



Consulate General of Italy in San Francisco  
visti.sanfrancisco@esteri.it

### **SCHENGEN TOURIST/TRANSIT VISA** (Schengen Visa)

Applicants must submit all required documents. Visa applicants **must appear in person** to submit their visa request at this Consulate General. Applicants will be fingerprinted at their appointment.

Applicants must submit the following documents in original:

- **Passport** or travel document accepted by the Schengen countries valid for a period of 3 months beyond the applicant's last day of stay abroad. The passport must have a blank page on which the visa will be affixed. **(plus: photocopy of the official page with personal data and expiration date, plus page with signature if it does not appear on the same page).**
- **Proof of physical residence** in our jurisdiction, such as a photocopy of a driver's license, state ID, or utility bill (do not send us original IDs other than passports).
- **Proof of legal permanent residence** in the United States (only **non-U.S.** citizens): U.S. Alien Registration Card or valid long-term U.S. visa, valid for at least three months beyond the intended departure from the Schengen member states. **U.S. visas B1/B2 visas are not acceptable for this purpose.** If you have a B1 or B2 visa, you cannot apply for the Schengen tourist visa. **(plus: photocopy of the residence card or the passport page with the long-term U.S. visa).** Non-U.S. students must have a valid I-20 Form and exchange visitors a valid I-66 Form.
- **One** recent ICAO standard **photograph**: 45mm (1,77 inch) by 35mm (1,37 inch) in size, full face, front view, color. It must be glued to the Schengen visa application form, in the top right.
- **One** [Schengen visa application form](#) completely and clearly filled out.
- **Proof of sufficient funds** to cover the expenses of your planned stay. You must present a **letter** or **bank statement** from your bank, on the bank's letterhead, signed by a bank official and with a recent date, indicating your account balance. The account balance must equal or exceed the minimums established by the Ministry of the Interior's Directive of March 1<sup>st</sup>, 2000 ([available here](#)).
- **Employment verification:**
  - a) Job certificate or letter from employer, or letterhead, stating position, salary and that the vacation/leave has been approved. The letter must be signed and dated.
  - b) If you are self-employed, present the valid business license, certificate of incorporation, and latest tax return concerning business.
  - c) If you are a student: a letter of full-time enrollment from your school, college or university
- **Round trip ticket/reservation**, originating in this jurisdiction to Europe (and ultimately to Italy) and back, including internal entry and exit points of travel i.e. EURORAIL tickets, car rental, internal flights. The names on reservations have to reflect the names on passports.
- **Lodging:**
  - a) If staying at hotels, present letter from travel agent or from hotel itself stating the



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reservation dates and confirmation number. The name of applicant/s must be mentioned on the reservation;

b) Rental agreement of vacation home;

c) If you have been invited to stay with an Italian citizen or a foreigner who resides in Italy, you must have that person send directly **in original** to you , prior to submitting your visa request, the **Declaration of Hospitality**. A scan or photocopy is not acceptable. A photocopy of that person's document of identity (passport or Italian national ID) must accompany the invitation:

- A copy of the valid Permesso di Soggiorno (residency card or "Permit to stay") if the host is a foreigner.
  - A copy of a valid identification document if the host is an Italian citizen.
  - If you are travelling with an organized tour, present a letter from your travel agent stating that you are a member of the group, and a copy of the tour itinerary.
- **Proof of purchase of Worldwide Travel Insurance.**  
Travel insurance can be purchased from a travel agent or online. Provide letter or certificate from insurance company showing coverage for medical expenses, hospitalization costs and repatriation for medical reasons, for the days you are outside the United States. Insurance coverage must not be less than 30,000 Euro (or \$50,000).
    - You cannot present your insurance card alone as proof of insurance, nor can you present a letter that does not specify your benefits abroad.
    - The U.S. State Department lists approved insurance companies [on their website](#).
  - **The Schengen visa application fee** must be paid in exact amount by **cashier's check** or **money order** (made out to the "Consulate General of Italy") upon presentation of the visa application regardless of the outcome of the request. The fee adjusts every three months - Jan. 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, Oct. 1<sup>st</sup> – based on the government's official euro-dollar exchange rate.
  - **One Declaration for Mailing Passports** completely and clearly filled out and
  - **A self-addressed** (from yourself and to yourself) **pre-paid US Postal Service Priority or Express Mail envelope** so that your passport can be mailed back to you. Each applicant must have one.
  - In **case of a minor applicant**, one of the parents must submit the visa application on behalf of him or her (the minor does not have to come to the Visa Office) Employment verification, support, and so forth must be for the parents, not the minor, who is presumably not employed or self-sufficient. The following documentation is also required for a minor:
    - **A form authorizing the travel abroad**, signed by both parents. The signatures must be authenticated by a Notary Public if the parents are in the United States or by an Italian Embassy or Italian Consulate if the parents are outside the States.
    - Birth certificate

Consular officers may request additional documents at their discretion. **Please be aware that submitting the required documentation does not guarantee the issuance of a visa.**



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VSU - SCHENGEN VISA (up to 90 days) for: **TOURISM, BUSINESS, STUDY**

### **NOTICE**

Please be informed that, in accordance with Art. 2, Sections 6 and 9, of the Law n. 286 of July 25, 1998,

- the Schengen Visa is valid to enter and freely travel in the territory of the countries where the Schengen Agreement is applied (\*);
- at the time of your entry into Italian national territory, the Border Authority may request the same documentation you have submitted to obtain the entry visa;
- the requested financial means are defined by the Decree of the Ministry of the Interior of March 1<sup>st</sup>, 2000 and posted on the public information board of this Consulate General;
- in accordance with art. 5, sect. 2 of the law 286/1998 and with Law 68/2007, it is mandatory that you declare your presence in Italy by checking that your passport is duly stamped upon entry by the Border Authorities or, in the event you are traveling to Italy from another Schengen Country, by going to the designated Police Dept. (Questura) within 8 working days of your arrival.

Signature Countries of the Schengen Agreement:

*Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Iceland, Norway.*