



VISA CHECKLIST - STUDY
文件清單 - 留学签证

Consulate General of Italy
Hong Kong

Name of Applicant
 申请人姓名: _____

Visa application must be submitted in person by the applicant at least THREE weeks before the departure date
Minors under 18 must be accompanied by both parent or travel with the written consent of the other parent
All appointments must be reserved online through the website of the Consulate General of Italy

申请人须于离境前三星期亲身提交签证申请表
 未满 18 岁的申请人须由父母陪同或提供父或母的出行同意书
 所有预约必须通过意大利总领事馆网站在线登记预约
<https://prenotami.esteri.it/>

List of documents required - **ORIGINAL plus ONE COPY are needed for** documents listed at points 3 to 11.
No photocopies will be provided by the Consulate if documents are incomplete
 所需文件 - 第 1 至 2 点需要原件 · 第 3 至 11 点需要 原件加一份复印件 - 領事館不会代印复印件

Yes No
 是 否

1	<p>Schengen visa application form for stays up to 90 days: http://e-applicationvisa.esteri.it/index.html This form must be duly completed online and printed together with the barcode 申根签证申请表适用于逗留最多 90 天。申请表須包含二维条码，链接： http://e-applicationvisa.esteri.it/index.html National visa application form for stays over 90 days: 国家签证申请表适用于逗留 90 天以上。链接： https://conshongkong.esteri.it/resource/2012/03/45260_f_cons57VISTONAZIONALE.pdf This form must be duly completed in English by the applicant (if incomplete/ illegible it will not be accepted) 申请人須用英语填写申请表 (填写不完整/字體难以辨認的表格將不接受)</p>	
2	<p>Two recent passport-sized photograph (white background, facing forward, 35 x 45 mm) 两张护照尺寸的近期照片 (白色背景 · 正面 · 35X45 毫米)</p>	
3	<p>Current passport or travel document issued within the past 10 years and valid at least 90 days beyond the return to HK/Macao. Photocopies of any previous Schengen visa must be provided 护照或旅行证件必須是在十年以內签发 · 並返回香港/澳門后仍至少有 90 天的有效期。此外，須提供已往所有申根国家签证或其他签证 (如有) 的复印件</p>	
4	<p>For Minors (under 18): parents must provide the birth certificate. For birth certificates issued in Mainland China: they need to be notarized, translated into Italian and legalized by the competent Chinese F.A.O. and Italian Consulate. The parent not travelling with the minor needs to sign a consent letter in person. 未成年人 (18 岁以下) : 父母必須提供出生证明。对于在中国大陆的出生证明, 需要经过公证后 · 翻译成意大利文并由中国外事办公室和国内的意大利領事館认证。父母需要亲身到領事館签同意函。</p>	
5	<p>Evidence of residence status in Hong Kong/Macao (HK/Macao ID card and, if temporary resident, residence permit valid beyond the return date to HK/Macao) 香港/澳門居留身份证明 (香港/澳門身份证及 · 如果是临时居民 · 居留许可证有效期应超过返回香港/澳門的日期)</p>	

6	<p>Round trip reservation(s) from/to Hong Kong or Macao 來回香港或澳門的機票預訂單 Only for study period up to 6 months otherwise one-way ticket is sufficient 學生簽證 6 個月或以下請提交來回機票；而學生簽證 6 個月以上則可提交單程去程機票</p>	
7	<p>Travel itinerary for stay up to 90 days, each day of stay (including first port of entry to Italy) in all Schengen countries 如停留期不超過 90 天需提交行程表。所有申根國家每天逗留行程 (包括進入意大利的第一個入境口岸) https://conshongkong.esteri.it/resource/2016/02/79489_f_cons57itinerario.pdf</p>	
8	<p>Proof of accommodation for at least 14 days; for Lodgings in private accommodation: the applicant must submit proof of ownership or rental contract, the host's passport/ID copy (pages with his/her personal details and signature)-form: 至少 14 天的住宿證明；若在私人居所住宿，請提供住宿擁有權或租賃合同的證明；邀請人護照/身份證的複印件 (護照頁面複印件須帶有他/她個人資料和簽字) - 表格： https://conshongkong.esteri.it/resource/2016/03/80771_f_cons57dichiarazioneospitalita1.pdf</p>	
9	<p>Proof of financial means - The following documents must be submitted: 財務證明 - 必須提交以下文件：</p> <ul style="list-style-type: none"> - bank for the latest 3 months statements issued by banks in Hong Kong or Macao AND 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; OR proof of pension/insurance/rent payments. For students: a letter from the university/institution stating year of course/faculty/scholarship, etc. <p>Financial proof from bank accounts outside Hong Kong or Macao cannot be taken into consideration 香港或澳門銀行所發的最近 3 個月的銀行對賬單和正常收入證明，例如：雇主的正式信函，說明雇主姓名，雇員姓名，他/她的職位，年/月薪，僱傭日期及，如適用，他/她的合同期限；或養老保險/保險/租金付款證明。如申請人是學生，必須提交：大學/機構開具的信函，說明課程年度/學院/獎學金等。 不會接納香港或澳門以外所發的經濟證明</p>	
10	<p>Acceptance letter from the institute/university in Italy, printed on letterhead paper and official stamp, with details of the applicant's details and duration of the course, full name and title of the signatory and signature. Please note that for ALL UNIVERSITY COURSES (i.e.: Bachelor Degrees, Master Degrees, Foundation courses, PhDs, Italian Language and Cultural Courses, Single Courses and internships, Exchange Programs) students MUST first pre-enroll through the University website www.universitaly.it and, only after receiving the online approval by the University, they can apply for visa at the Consulate. 意大利機構/大學的錄取通知書，印在正式信頭紙上並蓋章，附有申請人的詳細信息和課程期限，簽字人的姓名和職位及簽字。請注意，所有大學課程 (即學士學位、碩士學位、基礎課程、博士學位、意大利語言及文化課程、單項課程兼實習、交換生課程)，學生必須首先通過「University」的網站 www.universitaly.it 進行預先註冊。並且必須獲得大學在線上批准後，才能到領事館辦理簽證。</p>	
11	<p>Health insurance certificate and policy (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. 健康保險證明書和保單 (緊急治療、住院和遣返費用，保額不少於三萬歐元) 有效期必須包括所有申根國家及申根國家內所停留的時間 For national visas (stays over 90 days): the policy must cover at least the first 3 months of the stay. 國家簽證(停留 90 天以上)：保單必須至少涵蓋逗留期的首 3 個月</p>	

This Visa Section reserves the right to request further supporting documents if necessary

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). 本人聲明所有文件都是準確及所提供的信息是正確和完整的。本人亦聲明本人已熟悉入境條例及在進入申根區時需要出示財務資源證明 (金額至少約為每天 50 歐元)。

Hong Kong, _____ Applicant's Signature _____

香港, _____ 申請人簽字 _____