



By Invitation VISA

Checklist and guidance;

1. ALL applicants, **regardless of age**, must attend in person to lodge a visa application;
2. Applicants less than 18 years of age at time of application must be accompanied by both parents;
3. **ALL documents must be provided in hard copy colour print** (we cannot print it for you);
4. Completed and printed **Visa application form**; if stay ≤ 90 days, then must use this form: <https://e-applicationvisa.esteri.it/>; include the last page with the 2D barcode; other application forms, handwritten application and/or incomplete application forms will not be accepted; if stay > 90 days, then [this form](#) must be used;
5. ONE recent [ICAO](#)-compliant passport sized photograph;
6. Your **valid passport** must have a minimum of three months' residual validity after the intended date of final departure from Italy;
7. **Proof of address with your name on it** – your current driver's license OR Photo ID OR any recent utility bill OR any recent statement from the Bank;
8. **Letter of grant of current AU visa** if not Australian Citizen;
9. **Recent VEVO check** if not Australian Citizen; it can be obtained here: <https://online.immi.gov.au/evo/firstParty>
10. Paid and confirmed **hotel booking(s) AND/OR invitation letter**, for the whole period of stay in the Schengen area;
11. **Confirmed** flights bookings (colour printed hard copy) into and from the Schengen area;
12. Travel Itinerary with 4 columns: City, From, To and number of days; e.g., Roma, 15/12/2026, 15/01/2027, 32 (Include end date in calculation);
13. Colour copy of **any previous Schengen VISA** granted in the last 5 years if any;
14. **Income and employment evidence**; this will be ...
 - a) If you are employed:

Contract of employment + Payslips last three months + bank statements last three months showing the payments of the salary indicated on the Payslips + letter from employer confirming employment and leave granted + lodged tax return for the last Australian fiscal year;
 - b) If you are a student:

Certificate of enrolment + documentation supporting any source of income + bank statement last three months + letter from the bank certifying the current balance (this will need to be dated within few days of the date when you actually come to the Consulate to lodge your application i.e. it must be as current as possible) + lodged tax return last for the last Australian fiscal year; if you are also employed, documentation as described at a) above;
 - c) If you are self-employed;

ABN certificate + **lodged** financial statement (FS) for the last Australian fiscal year + business bank statement + latest **lodged** BAS(s) for the period(s) not covered by the FS above + lodged tax return last for the last Australian fiscal year;
 - d) If you are retired/pensioner/unemployed;

Bank statement last 12 months + Confirmation of Balance letter from the bank (dated within few days of the date when you actually come to the Consulate to lodge your application i.e. it must be as current as possible + Superannuation Statement showing current balance + any evidence of additional / periodic income from, for example, rentals, investments etcetera + lodged tax return last for the last Australian fiscal year;
15. If married a colour hard copy of the marriage certificate;
16. **Medical insurance** certificate; this must show explicitly **and in English or Italian** the amount of cover (minimum 30 thousand EUROS) and that it covers for incidents, accidents and related events occurred in the Schengen area; this information is usually also shown in a table in the first few pages of the insurance's PDS (Product Disclosure Statement);
17. An official invitation letter made on company's official letterhead using our [official template](#) issued by the host organisation, educational institution, or competent authority confirming participation in meetings, conferences, or events, containing detailed information.

NOTE: This Consulate reserves the right to request further information as it sees fit under the circumstances;