

ITALIAN VISA APPLICATIONS - FROM 01/10/2006

The Italian consulate in Johannesburg has decided to **suspend** submissions from Courier companies with effect from 1 October 2006. Please consult the Italian Consulate website www.italianconsulatejohannesburg.org for an appointment for your client or send the consulate an e-mail on visa.johannesburg@esteri.it to make arrangements for your clients.

Please note that this only applies to the Italian consulate in Johannesburg

NB. The Pretoria Embassy only accepts applications with a proof of residence in the area.

ITALY (SCHENGEN VISA)

- Italy is a member of the Schengen agreement. Countries that participate in the Schengen agreement are Austria, Belgium, France, Germany, Greece, Italy, Portugal, Spain, The Netherlands, Finland, Norway, Denmark, Sweden and Iceland.
- Visas are required by South African passport holders
- Visas are not required by British Citizens
- The country of your longest stay will issue your Schengen visa. Only if your stay in the Schengen states is the same number of days in each country would you apply through the country of the first port of entry.
- Schengen visas are free of charge to spouses & children (under 16) of EU passport holders. A copy of the EU passport & marriage certificate (spouse) or full birth certificate (child) is required

TOURIST VISA REQUIREMENTS

- One application form
- Passport must be valid for at least 6 months after return date.
- If travelling on a temporary passport, please submit a certified copy of your I.D.
- One passport size photo per application
- Copy of confirmed, pre-paid accommodation if faxed from hotel or original hotel voucher plus photo-copy if booked locally is required.
- Letter of invitation by fax if staying with family or friends
- E-MAILS ARE NOT ACCEPTED AS PROOF OF ACCOMMODATION
- Original return air ticket plus a copy is required
- Proof of travel insurance is required if tickets are not bought on credit card
- Proof of foreign exchange is required. Either the original foreign exchange receipt plus a photocopy or an original letter from the Bank stating the amount ordered / changed. If using a credit card, an original letter from your Bank stating the credit card number, expiry date and the amount endorsed. The minimum amount required is R400 per person, per day with pre-paid accommodation or R700 per person, per day without pre-paid accommodation
- If employed or self-employed an original company letter is required stating your position held, period of employment, exact dates of your leave & expected date of return

- In the case of scholars or students a letter from the school is required stating the applicant is enrolled, will be returning & date of return
- Minors travelling with one parent require a **certified** letter of consent from the parent not travelling, minors travelling alone require a **certified** letter of consent from BOTH parents

PROCESSING TIME

- Please note that the Italian Consulate in Johannesburg has a new Appointment System. Due to this Processing Time is dependant on availability of appointments. Please allow extra time for Processing (7 to 21 Days)
- Appointments can be made on the following address:
www.italianconsulatejohannesburg.org/
- The Italian Consulate in Johannesburg is closed every Wednesday.

BUSINESS VISA REQUIREMENTS

- One application form
- Passport must be valid for at least 6 months after return date
- If travelling on a temporary passport, please submit a certified copy of your I.D.
- One passport size photo per application
- Original return air ticket plus a copy is required
- Proof of travel insurance is required if tickets are not bought on credit card
- A company letter on an original letterhead is required stating the nature of the business to be conducted in Italy, and that the company will be responsible for all expenses including medical
- Proof of foreign exchange is required. Either the original foreign exchange receipt plus a photocopy or an original letter from the Bank stating the amount ordered / changed. If using a credit card, an original letter from your Bank stating the credit card number, expiry date and the amount endorsed. The minimum amount required is R400 per person, per day with pre-paid accommodation or R700 per person, per day without pre-paid accommodation
- A faxed letter of invitation from the Italian company to be visited is required

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NB. 1st Time applicants must apply in person ie. If no previous Italian or Schengen Visa, the applicant must apply in person.