

Necessary documents: Business Visas

- Application Form

While making an appointment via website 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.

- 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 changed or treat 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.

- 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.

- 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 counties);
- amount insured (not less than 30.000 euro or 50.000 dollars).

The International Medical Insurance policy can be purchased at the Visa Center.

- insurance coverage available from Euro 30,000 up to Euro 100,000;
- possibility to access special schemes for people that practice extreme sports.

- Ticket reservation round trip

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.

- Accommodation proof

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.

- **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 a 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.

- **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 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.

- **Other**

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 multientry visa you are advised to also bring copies of any commercial correspondence, contracts or recent invoices.

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.

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