

LIST OF DOCUMENTS REQUIRED FOR A BUSINESS VISA

Application Form

The application form should be filled in **ENGLISH or ITALIAN and signed PERSONALLY by the Applicant**. Each applicant including minors have to fill out separate application form. In case of minors application form can be signed **only by parents**.

Please pay attention: application forms are signed by third parties, even if there is a power of attorney, are not considered by the Italian Embassy.

Photo

The size of the photo is **35 mm x 45 mm** with the head in the center of the frame. the face should cover 70-80% of the photo area. The photo must be taken recently within the last six months. The background color of photo should be **plain white**. You should be looking directly at the camera with no other objects obstructing the face (except glasses or etc for the medical reasons).

Unclear, too dark, too light, too contrasting, too pale photos, as well as photos with an image modified using electronic image editors, are not accepted. Your entire face including forehead, ears and eyebrows should be visible in the photo. It is allowed to wear a head covering for religious reasons, however, your face should be fully visible. The photographs mismatching mentioned requirements are not considered.

Travel document/ Passport

The passport must be valid for the next 3 months after intended trip. The passport must have at least two blank pages to affix visa and for border stamps. The passport in original with copies of pages containing personal information and copies of all pages with visas and stamps on them must be submitted.

For not citizens of the Republic of Kazakhstan

Foreign citizens should provide the proof of legal long-term stay in Kazakhstan (residence permit/temporary residence permit). It must be valid for more than 6 months before the time of submission.

Medical Insurance

Medical insurance coverage should meet following criteria:

- 1) - name and surname of person insured (according to the passport);
- 2) - the insured period of travel (the period of first travel to Schengen area);
- 3) - number of days for the insured period (number of travel days according to the tickets
- 4) provided);
- 5) - the territory insured (Worldwide or Schengen countries);
- 6) - amount insured (not less than 30.000 euro or 50.000 dollars)

Insurance policies of Russian companies are not considered.

Ticket Reservation round up

Applicants must submit a copy of his/her return ticket booking (airplane/train) or another proof of available means of personal transport.

If traveling by car the following documents are required: - copy of the vehicle registration certificate; - original and a copy of the International Insurance Policy; - copy of driving license; - copy of the car rent voucher if the car is rented; if a car is not owned by an applicant, it's necessary to provide notarized copy of power of attorney for driving from the owner and Passport copy of the owner (copy of first page).

If a car is owned by a company, it's necessary to provide power of attorney on the company's letterhead; if the driver with whom the trip is planned has a valid Schengen visa, to submit documents the applicant should provide:

- a hotel reservation with the driver's name and surname, a copy of the passport page with a photo and personal data;

- a copy of the valid Schengen visa of the driver If an applicant is going to visit other Schengen countries the applicant should submit a complete itinerary of the trip.

Invitation letter from a company (Italian or foreign) registered in Italy

Applicants must submit an formal invitation letter (form) from the Italian company or from the Italian branch of multinational company. The invitation letter needs to include the company's number of the Certificate of Registration with the Italian

Chamber of Commerce and the following information:

- Full name of the applicant/s, professional status, business activity details of the Kazakhstani company they represent;
- Intended date of arrival;
- Planned business activity in Italy (e.g. factory visits, unpaid internships, checking details of goods and placing the respective orders), indicating the locations that you are planning to visit, brief description of the existing relationship with the company of the applicant;
- Complete data of the Italian host or company who will cover all your accommodation and other expenses, including medical insurance. The applicant must submit in any case his/her own international medical insurance policy valid for the entire Schengen territory;
- The invitation letter from employer must be on company's letterhead;
- The invitation letter must be duly signed by a director/manager or person authorized to act and sign on behalf of the company. The signature of the employer must be legible and an official stamp of the company must be included;
- The letter should state that the inviting company/private person in Italy is aware of the criminal law responsibilities (according to D.Lgs. 286 del 25.7.1998, art. 12) in case the invited person violates any of the Italian immigration laws.

Family members of the visa applicant (spouse, minors) must indicate that the purpose of their visit is tourism. The invitation letter must be sent by e-mail or faxed directly to the applicant or his company in Kazakhstan.

- Copy of an ID document of the inviting company representative who has signed the invitation letter
- Italian Company Certificate of Registration Company Certificate of Registration with the Italian Chamber of Commerce (Certificato d'iscrizione alla Camera di Commercio) or Chamber Certificate (Certificato di visura camerale).

Such certificate should be issued not more than six months prior to the date the visa application submission.

As a proof of accommodation, it is necessary to provide one of the following options:

1. Reservation of the hotel with the name, address and telephone number of the hotel, the period of stay, the name and surname of each applicant. If the stay is planned for several hotels, the booking for all the hotels for the entire stay is to be provided at the time of submission of documents. When booking online, please note name and surname of all guests are mentioned.
2. Whether the inviting company covers the accommodation, proof of appropriate lodging arrangements (exact address) or hotel booking should be indicated in the letter of invitation.
3. If property is owned in Italy or in the case of a property lease: • a copy of the contract of sale/ lease agreement, in the name of applicant requesting a visa; • if a visa is required for the guests of the owner (tenant), a copy of the contract of sale (lease), an invitation with confirmation of the provision of housing to a specific person for a certain period, a copy of the passport page with personal data and a copy of the visa of the inviting person, if this person is not a citizen of Italy, the lease holder's copy of passport (residence permit) in case of a property lease from a private individual. If in addition to Italy you intend to visit other countries of the Schengen Agreement, you must provide proof of residence in all the countries.

Proof of employment

Proof of employment must be on the company's letterhead with address, telephone number and all the company's data, employee's personal data, date of hiring, position and monthly salary. The proof of employment must be fully completed and signed by authorized signatory and company's stamp. The proof of employment letter should not be older than 1 month on the date of documents submission, should be written in English or Italian (or accompanied by an English or Italian translation). If the applicant's actual place of work differs from the legal address of the organization, in this case it's necessary to additionally write down information on the actual place of work of the applicant, especially, if the applicant works in a branch or representative office of the organization in another city.

'Individual Entrepreneurs' must provide a certificate of the register and the previous year's income tax return.

'Retired person' should submit pension certificate (original and copy) or reference from the Pension Fund (original and copy). 'Students' should submit letter from university and copy of student ID card. The letter should not be older than 1 month on the date of documents submission.

'Pupils' should submit letter from school. The letter should not be older than 1 month on the date of documents submission.

Financial Guarantees

All applicants who intend to travel to Italy or the Shengen Territory must provide proof that they have sufficient funds to cover the expenses of their planned stay (most recent bank statement/s). The sum of financial guarantee* required to travel to Italy is calculated on the basis of the parameters approved by the Ministry of Internal Affairs of Italy (see the table below) and does not include the costs of travel tickets and accommodation.

Any of the following documents will be considered sufficient proof of financial resources: • applicant's original Bank account statement with transactions for the last 3 months with authorized stamp and signature. Bank account statement is valid maximum for 1 month; • host person's bank guarantee (Fidejussione bancaria or Polizza fidejussoria – copy from original signed by the signatory of the Invitation Letter).

Sponsorship is allowed ONLY for spouses in case they are travelling jointly, and for minors by their parents.

The following documents should be provided for sponsorship:

1. parent's financial guarantee;
2. documents confirming family relationship (minor's birth certificate – original + copy). In case of changing the surname / s, supporting documents must be also provided (marriage certificate, divorce certificate, name change certificate, etc.);
3. sponsorship letter in free form, in English or Italian;
4. round-trip tickets both for the parent/-s and the minor;
5. a confirmation of an accommodation for the trip shared with the minor;
6. if only a child needs to apply for a visa (parent/-s have already a valid Schengen visa), also should be provided: - a copy of the parent/-s valid visa.

Duration of trip	For one person(euro)	For every person of a group (2 or more)(euro)
1 – 5 days (fixed amount)	269,60	212,81
6 – 10 days (per person a day)	44,93	26,33
11 – 20 days (fixed amount + Per person a day)	51,64 36,67	25,82 22,21
Over 20 days (fixed amount+ Per person a day)	206,58 27,89	118,79 17,04

*How to calculate? For 15 day trip: 51,64 (fixed amount) + 36,67 * 15 = 601,69 euro's.

Other documents

Documents representing evidence of family ties (including marriage certificate, documents confirming family composition, birth certificate of children, documents confirming the existence of family or other personal ties in the states of the Schengen zone).

If you are requesting a multi entry visa you are advised to also bring copies of any commercial correspondence, contracts or recent invoices.

Notification: Digital documents are not considered.

The Visa Section of the Embassy of Italy may request additional documents at its Discretion.