



Consulate General of Italy  
Hong Kong

**VISA CHECKLIST – INVITATION**

签证申请审核表 - 邀请

Name of Applicant: \_\_\_\_\_

**Visa application must be submitted in person by the applicant at least THREE weeks before the departure date**

申请人须于离境前三星期亲身提交签证申请表

**All appointments must be reserved online through the website of the Consulate General of Italy**

所有预约必须通过意大利总领事馆网站在线预约

<https://prenotami.esteri.it/>

List of documents required - **ORIGINAL plus ONE COPY needed for** documents listed at points 3 to 11

所需文件清单 - 第 3 至 11 点列出的文件需要原件加一份复印件

**No photocopies will be provided by the Consulate if documents are incomplete.**

如果文件不完整，领事馆将不会提供复印件

Yes No  
是 否

1	<p><b>Schengen visa application form</b> duly completed in English by applicant (incomplete/illegible forms will not be accepted), printed together with the barcode: <a href="http://e-applicationvisa.esteri.it/index.html">http://e-applicationvisa.esteri.it/index.html</a></p> <p>申请人须用英语填写申根签证申请表（不接受不完整/难以辨认的表格），打印申请表包含二维条码页码: <a href="http://e-applicationvisa.esteri.it/index.html">http://e-applicationvisa.esteri.it/index.html</a></p>		
2	<p><b>One recent passport-sized photograph</b> (white background, facing forward, 35 x 45 mm)</p> <p>一张护照尺寸的近期照片(白色背景·正面·35X45 毫米)</p>		
3	<p><b>Current passport or travel document</b> issued within the past 10 years and valid at least 90 days after return to HK. Photocopies of any previous Schengen visa must be provided</p> <p>过去十年内签发的有效护照或旅行证件，应在回港后仍有至少 90 天的有效时间。所有申根国家签证(如有)的复印件</p>		
4	<p><b>Evidence of residence status in Hong Kong/Macao</b> (HK/Macao ID card and, if temporary resident, residence permit valid beyond the return date to HK/Macao)</p> <p>香港/澳门居留身份证明（香港/澳门身份证，如果是临时居民，居留许可证有效期应超过返回香港/澳门的日期）</p>		
5	<p><b>Round trip reservation(s) from/to Hong Kong or Macao</b> 来回香港或澳门的机票预订单</p>		
6	<p><b>Travel itinerary</b> providing clear evidence of the applicant's travel plans (confirmed flights and transportation bookings, itinerary, name of first port of entry in Italy, etc.)</p> <p>旅行行程，提供申请人旅行计划的清晰证明（确认的航班和交通预订，行程，意大利第一个入境口岸的名称等）</p> <p><a href="https://conshongkong.esteri.it/resource/2016/02/79489_f_cons57itinerario.pdf">https://conshongkong.esteri.it/resource/2016/02/79489_f_cons57itinerario.pdf</a></p>		
7	<p><b>Proof of accommodation</b> for the whole duration of the intended stay.</p> <p>整个预定逗留期间的住宿证明。</p> <p><b>For Lodgings in private accommodation</b>, the applicant must submit an invitation dated at least one day earlier than the visa appointment and copy of passport/ID card/residence permit of the inviting person:</p> <p>对于私人住所的住宿，申请人必须提交至少在签证预约日提前一天发的邀请函，并邀请人的护照/身份证/居留许可证的复印件：</p> <p><a href="https://conshongkong.esteri.it/resource/2016/03/80771_f_cons57dichiarazioneospitalita1.pdf">https://conshongkong.esteri.it/resource/2016/03/80771_f_cons57dichiarazioneospitalita1.pdf</a></p>		

8	<p><b>Proof of financial means</b> - The following documents must be submitted:</p> <p>财务证明 - 必须提交以下文件：</p> <p>- bank for the latest 3 months statements issued by banks in Hong Kong or Macao <b>AND</b> proof of regular income, for ex.: an official letter from the employer stating the name of the employer, the name of the employee, his/her job title, annual/monthly salary, date of employment and, if relevant, the duration of his/her contract; <b>OR</b> proof of pension/insurance/rent payments.</p> <p>香港或澳门银行所发的最近 3 个月的银行对账单和正常收入证明。例如：雇主的正式信函。其中包含以下信息：雇主姓名、雇员姓名、他/她的职位、年/月薪、雇佣日期及、如果相关、他/她的合同期限；或养老保险/保险/租金付款证明。</p> <p><b>For students:</b> a letter from the university/institution stating year of course/faculty/ the person or the party that will cover the applicant's travel and living costs, etc.</p> <p>Financial proof from bank accounts outside Hong Kong or Macao cannot be taken into consideration</p> <p><b>如学生：</b>大学/机构开具的信函。说明课程年度/学院/支付申请人旅行和生活费用的个人或单位。</p> <p>不会接纳香港或澳门以外所发的经济证明</p>	
9	<p><b>Invitation letter from the organizer</b> of the event of the country of destination, on official letterhead paper with stamp, mentioning: 1) purpose and duration of the stay; 2) detailed programme and itinerary; 3) details of accommodation during the period of the intended stay</p> <p>来自目的地国家活动主办机构的邀请函。需使用公司正式的信头纸并加盖公章。提及：1) 住宿的目的和持续时间；2) 详细的日程和行程；3) 预定逗留期间的住宿细节</p>	
10	<p><b>Health insurance certificate and policy</b> (emergency treatments, hospital and repatriation expenses, with a min. coverage of Euro 30,000) valid for all Schengen countries for the whole duration of the stay.</p> <p><b>健康保险凭证和保單</b> ( 紧急治疗、住院和遣返费用、保额至少为三万欧元 ) 其有效期必须包括所有在申根国家的停留时间。</p>	

**This Visa Section reserves the right to request further supporting documents if necessary**  
**本签证处保留要求申请人进一步提供其他补充材料的权利**

I declare that all documents are true and the information provided is correct and complete. I also declare that I have been informed about immigration regulations and the need to show proof of financial resources when entering the Schengen area (minimum amount is approximately 50 Euros per day).

本人声明所有文件都是准确及所提供的信息是正确和完整的。本人亦声明本人已获悉入境条例及在进入申根区时需要出示财务资源证明 ( 金额至少约为每天 50 欧元 ) 。

Hong Kong, \_\_\_\_\_  
 香港,

Applicant's Signature \_\_\_\_\_  
 申请人签字

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