



**Embassy of Italy in Colombo**  
**VISA CHECKLIST**

	<b>TOURIST</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>
1)	<b>Application Form</b> <ul style="list-style-type: none"> <li>• Completed visa application signed by the applicant;</li> <li>• Applications for minors must be signed by both parents. Please be aware that formal consent from both parents, or from the parent not accompanying the child during the visit, duly legalized by the Embassy of Italy in Colombo, is mandatory. Both parents must attend the interview with the child and present their passports.</li> <li>• In case of visas for minors, it is mandatory to attach to the visa application the translated birth certificate of the minor, <b><u>legalized by the Sri Lankan Ministry of Foreign Affairs.</u></b></li> </ul>			
2)	<b>Two recent passport size colored photographs</b> <ul style="list-style-type: none"> <li>• Full face on white background, one photo attached to application.</li> </ul>			
3)	<b>Current Passport and Previous Passports (if any)</b> <ul style="list-style-type: none"> <li>• Passport must have at least two blank pages;</li> <li>• Passport must be valid for a period of at least 3 months beyond the date of return to Sri Lanka;</li> <li>• Copy of current and previous Passport(s) bio-data page.</li> </ul>			
4)	<b>Covering Letter</b> drafted by the applicant and explaining travel plan and purpose of visit.			
5)	<b>Proof of Accommodation or Hospitality</b> <ul style="list-style-type: none"> <li>• Confirmed hotel/apartment/lodging reservation in Italy;</li> <li>• Confirmed hotel/apartment/lodging reservation in any other visiting Schengen country (if any);</li> <li>• <u>In case the applicant will be hosted</u>, the host is required to submit an invitation letter to the Embassy of Italy in Colombo (signed and dated), along with a copy of their ID/Passport. If the host is a non-EU citizen, the host's Residence Permit ('Permesso di Soggiorno') is also necessary.</li> </ul>			
6)	<b>Proof of Employment</b> <ul style="list-style-type: none"> <li>• Confirmation letter from employer of approved paid/unpaid leave;</li> <li>• Salary slips for the last 3 months, EPF and ETF contribution statements;</li> <li>• Company business registration, most recent company bank statements for the last 3 months, company income tax payment slips/annual reports/balance sheet statements/audit reports;</li> <li>• <u>In case the applicant is a student</u>, he must provide a letter from the educational institution granting permission of academic leave.</li> </ul>			
7)	<b>Personal Financial Status</b> <ul style="list-style-type: none"> <li>• Personal bank statements (current / savings / fixed deposit etc.) <u>for the last 12 months;</u></li> <li>• Certified valuations for both movable and immovable assets;</li> <li>• Copy of vehicle registration certificates (if any) and their valuation</li> <li>• Any bank financial guarantee in favor of the applicant.</li> </ul>			
8)	<b>Confirmed Hotel Reservation</b> offered by the Italian company/institution			
9)	<b>Insurance</b> <ul style="list-style-type: none"> <li>• Travel, medical and accident insurance policy as per travel itinerary (cover of at least € 30,000).</li> </ul>			
10)	<b>Foreign Exchange</b> <ul style="list-style-type: none"> <li>• Letter from the Bank stating the issuance of foreign exchange on receipt of visa;</li> <li>• Most recent credit card statements.</li> </ul>			
11)	<b>Confirmed Flight Ticket Reservation</b> issued by an airline or travel agency			
12)	<b>Proof of Previous Travel (if any)</b> - Copy of visas issued in the last two years by Schengen countries, UK, Ireland, USA, Canada, Australia and New Zealand.			

Please note:

- The Embassy reserves the right to request further documentation if and when required;
- All documents should be provided in original accompanied with a set of photocopies in A4 size;
- Documents in Sinhalese, Tamil or any other language must be presented with an official English or Italian translation and must be legalized by the Embassy of Italy in Colombo. In case of non-Sri Lankan nationals, documents must be certified by the respective Embassy / High Commission / Consulate based in Colombo.

Any Comments (include any explanations for missing documents): .....

Please sign below that you have read and seen this checklist

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**Applicant's Signature**  
**Date** ...../...../.....

.....  
**Submission Officer**  
**Date** ...../...../.....