250 per applicant Travel Insurance Exclusion in visa processing and is mandatory to the visa application *Rates of travel insurance is subject to the number of days stay in Schengen countries.	

Important Note/s:

- The required documents must be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of Italy reserves the right to ask for additional documents and/or for a personal interview and to verify the content and truth of the documentation presented.
- Please note, as per instructions from the Italian Embassy, personal Bank statements (last 3 months) with stamp/signature of the Bank in original need to be submitted in A4 size only.
- "Applicants and travel agents are requested not to bind two or more passports with a stapler to avoid damaging it. Instead, you may bind them together using rubber bands."

Processing Time:

- Applications shall be lodged no more than three months before the intended visit starts.
- Applications shall be decided on within 10 to 15 working days after the embassy scheduled appearance.
- Please be guided by the agency policy: No agent will accompany the applicant/s at the embassy.
- Grandson travel and tours will only schedule the biometrics appointment of the applicant.

Italian Embassy Address in Manila:

PIASI VIA Center

Allegro Center 2248, Allegro Center, Chino Roces Ave,

Makati, 1223 Metro Manila

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