



Embassy of Italy in Colombo

VISA CHECKLIST

Please be advised that, under the relevant Italian legislation, the processing time for STUDY-VOCATIONAL TRAINING 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.

	STUDY – VOCATIONAL EDUCATION	yes	no	n/a
1)	Application Form Completed visa application signed by the applicant;			
2)	One recent <u>ICAO</u>-compliant colour photograph Full face on white background; the photograph must be attached to the application form.			
3)	Current Passport - Passport must have at least two blank pages; - 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 the national identity card (NIC) (or other identity card with photograph).			
4)	Vocational Education Visa (<i>Please ensure that the following documents are included</i>) - Proof that the Italian training institution organizing the course is accredited by the competent Regional Authority (<i>Regione</i>); - Proof of enrolment acceptance issued by the accredited Italian training institution. The document must specify the duration of the course, the dates of attendance, the course structure, and any other relevant information; - Receipt of payment of the course enrolment fees; - Proof of accommodation in Italy; - Detailed course programme (prepared by the accredited training institution), including all educational specifications and any internship modules, together with a comprehensive description of the training methodology adopted, in order to provide all documentary guarantees required under Ministerial Decree No. 850/2011 concerning the implementation of vocational training courses; - Certificates relating to courses previously attended by the applicant and/or the applicant's professional background in the country of origin, demonstrating the relevance of the proposed training course in Italy. Documented financial guarantees demonstrating the availability of adequate financial means of support, equal to or exceeding the amounts established by the Ministry of the Interior pursuant to Article 4(3) of Legislative Decree No. 286/1998: - Personal bank statements (current account, savings account, fixed deposit, etc.) covering the previous 12 months; - Certified valuations of movable and immovable assets owned by the applicant; - Copy of vehicle registration certificates (if any), together with the corresponding valuation. If the applicant is employed: - Letter from the current employer stating the date employment commenced, the applicant's position, and confirmation that the requested leave of absence has been approved; - Payslips for the previous three months (where applicable), together with EPF and ETF contribution statements.			
5)	Insurance The insurance coverage must include international health insurance, bearing in mind that the applicant will be required to enroll in an Italian health insurance scheme upon arrival in Italy. Once in Italy, the applicant must promptly register with the applicable insurance system to ensure continuous coverage throughout the duration of the stay.			

6)	• Confirmed flight reservation issued by the airline or travel agency.			
7)	• Proof of previous travel (if available) – Copies of visas issued during the previous two years by the Schengen States, the United Kingdom, Ireland, the United States, 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 translation and must be certified by the Sri Lankan Ministry of Foreign Affairs. 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/...../.....