

## VISA CHECKLIST

1. Visa application form
2. Recent passport-style photograph - colour
3. Passport – valid for at least 3 months after visa expiry date – in other words must not expire before 30 December 2010 (plus copy)
4. Return trip air ticket (plus copy)
5. Proof of lodging in Italy – to follow – will post it on website at [www.alfaclub.co.za/alfa100/hotels.pdf](http://www.alfaclub.co.za/alfa100/hotels.pdf) when it is ready.
6. Proof of enough money to sustain yourself for period – in other words proof of at least R8,000 worth of Euros bought or latest credit card statement showing at least R8,000 credit available.
7. Document of socio-professional standing – in other words letter from your employer stating your position in company, how long you have been with them and that you will return to resume duties after the holiday to Italy. (plus copy)
8. Health Insurance Policy. If you have Medical Aid, get this certificate from them. Otherwise contact me urgently and I will organise it with my administrators for you. Need minimum of Eur 30,000 cover. (plus copy)
9. Proof of residence – Utility bill clearly indicating your name and your physical residential address. (postal address does not cut it)
10. Itinerary form – download from the site at [www.alfaclub.co.za/alfa100/itinerary.pdf](http://www.alfaclub.co.za/alfa100/itinerary.pdf) plus point to point itinerary download from site at [www.alfaclub.co.za/alfa100/Itinerary2010.pdf](http://www.alfaclub.co.za/alfa100/Itinerary2010.pdf)
11. Visa Fee – Cape Town = R631-00 in cash only; Johannesburg = R709-00 in cash only

Remember any document given to the consulate (other than your passport obviously) will not be returned. If you need a copy, make sure you make a copy before the appointment – the consulate will not make a copy for you.

### **FOR ALL APPLICANTS TO THE JOHANNESBURG OFFICE**

*Copy and past this into a word document and sign. It must be the front page of your application.*

- I understand that any application submitted by myself will be returned to me in the event the documentation is incomplete.
  - I am aware of the minimum turnaround times for visa applications (i.e. 2 working days).
  - I am a **traveller** personally submitting my application.
- In the event I am submitting application(s) on behalf of other traveller(s), I declare the following: **(1)** the traveller(s) will be accompanying me; **(2)** the traveller(s) have had previous Schengen visas and have provided me with proof of such visas. (See regulations pertaining to MINORS) and **(3)** each passport I will be submitting will have an appointment made on [www.italianconsulatejohannesburg.org](http://www.italianconsulatejohannesburg.org).

Name and Surname: -----

I.D. number: -----

Signature: -----

Date: ----- Place: -----