



Italian Embassy in Colombo
VISA CHECKLIST

	RE-ENTRY	yes	no	n/a
1)	Application Form Completed visa application signed by the applicant.			
2)	Two recent passport size colored photograph Full face on white background.			
3)	Current Passport - Passport must contain at least one blank page available; - Passport must be valid for a period of at least 6 months after the visa expiry date; - Copy of current and previous Passport bio-data page.			
4)	Covering Letter drafted by the applicant and explaining the reasons for re-entry application - The covering letter should be drafted in both Italian and English; - The cover letter should clearly state: (a) date of applicant's last departure from Schengen territory; (b) reasons for having returned to Sri Lanka; (c) reasons for any undue delay in returning to Italy; (d) intended date of returning to Italy; (e) all relevant details pertaining applicant's 'Permesso di Soggiorno' (Permit of Stay), including any renewal receipt number and the issuing 'Questura'; (f) applicant's address of residence, including mention of any recent change of address; (g) address of applicant's employer in Italy; (h) if applicable, arrival and departure schedule of any family members traveling to/from Italy. - For re-entry visa requests for minors, the following requirements must be met: - The covering letter must be signed by at least one of the parents or legal guardians; - In the case of minors traveling alone, they must provide: (a) a consent letter signed by both parents; (b) a copy of both parents' passports; (c) a copy of the minor's Italian Resident Permit.			
5)	Permit of Stay evidence <u>Applicants who possess a valid 'Permesso di Soggiorno'</u> must include both the original and a copy of their current permit in the application, along with any previous permits they have held; <u>Applicants applying for a 'Permesso di Soggiorno' or its renewal</u> must provide original postal receipts issued by 'Poste Italiane'. In situations where either the postal receipts or the 'Permesso di Soggiorno' have been lost or stolen, it is necessary to include the original police report issued by the appropriate Italian or local Police authority. If the police report originate from Sri Lanka, it must be translated into both English and Italian and subsequently certified by the Sri Lankan Ministry of Foreign Affairs before they are included in the application package.			

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 and Italian 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/...../.....