



REQUIREMENTS	
☐	To apply in Melbourne, you must reside or be legally present in Victoria or Tasmania. If residing in another state, please contact the relevant Italian Consulate
☐	Application cannot be lodged earlier than 6 months before the starting date of the intended trip
☐	If visiting other non-Schengen countries before or after a Schengen trip, you must make sure that all relevant visas are on the passport before applying for a Schengen visa
☐	If you are not residing in Australia and are currently visiting Australia for tourism or business, you cannot apply for a Schengen visa from Australia: you can only apply from your country of residence
☐	Visa applications must be lodged with the Consulate of the Schengen country where the traveler will spend the most number of days. If the longest stay is equally distributed over several countries, the application needs to be lodged at the Consulate of the country of first entry
☐	All required documents should be either in English or Italian. If documents were issued in a language other than English or Italian, official translations should be provided alongside a copy of the original document
MANDATORY DOCUMENTS	
☐	Printed and completed visa application form (click here)
☐	Current passport with at least 3 months residual validity beyond the intended return date and with at least 2 blank pages
☐	One passport-size photo
☐	If married or in a de facto relationship, marriage certificate or registered partnership agreement
☐	Australian visa status: VEVO Confirmation (click here). Australian visa to be valid for at least 3 months from the date of exit in Schengen region. Verification e-mail to be sent to melbourne.legale@esteri.it . A VEVO statement MUST show that applicant is entitled to "multiple entries to and from Australia during the validity of the visa"
☐	Proof of socio-economic status (choose one or more options - if applicable): Option 1 - If employed: a statement of employment with company letter head and logo + pay slips Option 2 - If studying: Confirmation of enrolment from education institution, evidence of payment of tuition fees and copy of student card Option 3 - If self-employed: trade/business license + tax assessment for the last financial year

☐	Confirmed itinerary, with detailed travel plan and prepaid return tickets. If the applicant is planning to visit more than one Schengen country, means of transportation between countries
☐	Proof of travel insurance (choose one or more options - if applicable) to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death. Minimum cover must be of EUR 30,000 Option 1 - Must provide also Certificate of Insurance with Table of Benefits or Product Disclosure Statement Option 2 - If using travel insurance through a Credit Card provider provide Certificate of Insurance from the bank + confirmation letter from the bank confirming eligibility + proof that the eligibility criteria has been fulfilled + copy of credit card
☐	Accommodation (choose one or more options - if applicable): Option 1 - Proof of accommodation for the entire stay in the Schengen area in the applicant's name Option 2 - Should the reservations have been made by someone other than the applicant, written statement in English (dated, signed and accompanied by Photo ID) to confirm that the applicant is covered in the bookings provided Option 3 - If invited by a private host in Italy, a host declaration form also needs to be completed and accompanied by copy of host's ID
☐	Funds (choose one or more options - if applicable): Option 1 – Interim bank statement in the applicant's name. Bank statement must show a list of bank transactions for the previous 3 months prior to visa application. Sponsor bank statements are not accepted Option 2 - If no transactions are recorded on a bank statement from the previous 3 months or more, applicant must produce a statement showing transactions from previous period, plus current balance on account Minimum amounts required 1 – 5 days = 269.90 euros per day 6 – 10 days = 44.93 euros per day 11 – 20 days = 36.67 euros per day Over 20 days = 27.89 euros per day
☐	Copy of passport's bio details page
☐	Copy of previous Schengen visas, if any available
☐	Copy of Australian driver's license or other proof of address in Victoria / Tasmania

ADDITIONAL REQUIREMENTS FOR A BUSINESS VISA

- ☐ Business license/Chamber of Commerce certificate along with [invitation letter](#) from the company in Italy, stating purpose and duration of visit and whether the host is covering any expenses for the trip
- ☐ Original stamped letter from local employer stating role, date of employment, salary, period of stay, purpose of visit as well as full responsibility for employee's expenses during the trip and their return

ADDITIONAL REQUIREMENTS FOR A STUDY VISA

- ☐ Original letter of enrolment or pre-enrolment from the educational institution in Italy, indicating duration of course and daily number of hours of study.

In case of enrolment into Italian Universities, you can refer to the Universitaly portal (click [here](#)).

ADDITIONAL REQUIREMENTS FOR TRAVELLING MINORS

- ☐ Visa applications for under 18s must be signed by both parents, regardless of who will be accompanying the minor during the trip. Both parents need to attend the appointment.

Birth certificate of the minor and photo ID of parents must be provided.

- ☐ If one of the parents is not available to attend the appointment, they need to provide the following:

Option 1 - If one of the parents is not in the same State or Country provide written parental consent, dated, signed and accompanied by Photo ID, to be expressed and signed either

- In front of a Consular officer at the nearest Consular Authority of Italy
- or
- At a Notary Public, formalized with either an APOSTILLE or a LEGALIZATION

Option 2 - If one of the parents is deceased, death certificate (accompanied by a translation in English or Italian)

FAMILY MEMBERS OF EU CITIZENS

- ☐ Spouse and under 21 children of EU citizens travelling with the EU spouse/parent(s) do not need to provide proof of socio-economic status, bank statement and travel insurance and their application will be free of charge

MEDICAL TREATMENT

- ☐ a certificate from a medical doctor and/or a medical institution advising that the treatment is necessary.
- ☐ an official document from the receiving medical institution confirming that it can perform the specific medical treatment, an estimation of costs and an indication that the patient will be accepted accordingly.
- ☐ proof of prepayment or sufficient financial means to pay for the medical treatment and related expenses.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Ways to apply

Applicants are required to apply in person at the Consulate by booking an appointment from [here](#). Visa applications and extensions are not processed in Italy. All visa requirements are to be satisfied during the visa interview and documents must be produced in **hard copy**. If you are not able to complete any part of your application form, we can help you on the day of your appointment.

Processing time and applications

Processing time may vary from a few hours to 15 days, depending on each case. No fast track is available. We strongly recommend to submit your application at least 2 weeks prior to scheduled departure.

Applications cannot be processed earlier than 180 days prior to the departure date. If an appointment is not available for the preferred date, applicants may periodically check their booking system account to see if any earlier appointment becomes available due to other users' cancellation.

Methods of payment

All visa fees are payable with EFPOS / Credit card. Updated fees are available from [here](#).