



Italian Embassy in Colombo
VISA CHECKLIST

Please be advised that, under the relevant Italian legislation, the processing time for PROFESSIONAL TRAINING STUDY VISA (FORMAZIONE PROFESSIONALE) 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

	PROFESSIONALE TRAINING STUDY VISA (STUDIO-FORMAZIONE PROFESSIONALE)	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)	Professional training visa (formazione professionale) (ensure the following documents are included) 1. Proof that the Italian training institute organizing the course is accredited by the competent regional government (REGIONE). 2. Proof of acceptance of enrolment by the Italian accredited institute. This document should specify the duration of the course, time frame, course structure and any other relevant information 3. Receipt of payment for tuition fees 4. Proof of Accommodation arrangements in Italy 5. Detailed course program (prepared by the accredited training institute) including all the teaching specifications and any internship modules, with an accurate description of the training methodology adopted, also in order to provide all the necessary documented guarantees required by D.I. 850/2011, regarding the implementation of the professional training course. 6. Certifications related to courses previously attended by the applicant/professional background in their country of origin, in order to demonstrate consistency with the training course they are requesting to take in Italy 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: 7. Personal bank statements (current / savings / fixed deposit etc.) for the last 12 months 8. Certified valuations for both movable and immovable assets; 9. Copy of vehicle registration certificates (if any) and their valuation If the applicant is employed: 10. a letter from current employer quoting date of commencement of employment, professional status, confirmation of approved leave 11. salary slips for the last 3 months (if applicable), EPF and ETF contribution statements			
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			
7)	• Proof of Previous Travel (if any) - 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;

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