



*Consulate General of Italy
Hong Kong*

VISA CHECKLIST – INVITATION
(political, scientific and cultural events)
文件清單 – 探訪簽證（政治、科學及文化活動）

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	Recent (not older than six months) passport ICAO standard photographs (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 × 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	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/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/modelli-e-modulistica/	
8	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/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/modelli-e-modulistica/	
9	Proof of financial means - The following documents must be submitted: 財務證明——必須提交以下文件： - <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	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	

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