



Embassy of Italy in Colombo

VISA CHECKLIST

	SPORT	yes	no	n/a
1)	Application Form - Completed visa application signed by the applicant; - Applications of minors should be signed by both parents.			
2)	One recent ICAO-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; - Passport must be valid for a period of at least 3 months beyond the date of return to Sri Lanka; - Copy of current and previous Passport bio-data page.			
4)	Covering Letter drafted by the applicant and explaining travel plan and purpose of visit.			
5)	Covering Letter (from the Local Sports Organization) - The letter should list the names of all the visa applicants, specify the purpose of the trip, the duration of stay and accommodation arrangements, outline sponsorship of expenses and a clear travel itinerary; - The letter must be supported by a number of additional documents, such as: (a) the organization's official registration documents; (b) the organization's bank statements for the last 3 months; (c) a letter from the Ministry of Sports and Youth Affairs validating the information outlined in the organization's letter, confirming its registration and reputation.			
6)	Invitation Letter (from the Italian Sports Organization) - The invitation letter should list the names of all the visa applicants, specify the duration of the competition, and outline the coverage of costs and expenses; - The invitation letter should be duly attested by CONI (Italian National Olympic Committee); - A copy of the invitation letter must be transmitted in advance to the Italian Embassy in Colombo via email at visti.ambcolombo@esteri.it. The original copy should be submitted during the visa interview.			
7)	Professional Status Evidence of professional standing in the relevant sports. Documents may include recommendation letters, published articles highlighting applicant's accomplishments, certificates, event photographs, any earned medals or awards.			
8)	Proof of Employment / Financial Guarantees - Confirmation letter from employer of approved paid/unpaid leave; - Salary slips of the last 3 months; - Personal bank accounts (current / savings / fixed deposit etc) of the last 3 months; - Certified valuations for both movable and immovable assets.			
9)	Insurance Travel, medical and accident insurance policy as per travel itinerary (cover of at least € 30,000).			
10)	Foreign Exchange - Letter from the Bank stating the issuance of foreign exchange on receipt of visa; - Most recent credit card statements.			
11)	Confirmed Flight Ticket Reservation issued by an airline or travel agency.			
12)	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;
- 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/...../.....