

Guidelines regarding the validity and admissibility of documentation

1. Documents issued by Pakistani authorities must bear an Apostille. Documents issued by authorities of third countries must, where possible, be apostilled or legalized.
2. Only documents drafted in English or accompanied by a translation into Italian are accepted. Translations must be certified by a notary whose signature must in turn be duly apostilled.
3. Please note that, pursuant to current Italian and Pakistani legislation, the documentation submitted is valid for six months from the date of issue.
4. Please note that only visa applications submitted by applicants permanently residing within the consular jurisdiction of this Embassy will be considered admissible.
5. Minors must be accompanied by one or both parents or by their legal guardians when submitting visa applications. Visa applications signed exclusively by the minor will be considered inadmissible.

Business Visa (Schengen Visa)

General Documents Required

1. Schengen Visa Application Form (VSU).
2. One recent ICAO-compliant passport photograph.
3. Proof of residence within the consular jurisdiction:
 - Residence certificate, and
 - For Pakistani nationals: a copy of the National Identity Card (CNIC);
 - For foreign nationals: proof of lawful residence in Pakistan (e.g. a long-stay visa and/or residence or work permit).
4. Valid passport, original and one photocopy, with an expiry date at least three months beyond the validity of the requested visa.

Note: Copies of all previously issued visas and pages containing entry and exit stamps must also be provided.

5. Proof of transportation arrangements:
 - Flight reservation or round-trip airline ticket.

Note: If the journey includes multiple destinations within the Member States, reservations for intra-Schengen travel arrangements (train tickets, flights, car rentals, etc.) must also be provided.

6. Proof of accommodation:

- Reservation covering the entire stay within the territory of the Member States (hotel, serviced apartment, holiday home, campsite, youth hostel, etc.); or
- If staying with family members, friends, or a host, a declaration of sponsorship and/or accommodation provided by a private individual (download the relevant form from the forms section).

7. Family Registration Certificate (FRC), issued in English by NADRA (Pakistan National Database and Registration Authority) and bearing an Apostille.

8. Travel medical insurance valid throughout the Schengen Area, with a minimum coverage of EUR 30,000 for emergency medical treatment, hospitalization, and repatriation expenses.

9. Proof of financial means:

- Bank statements showing transactions over the previous six months, duly signed and stamped by the bank;
- National Tax Identification Number certificate (or tax exemption certificate, where applicable);
- Confirmation of tax return filing issued by the Federal Board of Revenue for the two fiscal years preceding the date of application;
- Or, where none of the above documents can be submitted, other documented evidence of income-generating activities or means of subsistence, as applicable.

Note: Fixed-term deposit accounts are not accepted. Where credit cards are linked to bank accounts, a copy of the credit card and evidence of the available credit limit must be provided.

Additional Documents Concerning Financial Means and Ties to the Country of Residence

A. Employees

- Income tax returns for the previous three years;

- Evidence of sufficient financial means, as required by the Directive of the Ministry of the Interior of 1 March 2000, such as bank statements covering the previous six months, duly signed and stamped by the bank;
- Copy of the employment contract;
- Letter from the employer authorizing the leave of absence and indicating the dates of leave, the employee's position and salary, duration of employment, purpose of the leave, and the employer's contact details.

B. Business Owners and Self-Employed Applicants

- Company registration certificate;
- Title deed or partnership deed, where the applicant is an owner or partner in a business, and/or articles of incorporation of the sole proprietorship or partnership;
- Registration of the company with the Chamber of Commerce and Industry or any other relevant government authority.

C. Public Officials/Civil Servants Travelling for Non-Official Purposes

- No Objection Certificate (NOC) issued by the relevant public administration or government department, indicating the dates of the intended visit.

D. Pensioners

- Pension statements for the previous six months.

E. Applicants Financially Dependent on Another Applicant Travelling for the Same Journey

- Where the family relationship cannot be established through the Family Registration Certificate (FRC), evidence must be provided through national civil status documents.

Specific Documents Required for a Business Visa

- Invitation letter on the official letterhead of the inviting company or organization, signed by its legal representative, specifying:
 - the identity of the invited person (name and position);
 - the purpose of the visit (e.g. meetings, conferences, factory visits);
 - the dates and itinerary of the visit.

Note: A legible copy of the signatory's identity document must also be attached.

- Chamber of Commerce registration extract (company registration certificate) of the inviting company or organization, issued within the previous six months.
- Supporting documentation demonstrating the business relationship (copies of invoices, shipping documents, correspondence);

or, in the case of participation in trade fairs:

- admission tickets and/or stand reservation documents;
- proof of payment.

or, where the purpose of the trip is media coverage:

- copy of the press card;
- assignment letter from the media organization specifying the purpose of the trip and the name(s) of the journalist(s);
- for freelance journalists, evidence of professional activity.

The Embassy reserves the right to request any additional documentation deemed necessary.