

LIST OF DOCUMENTS

BUSINESS

*You wish to travel to Italy to visit an Italian company
and you will not stay for more than 90 days.*

Original application form for a short-stay entry visa, completed and signed.

Download the form, although it will also be provided to you upon your arrival at the center

Biometric photograph.

Recent color passport photo (width 35 mm, height 40 mm) taken within the last 6 months, on a white background and with the face uncovered, compliant with [ICAO](#) standards.

Original passport.

With a validity extending at least 3 months beyond the date on which the applicant intends to leave the territory of the Member States or, in the case of multiple trips, beyond the date of the last departure from the territory of the Member States, and containing at least two adjacent blank pages for the visa.

Copy of the passport.

Copy of the biometric data page and all pages containing visas, as well as entry and exit stamps from the Schengen Area, adding a copy of the previous passport if the current passport was issued less than one year ago.

Reservation

Proof of sufficient financial means for the duration of the stay, if expenses are not covered by the inviting Italian organization.

According to the parameters established by the [Directive of the Ministry of the Interior dated 1 March 2000](#), such proof may be provided through the original of a withdrawal certificate from a foreign currency account or by presenting an international bank card together with a bank statement.

Stay program containing full details of the planned business contacts, and invitation letter from the Italian company ([download here](#)).

Proof of stability of socioeconomic and professional status.

i. Employees

- Recent employment certificate or employment contract; and
- Certificate of affiliation with CNAS or, failing that, an explanatory letter from the employer; and
- Payslips for the last three months.

ii. Traders

- Proof of registration in the commercial register; and
- Certificate of affiliation and updated CASNOS registration; and
- C20 form indicating turnover and the latest balance sheet for the previous year.

iii. Farmers

- Certificate proving agricultural activity; and

- Certificate of affiliation and updated CASNOS registration; and
- Farmer card; and
- Latest annual income declaration.
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- iv. Professions organized under a professional order
 - Certificate from the professional order; and
 - Certificate of affiliation and updated CASNOS registration; and
 - Payslips for the last three months.
- v. *Notaries*
 - Appointment decree; and
 - Certificate of affiliation and updated CASNOS registration; and
 - Payslips for the last three months.
- vi. *University students*
 - Certificate of status issued by the higher education institution; and
 - Certificate of affiliation with CNAS or, failing that, an explanatory letter from the employer; and
 - Payslips for the last three months.
- vii. *Journalists*
 - Employment certificate issued by the press body or broadcasting company; and
 - Certificate of affiliation with CNAS or, failing that, an explanatory letter from the employer; and
 - Payslips for the last three months.
- viii. *Member of the government, Parliament or Constitutional Council*
 - Note verbale, certificate of function or other official document.
- ix. *Officials and senior officials*
 - Appointment decree or certificate of function issued by the competent administration; and, if not on official mission:
 - Payslips for the last three months.
- x. *Officers of the Algerian armed forces*
 - Certificate of function issued by the Ministry of National Defense (DREC); and, if not on official mission:
 - Payslips for the last three months.
- xi. *Staff of the European delegation or of an embassy, consulate or official body of a Member State*
 - Certificate of function issued by the European delegation, embassy or consulate; and, if not on official mission:
 - Payslips for the last three months.
- xii. *Retirees*
 - Certificate of receipt of retirement pension.

Travel medical insurance (photocopy) with minimum coverage of €30,000

This must cover medical and hospital expenses during the stay in Italy, including social assistance resulting from any treatment required during the initial stay in Italy and/or the Schengen Area, as well as any repatriation expenses. It must be valid (as coverage area) for Italy, the Schengen Area or Europe.