



Consulate General of Italy
Hong Kong

VISA CHECKLIST – INVITATION
(political, scientific and cultural events)
文件清單 – 邀請簽證
(政治、科学和文化活动)

Name of Applicant

申請人姓名： _____

PLEASE NOTE:

- IT IS NOT POSSIBLE TO MAKE PHOTOCOPIES IN THE CONSULATE
領事館不提供文件影印服務。
- AT THE COUNTER, ALL DOCUMENTS MUST BE SUBMITTED ACCORDING THE LIST ORDER.
所有文件必須按清單順序於櫃檯提交

1	Schengen visa application form duly completed and signed by applicant, printed including the barcode: http://e-applicationvisa.esteri.it/index.html . IMPORTANT: BARCODE MUST BE PRINTED CLEARLY! 申請人須以英語填寫及簽署申根簽證申請表，並列印申請表及其包含的二維條碼，連結： http://e-applicationvisa.esteri.it/index.html （請注意：條碼必須清晰列印）	
2	Two recent (not older than six months) passport ICAO standard photographs (35 x 45 mm) 近 6 個月內拍攝的兩張符合國際民航組織 (ICAO) 標準的護照照片 (35 x 45 毫米)	
3	Current passport or travel document (original + copy) 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. 護照或旅行證件（正本及副本）必須為十年內簽發，其有效期在返回香港 / 澳門後須至少仍有 90 天以上。此外，須提供過往所有申根國家簽證（如有）的副本	
4	Evidence of residence status in Hong Kong/Macao: HK/Macao ID card (original + copy) – proof of rent accommodation in HK/MACAO (Tenancy Agreement or Utility Bill). If temporary resident, residence permit validity must exceed the return date to HK/Macao. 香港 / 澳門居留身份證明：香港 / 澳門身份證（正本及副本），以及在香港 / 澳門的住址證明（租約或水電煤費單）。如屬臨時居留人士，其居留許可之有效期必須超過返回香港 / 澳門的日期	
5	Invitation letter from the organizer of the event in the country of destination, on official letterhead paper with stamp, mentioning: 1) purpose and duration of the stay; 2) detailed program and itinerary; 3) details of accommodation during the period of the intended stay 由目的地國家活動主辦機構發出的邀請函，須以公司正式信頭紙列印並加蓋公司公章，並須清楚列明：1) 訪問目的及期限；2) 詳細行程及安排；3) 預計逗留期間的住宿資料	
6	Round trip flights booking(s) from/to Hong Kong, Macao or Shenzhen. 往返香港、澳門或深圳的機票預訂證明	

7	<p>Travel itinerary providing clear evidence of the applicant's travel plans (confirmed flights and transportation bookings, itinerary, name of first port of entry in Italy, etc.): 旅行行程：須提供申根區內各國的清晰行程表（包括每日住宿詳情及確切的入境口岸名稱） https://conshongkong.esteri.it/wp-content/uploads/2023/02/visto_turismo_itinerario1.pdf</p>	
8	<p>Proof of accommodation for the whole duration of the intended stay 申請人於整個申根地區的每日酒店預訂確認文件 For lodgings in private accommodation: the applicant must submit an invitation, and copy of passport/ID card/residence permit of the inviting person: 如屬私人住所住宿，申請人必須提交邀請函，並提供邀請人的護照 / 身份證 / 居留許可證副本： https://conshongkong.esteri.it/wp-content/uploads/2023/02/Dichiarazione-di-ospitalita.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"> - <u>bank statements</u> for the latest 3 months issued by banks in Hong Kong or Macao. - <u>proof of regular income</u>: e.g. an official letter from the employer (stating duration of recruitment, status, income, confirmed upcoming leave). - 由香港或澳門銀行發出的最近 3 個月銀行月結單 - <u>固定收入證明</u>：由僱主發出的正式信函（須註明受僱期限、僱傭狀況、收入及已確認的假期） 	
10	<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. 健康保險證明及保單（涵蓋緊急治療、住院及遣返費用，保額至少為 30,000 歐元），並必須於整個申根成員國範圍內及整個逗留期間有效</p>	

This Visa Section reserves the right to request further supporting documents if deemed necessary
本簽證處保留要求申請人進一步提交其他補充文件的權利

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