

ITALY VISA REQUIREMENTS:



APPOINTMENT PROCEDURE:

Note: Travel Agencies are not allowed to apply on behalf of the Applicant.

- **FOR VIA CENTRE** (<http://www.via.ph/contact-us-italy>)
Address: 3rd Floor, Allegro Center 2284 Chino Roces Extension Barangay Magallanes, Makati City 1232
A. Set an appointment at Visa Application Call :
Telephone Number: 845-9200 then press 5 to speak the operator.
B. Personal appearance at the VIA CENTRE on appointment day.
- **FOR EMBASSY**
Address: 6/F Zeta II Bldg. 191 Salcedo St., Legaspi Village, Makati City
Tel. 0063 (0)2 892 4531 / 4532 / 4533 / 4534 // Fax: 0063 (0)2 817 1436

* **Book appointment thru website:** <http://www.ambmanila.esteri.it>
(Go to the link "Visas")

- Click : Book your visit
Click here to book your visit
Click New user registration
- All data are required for registration.
 - Name
 - Surname
 - Sex
 - Phone
 - E-mail
 - Confirmation E-mail
 - Birthdate (dd/MM/yyyy)
 - Birthplace
 - Residence
 - Citizenship
 - Password
 - Confirm Password
- Insert verification code that appears in image:
 - Confirm
- **After registration. You must log in for your appointment schedule and good for one passenger only.**

GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS:

TOURIST VISA:

1. ENTRY VISA APPLICATION FORM

- COMPLETELY filled up "<http://via.ph/contact-us-italy>" then click ONLINE APPLICATION FORM and Select "Short Term" (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable. For minors, application must be signed by BOTH parents) after fill up please save and print.





2. PHOTO

- Two (2) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)

3. TRAVEL DOCUMENT

- Old (if available) and Current valid passport (expiry date is three months longer than that of the visa requested but please consider the 6 months validity as required by the Philippines Bureau of Immigration)
- Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries.

4. PROOF OF TRAVEL

- Complete Itinerary
- Confirmed round trip flight booking

5. PROOF OF FINANCIAL MEANS OF THE APPLICANT

- **Copy of real estate property** – title-deed (if relevant)
- **Bank Certification supported by Passbook** or Statement of account (six months account history for frequent traveler)
- If available, **international credit cards statements**, properties, land titles etc.
- **For minors:** proof of economic means of parents or legal guardian

6. PROOF OF OCCUPATION

- **If employed**, Certificate of Employment & approved Leave of Absence
- **For applicants who are Government Staff**, Approved Travel Authority
- **If Self-employed**, Business License/ permits, BIR registration and Financial Statement/Income Tax Return
- **Professional License Card (PRC Card)** if any
- **For students**, Certificate of Enrollment and Approved Leave of Absence (if traveling during school year)

7. HEALTH INSURANCE

- Travel Health Insurance with coverage of at least 30,000 euros (with 15 days allowance beyond travel period) for expenses for emergency hospitalization and repatriation expenses, valid throughout the Schengen area, to be chosen only among those offered by the Schengen accredited Insurance.

8. AVAILABILITY OF ACCOMMODATION

- Hotel booking under the name of the traveler
- Letter of invitation
- Document of identity, proof of citizenship or permit of stay from the inviting person

If invited by relatives, NSO documents to prove relationship





9. OTHERS

- NSO issued Birth Certificate
- NSO issued Marriage Certificate
- **For All minors & students:** Affidavit of Support and Consent from both parents
- Proof of family ties in the Philippines
- DSWD clearance for minors not traveling with parents

- If not Filipino citizen, proof of permanent residency in the Philippines (ACR)

VISA PROCESSING FEE:

VIA CENTRE :	PHP 3,287.00 Price are subject to change with prior notice
VIA (Call center) Visa Lodgment & Biometric Service (includes delivery) PHP 1,100.00 Visa Fee	
Managers Check payable to "PIASI" (application through Courier Service)	
Office Visa Charge:	PHP 6,500.00

VISA PROCESSING TIME: Approx. 15 to 20 working days / 3 weeks.

* Only visa applications whose intended date of travel is within three (3) months from the time of application will be accepted

VIA COURIER

* Set an appointment at Visa Application Call :

Telephone Number: 845-9200 then press 5 to speak the operator for pick up document via 2GO.

* Payment Method: Managers Check payable to "PIASI" (PHP4290 price are subject to change)

* For passenger issued ANY SCHENGEN VISA starting January 2014; passenger has an option for drop box but must call VIA CENTRE for pick up schedule.

NOTE:

**THE EMBASSY RESERVES THE RIGHT TO ASK FOR ADDITIONAL DOCUMENTS FROM THE APPLICANTS.
INFORMATION ON VISA APPLICATIONS CAN ONLY BE PROVIDED BY THE EMBASSY.**

IMPORTANT REMINDERS:

- o Please submit complete documents to avoid delays in processing.
- o Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- o Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.

