



**Italian Embassy in Colombo**  
**VISA CHECKLIST**

|     | <b>BUSINESS</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 of minors should be signed by both parents.</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</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 bio-data page.</li> </ul>  |            |           |            |
| 4)  | <b>Covering Letter</b> drafted by the applicant and explaining travel plan and purpose of visit.  |            |           |            |
| 5)  | <b>Invitation / Sponsorship</b> ( <i>from the Italian company / institution</i> ) <ul style="list-style-type: none"> <li>• Letter signed by an officer of the inviting company, whose name is clearly listed on the "Visura camerale" (which must also be presented as supporting evidence) as an authorized representative. The letter should specify the purpose and duration of the stay, with a detailed explanation of the commercial or business purpose. Additionally, a copy of the passport belonging to the officer who signs the invitation letter should also be included in the application.</li> <li>• Clearly specify who will be responsible for covering the expenses during your trip, including travel and accommodation.</li> <li>• Include a declaration of responsibility in compliance with Italian Immigration regulations;</li> <li>• Attach a copy of the registration of the inviting company with the Italian Chamber of Commerce ('Visura Camerale');</li> <li>• If applicable, evidence of previous commercial or business relations between the inviting company in Italy and the applicant's company in Sri Lanka.</li> </ul> |            |           |            |
| 6)  | <b>International Fairs/Exhibitions (if applicable)</b> <ul style="list-style-type: none"> <li>• Documentary proof of full payment for the stall;</li> <li>• Documents relating to the exhibits being exported;</li> <li>• Fair/Exhibition entrance fee payments and registration details.</li> </ul>  |            |           |            |
| 7)  | <b>Proof of Business</b> ( <i>covering letter from the Sri Lankan company</i> ) <ul style="list-style-type: none"> <li>• Purpose of visit, professional status of applicant, leave approval, travel/additional expenses borne by, brief description of local company profile, details of the business relationship with the Italian company etc;</li> <li>• Company business registration and/or memorandum of articles and/or articles of association;</li> <li>• Company bank statements of the last 3 months;</li> <li>• Company income tax payment slips / annual reports / balance sheet statements / audit reports.</li> </ul>  |            |           |            |
| 7B) | <b>Proof of Employment / Financial Guarantees</b> <ul style="list-style-type: none"> <li>• Confirmation letter from employer of approved paid/unpaid leave;</li> <li>• Salary slips of the last 3 months;</li> <li>• EPF , ETF contribution statements;</li> <li>• Personal income tax payment slips;</li> <li>• Personal bank statements (current / savings / fixed deposit etc) <u>of the last 12 months.</u></li> </ul>  |            |           |            |
| 8)  | <b>Confirmed Hotel Reservation or Proof of Hospitality</b> offered by the Italian company/institution   |            |           |            |

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|-----|--|--|--|--|
| 9)  | <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> |  |  |  |
| 10) | <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>                                     |  |  |  |
| 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): .....

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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** ...../...../.....