



Embassy of Italy

Wellington

VISA CHECKLIST

SCHENGEN VISA, BUSINESS

(SHORT STAY, UP TO 90 DAYS, FOR NON-BENEFICIARIES OF VISA WAIVER)

In order to lodge an appointment, applicants are required to attempt to book an appointment using the PRENOT@MI application available on our website.

REQUIREMENTS	CHECK
1 Applicants must be citizens or permanent residents of New Zealand, Tuvalu, Samoa, Tonga, Niue, Cook Islands, Kiribati, and Pitcairn.	
2 Citizens of New Zealand, Tuvalu, Samoa, Tonga, Niue, Cook Islands, Kiribati, and Pitcairn benefit of Visa Waiver and therefore do not need to apply for a visa under 90 days.	

BASIC DOCUMENTS (mandatory for all Schengen visas)	CHECK
1 Visa application form , duly filled and printed	
2 1 recent passport-size photo. ICAO	
3 Passport or travel document valid for at least 3 months after entry date in the Schengen area + photocopy. Passports must have at least 2 spare pages for the Visa.	
4 Valid NZ residence permit (for non-NZ citizens).	
5 Copy of previous Schengen visas, if any available.	
6 Full flight itinerary including border of entry into Italy. WITH Return-trip booking from/to NZ for Schengen Visa Applications (short stay). AND All internal travel within the Schengen territory (Planes, trains, busses, car rentals, cruises etc.).	
7 Proof of economic means of support: updated bank statement in the applicant/company name as shown on passport (transactions list of the last 3 months including current month).	
8 Proof of available accommodation for entire stay in the Schengen area: tourist vouchers, hotel bookings, offers of hospitality (host declaration form) (dated, signed and with copy of photo ID), etc. Any proof of lodging needs to be under the applicant's name (as shown on passport).	
9 Travel insurance: minimum coverage of €30,000 for medical reasons, emergency hospital, repatriation expenses including for body remains, valid for all Schengen countries and for the whole duration of the stay in the Schengen area policy (ONLY from European and local NZ insurance companies). <u>EITHER</u> Certificate of Insurance with Table of Benefits <u>OR</u> (For insurance through a credit card provider): Certificate of Insurance from the bank + confirmation letter from the bank + copy of credit card.	

10	Proof of Payment of the visa processing fee (i.e., screenshot of your bank account). Payment is required by bank transfer. Please note that the amount of the visa processing fee changes from quarter to quarter, details here (please pay amount for Schengen Visa).	
11	Prepaid self-addressed courier envelope with attached “Courier with Signature” label (to be purchased separately). For Rural deliveries please include also a “Rural Delivery label” (also purchased separately).	

ADDITIONAL DOCUMENTS (business)		CHECK
1	Inviting Letter from the company in Italy (Form) with copy of their Business License/Chamber of Commerce certificate, confirming the purpose and duration of the visit and whether the host is covering any expense for the trip.	
2	Original letter from the employer stating designation, date of employment, salary, period of stay, purpose of visit, stating full responsibility for employee’s expenses during the trip and his/her return stamped OR documentation issued by the relevant local authorities proving the actual position of economic-commercial operator (e.g., operating licence, company registration certificate, etc.).	