

Italian Embassy - Colombo

	<u>Business Visa</u>	<i>yes</i>	<i>no</i>	<i>n/a</i>
1)	Application Form (completed visa application signed by the applicant , applications of minors should be signed by both parents)			
2)	Two recent passport size coloured photographs (full face on white background , one photo attached to application)			
3)	Current Passport and Previous passports (if any) <ul style="list-style-type: none"> - passport shall contain two blank pages - current passport shall be valid for a period of 90 days beyond the date of return to Sri Lanka - previous passports should be submitted at the interview - lost passports should be declared with a police report (translated into english and certified by the Consular Division - Ministry of Foreign Affairs Colombo) - photocopy of passport bio-page and any amendments 			
4)	Covering Letter – self addressed by the applicant explaining the purpose of visit and travel plan.....etc			
5)	Invitation / Sponsorship (<i>from Italian company / institution</i>) <ul style="list-style-type: none"> - indicate the purpose and duration of stay - mention who will bear the expenses (travel, accommodation etc) - declaration of responsibility according to Italian Immigration regulations - copy of registration with Italian Chamber of Commerce - copy to be faxed/emailed directly to the Italian Embassy and original submitted for interview (fax: 0094-112-588622 – email: visti.ambcolombo@esteri.it) 			
6)	International Fairs/Exhibitions <ul style="list-style-type: none"> - documentary proof of full payment for the stall - documents relating to the exhibits being exported - entrance fee payments and registration details 			
7)	Proof of Business (covering letter from Sri Lankan company) <ul style="list-style-type: none"> - explaining purpose of visit, professional status of applicant, leave approval, travel/additional expenses borne by, brief description of local company profile , details of the business relationship with the Italian company etc - company business registration and/or memorandum of articles and/or articles of association - most recent (updated-to-date) company bank statement for the last 3 months - company income tax payment slips / annual reports / balance sheet statements / audit reports 			
8)	Proof of Employment / Financial Guarantees <ul style="list-style-type: none"> - confirmation letter from employer of approved paid/unpaid leave - salary slips for the last 3 months - EPF , ETF contribution statements - Personal income tax payment slips - personal bank accounts (current / savings / fixed deposit etc) for last 3 months 			
9)	Hotel Reservation - confirmed hotel booking or proof of hospitality offered by Italian company			
10)	Foreign Exchange <ul style="list-style-type: none"> - letter from Bank stating the issuance of foreign exchange on receipt of visa - most recent credit card statement 			
11)	Insurance - travel, medical and accident insurance policy as per travel itinerary - cover of Euros 30,000/-			
12)	Airline Ticket - confirmed reservation issued by airline or travel agency			
13)	Proof of family bonds – birth certificate, marriage certificate, death certificate etc (translated into english and certified by the Consular Division - Ministry of Foreign Affairs Colombo. In case of non-Sri Lankan passports certification should be done by the respective Embassy / High Commission / Consulate based in Colombo)			
14)	Proof of Previous Travel - photocopies of visas issued in the last two years by Schengen countries, UK, Ireland, USA, Canada, Australia and New Zealand			

Note:

- The Embassy reserves the right to request further documentation at the interview if and when required
- All documents should be provided in original accompanied with a set of photocopies in A4 size
- Documents in Sinhalese, Tamil or any other language must be presented with an official English or Italian translation and certified by the Consular division Ministry of Foreign Affairs Colombo or in case of non-Sri Lankan nationals certified by the respective Embassy / High Commission / Consulate based in Colombo

Comments

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Please sign below that you have read and seen this checklist

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Applicant's Signature
Date/...../.....

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Submission Officer
Date/...../.....