

TOURIST VISA APPLICATION – DOCUMENTS CHECK LIST

1. Application Form

While making an appointment via web-site for visa type C an application form will be filled in automatically. Once an appointment is complete the application form can be printed, signed and provided when submitting documents. For each applicant including minors a separate application form should be filled in.

2. Photo

Photo size 30 mm x 40 mm or 35 mm x 45 mm with the head centered in the frame, the face should cover 70-80 percent of the photo area. The photograph should not be older than six months, should cover the full face where the applicant is directly facing the camera, and be colored, on a white background and without any frames, glasses or other wear which diminishes from the face are not acceptable unless advised for medical reasons. Unclear, too dark, too light, too contrasting, too pale photos, and photos with the image altered by means of electronic editors of images are not accepted. All photographs should preferably have the ears exposed. It is kindly advised to adhere to the above instructions. If photographs presented do not meet these requirements the application will not be processed.

3. Travel document

Travel document valid for at least 3 months after the date of the visa expiry, issued not later than 10 years ago. The passport must have at least two blank pages to affix the visa and for border stamps. It should be provided in original and in copies of page with personal data and of all pages with **Schengen** stamps and visas. You can also provide expired passport with visas for the last three years (copies of page with personal data and all pages with **Schengen** stamps and visas + original (if applicable)).

In case your surname was changed, additional supporting documents should be provided (for example: Marriage certificate or Certificate of change of name). If the applicant has two valid international passports, it is necessary to provide both passports when submitting the documents.

4. Medical Insurance

To submit the documents, it is required to provide the Medical Insurance with the following details:

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

5. Ticket reservation round trip

Applicants must submit a copy of his/her return ticket **booking** (flight/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 (“green card”);
- **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 is 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 is 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.

6. Accommodation proof

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

- **Invitation from an Italian citizen or a foreign citizen legally residing in Italy**, a copy of the passport (page with personal data and signature page) or a copy of the valid residence permit (“permesso di soggiorno”). The invitation should be as per the prescribed format. You can download the template in this [link](#). For each applicant, a separate form is required to be filled.

The Invitation Letter should indicate the duration of the applicant’s intended stay in Italy and the address and signature of the inviting person. The second sheet of the invitation should be filled completely (each point mentioned in the check box should be ticked).

If the invitation is provided by a close relative: spouses, partner to whom the citizen of EU got married in accordance with legislation of host state, ascendants and these ones of spouses and partners, descendants and these ones of spouses and partners, there should be presented also documents confirming relationship, in the original + copy (birth certificates, marriage certificates). In case of changing the surname/s, supporting documents must be also provided (marriage certificate, divorce certificate, name change certificate, etc.)

A scanned copy of the invitation can be provided.

- **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.
- **When a tour is purchased from a travel agency:**
 - booking on the letterhead of the hotel or
 - an invitation and a voucher from of an Italian tour operator, with which the **Kazakhstani** agency co-operates.

The following information is required:

- name and surname of the applicant;
- period of stay;

- name, address and contacts of the host country.

- **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.

7. 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, which has to be notarized). 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.

'Students' should submit letter from school. The letter should not be older than 1 month on the date of documents submission and should be written in English or Italian (or accompanied by an English or Italian translation, which has to be notarized).

8. Financial Guarantees

All applicants who intend to travel to Italy or the Schengen 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 a trip for one person for every person of a group (2 or more)

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 51,64 25,82

+ per person / a day 36,67 22,21

over 20 days : fixed amount 206,58 118,79
+ per person / a day 27,89 17,04

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

9. 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).

Non-Kazakhstani citizens are required to provide Permit of stay or registration, valid for at least six months before, proving their legal stay in the Republic of Kazakhstan.

10. For the applicants under 18 year of age:

Certificate of birth (original+copy), нотариально заверенное согласие на выезд на постоянное место жительства в Италию от родителя, не запрашивающего данный тип визы (оригинал и копия), ксерокопию внутреннего паспорта родителя, дающего согласие на выезд ребенка.

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