



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	<b>Schengen visa application form</b> duly completed and signed by applicant, printed including the barcode: <a href="http://e-applicationvisa.esteri.it/index.html">http://e-applicationvisa.esteri.it/index.html</a> . <b>IMPORTANT: BARCODE MUST BE PRINTED CLEARLY!</b> 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： <a href="http://e-applicationvisa.esteri.it/index.html">http://e-applicationvisa.esteri.it/index.html</a> (請注意：條碼必須清晰列印)	
2	<b>Recent (not older than six months) passport <u>ICAO standard photographs</u></b> (35 x 45 mm) 近 6 個月內拍攝符合國際民航組織 (ICAO) 標準的護照照片 (35 x 45 毫米)	
3	<b>Current passport or travel document (original + copy)</b> 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	<b>Evidence of residence status in Hong Kong/Macao:</b> HK/Macao ID card ( <u>original + copy</u> ) – 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	<b>Invitation letter from the organizer of the event</b> 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	<b>Round trip flights booking(s) from/to Hong Kong, Macao or Shenzhen.</b> 往返香港、澳門或深圳的機票預訂證明	

7	<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.):  <b>旅行行程</b>：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）  <a href="https://conshongkong.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/modelli-e-modulistica/">https://conshongkong.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/modelli-e-modulistica/</a></p>	
8	<p><b>Proof of accommodation</b> 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  <b>For lodgings in private accommodation:</b> the applicant must submit an invitation, and copy of passport/ID card/residence permit of the inviting person:  <b>如屬私人住所住宿</b>，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：  <a href="https://conshongkong.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/modelli-e-modulistica/">https://conshongkong.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/modelli-e-modulistica/</a></p>	
9	<p><b>Proof of financial means</b> - The following documents must be submitted:  <b>財務證明</b>——必須提交以下文件：</p> <ul style="list-style-type: none"> <li>- <u>bank statements</u> for the latest 3 months issued by banks in Hong Kong or Macao.</li> <li>- <u>proof of regular income</u>: e.g. an official letter from the employer (stating duration of recruitment, status, income, confirmed upcoming leave).</li> <li>- 由香港或澳門銀行發出的最近 3 個月銀行月結單</li> <li>- <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）</li> </ul>	
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.  <b>健康保險證明及保單</b>（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**

**Consulate General of Italy - Suite 3201 Central Plaza, 18 Harbour Road, Wanchai, Hong Kong**  
<https://conshongkong.esteri.it/it/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/>  
**Tel. 2522.0033 – Fax 2845.9678; EMAIL: [visti.hongkong@esteri.it](mailto:visti.hongkong@esteri.it)**