

# Documents required for BUSINESS

*all to be presented in English or Italian, in proper physical hard copies;  
pls. no screengrab prints, no docs on pen drives, phones, or on laptops*

☛ All the **forms** listed herein below are available from the **Visa forms** webpage ([click here](#))

1. Harmonised C-type application form for Schengen Visa/Short stay (up to 90 days).
2. Your passport or travel document, which must be valid for at least three (3) months after the visa expiry date, as well as photocopies of the first 2 pages and of visas previously issued, if any. Furthermore, there must be at least two blank pages in the passport left for visa and stamps of custom authorities.
3. One passport-style colour photo (must have been taken within six months prior to the application), sized 35mm x 40mm, full-face on a light coloured background. Face must be correctly centered and must be seen from a front view, with both sides visible. Styled poses (looking over one shoulder, head bowed etc.) are not allowed. The head must be free of all headgear, no hats, scarves, headbands or other decorative objects.
4. For non-Canadian citizens: valid Canadian Permanent Resident Card or long-term permit of stay (for work, study, or a 6 month++ visitor record for religious purposes, or for minor/s and/or accompanying parent/s). Please note: your Canadian PR card, or work, or student permit shall be valid at least three (3) months beyond the intended departure date from the Schengen Area country/re-entry to Canada. Furthermore, your Canadian work or study permit is **not** a travel document. It doesn't give you the right to travel to or enter Canada. You may need a valid re-entry visa in your passport to return to Canada.
5. Valid provincially-issued picture ID, such as driver's license, services card, health care card, or identity card from out consular jurisdiction that encompasses AB, BC, SK, & YT.
6. **Personalized** business invitation letter, as per **F12B form** template, from the Italian business counterpart (such as, but not limited to, a specific company, a trade office, trade fair organizers, etc.). Such a letter of invitation shall be emailed from Italy in advance copy to this Visa Office at [visa.vancouver@esteri.it](mailto:visa.vancouver@esteri.it) for BC or YT applicants, or to [edmonton.vancouver@esteri.it](mailto:edmonton.vancouver@esteri.it) for AB or SK applicants, together with a copy of the Italian host's picture ID, prior to the applicant's visa interview date
7. **Personalized** roundtrip (return trip) flight ticket to Italy. The applicant is free to submit a personalized flight reservation, or flight booking plan, or flight itinerary for visa application purposes, instead of the actual ticket. In such a case, supplementary financial resources deemed sufficient to cover the cost of such a ticket for the expected travel date/s are a must. For travellers not returning to Canada after leaving the Schengen area: relevant visa or travel document authorizing your entry into the country of destination, and a photocopy of same.  
Please note purchasing your ticket in advance, or prepaying any other non-refundable travel arrangements, does NOT ensure a visa is issued.
8. **Personalized** proof of lodging arrangement/s in Italy (and other Schengen area countries, if applicable), for the **entire** trip: hostel, hotel, serviced residence, or room/apartment reservation/s, or a letter of invitation, as per **F12A form** (in such a case, the Italian host, be it the inviting company, a relative or a friend who permanently resides in Italy, has to email such a letter of invitation from Italy in advance copy to this Visa Office at [visa.vancouver@esteri.it](mailto:visa.vancouver@esteri.it) for BC or YT applicants, or to [edmonton.vancouver@esteri.it](mailto:edmonton.vancouver@esteri.it) for AB or SK applicants, together with a copy of the Italian host's picture ID, prior to the applicant's visa interview date).
9. Proof of economic means of support (for required **minimum** amounts, as per March 1<sup>st</sup>, 2000, the Italian Ministry of Interior Affairs Directive – pls. see **F11 form**): bank statement/s (such as major chequing accounts, savings, TFSA, GIC, etc.), inclusive of transactions that cover the most recent three (3) months, together with an **up-to-date** summary of accounts/account snapshot, duly

**stamped by the financial institution;** please make sure your name and account/s details are clearly visible. If you are self-employed, you must **also** provide last three months' worth of business bank statement/s, a business income tax return and a business notice of assessment for the most recent fiscal year. *Please be kindly aware we reserve the right to assess the visa applicant's actual current OVERALL financial position and its recent consistency, even if the minimum travel amount thresholds appear to be met.*

10. A recent documentation of socio-professional standing:

- a) for *employees*: an **up-to-date** letter from the employer, inclusive of the position occupied, period of employment, gross salary, confirmation the business trip absence has been authorized and that the position with the company will be maintained upon return, dated within two weeks preceding the visa interview date + three (3) most recent pay stubs/slips.
- b) for *self-employed*: the most recent business license and registration.

11. Health insurance with a minimum coverage of EUR 30,000, or its equivalent in CAD currency, for emergency hospital and repatriation expenses **for the entire stay** under the visa parameters. Proof of coverage must include a statement with your name, the period and amount of coverage, and the conditions of the contract.

An *optional* supporting form (pls. see **F20 form**) can be completed by the insurance company.

12. Schengen (C)/Short stay Visa fee: shall be paid in **Canadian dollars only**, by cash, bank draft, or money order, payable to the "Consulate General of Italy in Vancouver". No other means of payment are accepted at this time. Please visit our [website \(click here\)](#) for current table of consular fees.

*▀ Please be kindly advised the Diplomatic or Consular Representative reserves the right to request additional supporting documentation, such as, but not limited to, credit card statements, personal or business income tax returns, CRA notice/s of (tax) assessment, proof of additional savings and/or investments, proof of a local property rental or ownership, etc.*

*Last update on November 16, 2023*