

### **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.

### **Invitation 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 expiry date 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;

- Salary slips for the three months preceding the application date;
- 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 Purpose**

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

#### **F. Minors Travelling with Only One Parent/Legal Guardian or Unaccompanied**

- Proof of consent from one parent (where the minor travels with the other parent, except in duly documented sole-custody cases) or from both parents, by means of an affidavit containing details of the intended trip and the guarantors/guardians during the journey;
- Copy of the CNIC and Pakistani passport of the non-travelling parent(s);
- Proof of school enrolment;
- Copy of the court decision establishing parental authority or guardianship authorization for the specific intended trip.

## **G. Students**

- Proof of university enrolment;
- Student identification card.

### **Specific Mandatory Documents Required for an Invitation Visa**

- Invitation letter issued by public or private bodies, institutions, organizations, or entities inviting the applicant to attend events or activities of a political, scientific, cultural, or similar nature.
- Where applicable, a declaration from the inviting party confirming coverage of the applicant's accommodation and/or subsistence expenses during the stay, supported by appropriate documentary evidence.
- Additional documentation demonstrating the consistency between the applicant's personal, professional, or academic profile and the nature of the event or activity for which the invitation has been issued.

**Note:** Applicants intending to travel to Italy for commercial or business-related activities must apply for a Business Visa.

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