



## Ambasciata d'Italia a Teheran Document Checklist for Business Visa

List of Mandatory Documents	
1	Application Form completely filled and signed with two (2) Signatures.
2	Two (2) recent photographs 35x40 mm with white back ground (not photoshoped) not older than 6 months
3	Passport with 90 days validity from the date of return from the Schengen area and with at least 2 non-used visa pages.
4	Invitation on the letter head of the inviting Italian company in the format mentioned in the website <a href="https://www.ckgsir.com/type-of-visa">https://www.ckgsir.com/type-of-visa</a> Along with the copy of ID of the Signatory of the Invitation letter & copy of Visura Camerale <b>OR</b> Certificate of registration at the Chamber of commerce (Camera di Commercio); should not be issued more than 6 months. <b>Optional:</b> Documents proving the actual existence of commercial negotiations with the Italian company (opening letters of credit, proforma, bid, contract, etc.).
5	Hotel Reservation (unless specified in the invitation letter by the Italian company) covering stay of the entire trip.
6	Copies of Passport (first page), previous Schengen (with entry and exit stamps), UK and US visa.
7	Presentation letter on the letter head of Iranian company.
8	Copy of Work Documents (Translated by legal translator in English or Italian) <b>For Executives and members of the board of companies:</b> <ul style="list-style-type: none"><li>- Official Gazette where the constitution and registration of the enterprise, as well as the name of the applicant are recorded.</li><li>- Notice of changes of Iranian Company</li><li>- In case the Official Gazette is older than three years, the applicant must also submit more recent Official Gazette (not older than three years) to highlight possible changes on the company's constitution or a registry office certificate declaring that the company is still active despite no changes have been registered.</li></ul> <b>Self-employed:</b> <ul style="list-style-type: none"><li>- Valid working license or valid Commercial Paper.</li></ul> <b>Private or State employees:</b> <ul style="list-style-type: none"><li>- Either lists of the insurance fees (Social Insurance) payment relating to the last six months or personal card of affiliation to a State or State controlled organization or Labor Contract.</li><li>- The employees should also provide related documents of Iranian company (notice of change and establishment)</li></ul>
9	Original Documents proving financial means of support during your stay in Italy: Bank Statement for last three months showing the transactions signed and stamped by bank in English. <b>Optional:</b> Title Deed
10	Birth Certificate (Translated by legal translator in English or Italian)
11	Copy of Medical Travel Insurance with coverage of Minimum 30,000 € covering the entire trip.
12	Copy of Airline ticket or reservations
<b>Declaration:</b> I understand that an application without a complete set of documents (as per the checklist above) may result in refusal of my visa application. The submission of a complete file does not guarantee the issuance of a visa. The documents should be submitted personally by the applicant himself at the appointment date. The ITALIAN EMBASSY in Iran reserves the right to request additional documents if deemed necessary for a better evaluation of visa application.	

Applicant's Signature

Date