



Italian Embassy in Colombo

VISA CHECKLIST

Please be advised that, under the relevant Italian legislation, the processing time for STUDY-INTERNSHIP visa application may take up to a maximum of three (03) months. Applicants are therefore strongly advised to submit their applications well in advance, as it will not be possible, under any circumstances, to expedite the processing of applications

	INTERNSHIP – TIROCINIO FORMATIVO (art. 27 co. 1 lett. f del D.Lgs. n. 286/1998)	yes	no	n/a
1)	Application Form • Completed visa application signed by the applicant;			
2)	Two recent passport size colored photographs • Full face on white background, one photo attached to application.			
3)	Current Passport must have at least two blank pages and must be valid for a period of at least 3 months beyond the date of return to Sri Lanka; • Copy of current passport bio-data page; • Copy of NIC (or photo ID)			
4)	Internship visa (<i>ensure the following documents are included</i>) 1. Training internship project approved by the competent department of the territorially competent Italian Region (Progetto di tirocinio formativo vistato dall'Assessorato competente della Regione competente territorialmente) 2. Agreement between the project promoting body and the implementing/host body (Convenzione tra l'Ente promotore del progetto e l'Ente attuatore/ospitante) 3. Qualifications held by the applicant in order to demonstrate consistency with the internship sector/field 4. Proof of previous employment/courses taken in Sri Lanka (if any) in order to demonstrate previous work/vocational training experiences in the internship sector/field 5. Documented financial guarantees demonstrating adequate financial means of sustenance, meeting or exceeding the figures established by the Internal Ministry as per Article 4, comma 3 of the T.U. 268/1998. The participation allowance provided for in the training project also contributes to determining this availability; in this case the approved project must expressly quote that all travel, food, accommodation expenses and the participation allowance are to be paid by the host organization for the entire period of the internship			
5)	Insurance • Coverage should include overseas medical insurance for a period of minimum 30 days, with the understanding that the applicant will enroll in an insurance scheme upon arriving in Italy. Once in Italy, the applicant should promptly enroll in the designated insurance scheme to ensure continued coverage throughout their stay.			
6)	• Confirmed Flight Ticket Reservation issued by an airline or travel agency			

Please note:

- The Embassy reserves the right to request further documentation if and when required;
- Documents and certificates requested in points 4.3, 4.4 and 4.5 must be in English language

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/...../.....

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Submission Officer

Date/...../.....