



Consolato Generale d'Italia  
Houston

Tel.713-850-7520 -e-mail: [visas.houston@esteri.it](mailto:visas.houston@esteri.it)-

## CONFERENCE / INVITATION

Each applicant is required to bring a complete set of documents (ex. a family of 4 people = 4 sets of documents). Multiple applications with only one set of documents will not be accepted.

1. **Visa application form**. Please notice that all the names appearing on the passport must appear on the application form (all data must match those on the passport). The form must be dated and signed in front of a Visa Officer during the appointment.
2. **Recent passport-size photograph** *2 x 2 inches (51 x 51 mm)*, on white background, full face and front view. 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. **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). The documents can be validated by the Officer.
5. **Copy of the Driver's License or State ID** as proof of residence in the jurisdiction of this Consulate General. If you recently moved into our jurisdiction you can submit another proof of current address (e.g., utility bills, bank statements, etc.);
6. **Copies of most recent Schengen Visas** affixed in your passport;
7. **Employment verification:**
  - a. Letter of employment (may indicate: position held, length of employment, monthly annual salary, approved vacation time); **OR**
  - b. Recent pay stubs;
  - c. Self-employed workers or company owners: must provide a copy of the corporation papers State license plus most recent tax return;
  - d. Students: must provide an official school enrollment letter or recent transcript;
8. **Conference registration**
9. **Proof of financial means.**
  - a. Three most recent bank statements from a US banking institution **OR**
  - b. A Bank letter of financial good standing;
  - c. Financial requirements may also be satisfied by a Bank Guarantee (Fidejussione Bancaria) submitted in original plus copy by the inviting person in Italy.

**10. Medical Insurance Coverage Abroad** for the entire period of travel in the Schengen area with a minimum coverage of Euro 30,000 **for hospitalization, emergencies, evacuation and repatriation**. Make sure that these 4 benefits are itemized on the policy issued by your current US Health Insurance company, or by a US Travel Insurance company. If your US insurance provider cannot issue a letter specifying the above, you contact a travel insurance company which will be able to do so. (we do not accept insurance card or insurance booklets);

**11. Proof of lodging** for the entire duration of the trip and for all the countries you intend to visit:

- a) Confirmed hotel reservations with name and address of hotels, name and number of guests, duration of stay.; **OR**
- b) Host declaration duly filled out, dated and signed by the host and accompanied by copy of hosts' ID or copy of a valid Residency Permit "Permesso di soggiorno"; (form available on the website)

**12. Flight reservation** round trip showing complete itinerary. If you visit more than one Schengen country, please provide means of transportation between countries (ex. car rental, train reservation);

**13. Visa fee** (non refundable). The Office accepts only USPS Money Order payable to the Consulate General of Italy. Other forms of payment will be rejected;

**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**