

### **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.

### **Schengen Tourist Visa and Tourist Visit to Family/Friends**

1. Schengen Visa Application Form (VSU).
2. One recent ICAO-compliant photograph.
3. Proof of residence within the consular jurisdiction:
  - Residence certificate; and
  - For Pakistani citizens: a copy of the CNIC (Computerized National Identity Card);
  - For foreign nationals: proof of legal residence in Pakistan (e.g., long-term stay visa and/or residence or work permit).
4. Valid passport, original plus one photocopy, with an expiry date at least three months beyond the expiry date of the requested visa.  
**Note:** Also provide photocopies of any previous visas received and pages containing entry/exit stamps.
5. Proof of transportation arrangements:
  - Flight reservation or return airline ticket (round trip).

**Note:** If the trip includes multiple stops within the territory of Schengen Member States, provide reservations for intra-Schengen travel (trains, flights, car rentals).

6. Proof of accommodation:

- Reservation for accommodation covering the entire stay within the territory of the Member States (hotel, serviced apartment, holiday home, campsite, youth hostel); or
- If staying with family members, friends, or a guarantor, a private accommodation and/or guarantee declaration (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 health insurance with a minimum coverage of **€30,000** for emergency hospital treatment and repatriation expenses, valid throughout the Schengen Area.

9. Proof of financial means:

- Bank statements showing transactions for the last six months, duly signed and stamped by the bank;
- National Tax Identification Number certificate (or exemption certificate, if applicable);
- Confirmation of tax return submission issued by the Federal Board of Revenue (FBR) for the two financial years preceding the visa application date; or
- If none of the above documents can be provided, other documented evidence of income-generating activities or other means of support, where applicable.

**Note:** Fixed deposit accounts are not accepted. For credit cards linked to accounts, a copy of the credit card and evidence of the credit limit must be provided.

**Additional mandatory documentation depending on the Applicant's status**

**A. If the Applicant Is an Employee**

- Income tax returns for the last three years;
- Salary slips for the last three months before the application date;

- Copy of the employment contract;
- Employer's letter authorizing leave, stating:
  - Leave dates;
  - Position and salary;
  - Duration of employment;
  - Purpose of leave;
  - Employer's contact details.

**B. If the applicant is a business owner or self-employed**

- Company registration certificate;
- Property deed or partnership deed if owner or partner of a business, and/or articles of incorporation;
- Registration of the company with the Chamber of Commerce and Industry or any other government association.

**C. If the applicant is a government employee traveling for non-official purposes**

- **Non-Objection Certificate (NOC)** issued by the relevant government department or public service authority, indicating the dates of the planned visit.

**D. If the applicant is retired**

- Pension statements for the last six months.

**E. If the applicant is financially dependent on another applicant traveling on the same trip**

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

**F. If the applicant is a minor traveling with only one parent or without parents/legal guardians**

- Proof of consent from one parent (if traveling with the other parent, except in single-parent families where sole custody or guardianship is duly documented) or from both parents, through an affidavit containing details of the planned trip and the guarantors/guardians during the trip;
- Copies of the CNIC and Pakistani passport of the non-traveling parent(s);

- Proof of school enrollment;
- Copy of the court decision establishing the parental relationship or guardianship authorization for the specific trip.

**G. If the applicant is a student**

- Proof of university enrollment;
- Student ID card.

**Additional mandatory documents for visits to Family and Friends**

- **Proof of family relationship:**
  - In addition to the Family Registration Certificate (FRC) required under point 7, if the applicant is the spouse of the person being visited, a Marriage Certificate (Nikah Nama) and/or Marriage Registration Certificate must be submitted.

The documentation must be apostilled and translated into Italian.

The Embassy reserves the right to request additional documentation where necessary.