



CONSULATE GENERAL OF ITALY

Tel.713-850-7520- Fax 713-850-9113-e-mail: visas.houston@esteri.it– website: <https://conshouston.esteri.it>

BUSINESS VISA

1. **Visa Application Form.**
2. **Recent passport-size photograph** 2 x 2 inches (51 x 51 mm) on white background, full face and front view, stapled/glued to the application form. Scanned or photocopied photos will NOT be accepted;
3. **Valid passport (Physical + 1 copy of the page with photograph and expiration date).** The passport or travel document must be valid at least three months after the visa expiration date. Please make sure the passport is no older than 10 years and has at least two blank pages to affix the visa;
4. **Notarized Copy of the Permanent Residence Card** or other US immigration document allowing re-entry into the United States (e.g., valid long-term US visa, Advanced Parole, etc.). International students must submit a notarized copy of F-1 Visa and I-20 (1 copy). In case of appointment, the copies of the abovementioned documents can be validated by the Officer.
5. **Copy of the Original of Driver's License** or State ID as proof of residence in the jurisdiction of this Consulate General. If you recently moved and have not updated your ID, you must submit another proof of current address (e.g., utility bills, bank statements, etc.);
6. **Copies of most recent Schengen Visas** (if applicable),
7. **Letter from the US employer** on company letterhead specifying:
 - a. name of the applicant;
 - b. employment status and purpose of the trip;
 - c. complete period of travel;
 - d. full financial responsibility for expenses and lodging by the US Company;
8. **Self-employed or owner of a company:**
 - a. copies of corporation papers
 - b. most recent tax return
9. **Letter of invitation** from the Italian company on original letterhead specifying:
 - a. name of the applicant;
 - b. purpose of the trip;
 - c. intended period of stay in Italy.
 - d. copy of the “visura camerale” (certificate of deed)
 - e. copy of the Italian ID of the person signing the letter of invitation.
10. **Proof of lodging** for the entire duration of the trip and for all the countries you intend to visit: Confirmed hotel reservations with name and address of hotels
11. **Medical Coverage Abroad** for the entire period of travel in the Schengen area with a minimum coverage of \$50,000 for hospitalization, emergencies, evacuation and repatriation.
12. **Flight reservation** for a round trip showing complete itinerary. If you visit more than one Schengen country, please provide means of transportation between countries;
13. **Visa fee** (non-refundable). The Consulate accept only cash, Money Orders, Cashier's checks payable to the Consulate General of Italy, we do not accept personal checks or credit cards;
14. **Mailing** Applicants can provide a SELF-ADDRESSED, PRE-PAID EXPRESS MAIL ENVELOPE to receive the passport and visa by mail. Envelopes with insufficient postage will not be accepted. Passport and visas can be always collected at this Office during regular business hours. **WE DO NOT ACCEPT REGULAR MAIL.**

PLEASE VISIT THE WEBSITE <https://conshouston.esteri.it> FOR :

VISA APPLICATION FORM, LETTER OF INVITATION FORM AND VISA FEE.