



## BENCHMARK VISA SERVICES

### Italy short term Visa Checklist

#### 1. Visa Application Form

- Fully completed and signed Schengen visa application form.

#### 2. Passport Photos

- Two recent passport-sized photos (35x45mm), adhering to Schengen visa photo requirements.

#### 3. Passport

- Valid for at least three months beyond the planned departure date from the Schengen area.
- At least two blank pages.
- Copies of previous visas.

#### 4. Cover Letter

- Explaining the purpose of the visit, travel itinerary, and details of the stay.

#### 5. Flight Itinerary

- Round trip reservation or flight itinerary with dates and flight numbers specifying entry and exit from Italy.

#### 6. Proof of Accommodation

- Hotel bookings, rental agreement, or an invitation letter from a host in Italy if staying with friends or relatives.

#### 7. Travel Health Insurance

- Coverage of at least €30,000.
- Valid for all Schengen countries.
- Covering the entire duration of the stay.

#### 8. Proof of Financial Means

- Bank statements for the last three months.
- Proof of sponsorship, if applicable.
- Salary slips (if employed).



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Additional Requirements (Based on Applicant's Status):

For Employed Applicants:

1. Employment Contract
2. Leave Permission from Employer
3. Income Tax Return (ITR) or Form 16

For Self-Employed Applicants:

1. Business License
2. Company's Bank Statements (last three months)
3. Income Tax Return (ITR)

Specific Purpose-Based Requirements:

For Tourism:

1. Detailed Itinerary
  - Including the purpose of visit, places to be visited, and duration of stay.

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**Benchmark Incentive and Leisure Travels Pvt. Ltd.**

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