



CHECKLIST FOR SHORT STAY TYPE C VISA APPLICATION (UP TO 90 DAYS)

Italy (BAHRAIN) Malta

	Tourist Visa Requirements: *See additional requirements for minors/business visa	Yes	No	Comments
1.	Application form (online application via VFS website/hard copy at the VFS center, both free of charge). <ul style="list-style-type: none"> Duly completed, signed and dated by the applicant or the legal guardian in case of minors Ensure that you have given an appropriate answer to all questions on the application. If a question asked does not apply to you, mark it as "N/A" 			
2.	One recent passport-size photograph (3.5 x 4.5 cm) <ul style="list-style-type: none"> White background/straight Posture No head cover for men 			
3.	Original passport + photocopy of all relevant pages (ID page, page indicating passport issuance/expiry/renewal dates/ signature page, previous Schengen/UK/ US visas with stamps). <ul style="list-style-type: none"> Passport must be valid for at least 3 months after intended departure from Schengen, issued within previous 10 years and contain at least 2 blank pages. 			
4.	For GCC nationals ONLY <ul style="list-style-type: none"> Photocopy of valid Bahraini CPR reader Any proof of residency in Bahrain must be provided. (ex. Electricity bill, Housing/ Lease contract, etc.) 			
5.	Residence permit <ul style="list-style-type: none"> Photocopy of all the RP's (minimum validity 3 Months from the return date). 			
6.	Employment certificate or Employment contract in original (salary, joining date and the designation) <ul style="list-style-type: none"> Duly signed by the authorized signatory First and last name, signature, designation, ID of the signatory Company seal Addressed to Italian Embassy in Bahrain or to whomsoever it may concern Retired employee - GOSI certificate Business Card if available 			
7.	Self-Employed <ul style="list-style-type: none"> Photocopy of Extended CR (https://www.sijilat.bh/) 			
8.	Bank statement <ul style="list-style-type: none"> Original and most recent 3 months statement with bank stamp (salary bank account) in BHD The minimum balance available is determined by the table of economic means of support, as per the Italian Ministry of Interior (Directive 1.3.2000) 			
9.	Financial support letter (for non - employees/minors/etc.) Attach: <ul style="list-style-type: none"> Sponsor's bank statement for the last 3 months. The minimum balance available is determined by the table of economic means of support, as per the Italian Ministry of Interior (Directive 1.3.2000) Sponsor's Passport and eventual valid Schengen visa copy with stamps Sponsor should be husband/wife, daughter, son 			
10.	Flight booking <ul style="list-style-type: none"> Return ticket (or booking) or evidence that the applicant has their own means of transport 			
11.	Hotel booking <ul style="list-style-type: none"> Corresponding to flight booking All Schengen related stays must be attached If not applicable provide Host declaration and attachments (form available on our website)			
12.	Travel Insurance Certificate <ul style="list-style-type: none"> Valid for the entire duration of stay in the Schengen area, covering the territories of the Schengen states, for a minimum cover of 30,000 Euros 			
Additional requirement for minors (under 18 years of age): *Both parents are required to be present personally				
13.	<ul style="list-style-type: none"> Application to be signed by both parents/legal guardian (court attested documents proving the same) In the event that one of the parents are deceased, copy of the death certificate. Photocopy of birth certificate in English Photocopy of parents' passports where the signature is clearly visible. Photocopy of valid Schengen visas of both parents, if applicable Flight booking must include the names of the accompanying parents, or accompanying guardians, where applicable. No objection letter if either of the parents are not accompanying the minor (available on our website) If a parent is unable to attend the center on the day of the application. The parent must contact the nearest Italian Embassy or Consulate in order to legalize the signature on the no objection letter. Parents are to put the Embassy at visti.manama@esteri.it in copy of the email. 			

Additional requirements for Business Visa			
14.	<ul style="list-style-type: none"> Invitation letter (available on our website) Please ensure the soft copy of the invitation letter is emailed by the inviting company in Italy to the Italian Embassy in Bahrain to visti.manama@esteri.it Photocopy of Italian CR or power of attorney (<i>procura</i>) Photocopy of ID (<i>carta d'identità</i>) of the inviting person from the Italian company. Photocopy of valid Bahraini extended CR (https://www.sijilat.bh/) 		
Visa requirements for Diplomatic and Special Passport holders			
<p>Bahraini Diplomatic and Special passport holders are exempted from the visa requirements for Italy.</p> <p>As per "Agreement between the Government of the Italian Republic and the Government of the Kingdom of Bahrain on the Exemption of Visa Requirements for Holders of Diplomatic, Special or Service Passports", signed in Rome on February 4th, 2020, from January 28th, 2021, holders of diplomatic or special passports issued by the Government of Bahrain are exempted of visas for entry in the Italian Republic for a continuous or interrupted period of ninety (90) days within a period of one hundred-eighty (180) days from the date of first entry in the Schengen Area.</p> <p>*Bahraini Diplomatic and Special passport holders are required to apply for a visa if travelling to Malta.</p> <p>**Diplomatic or Special Passport holders are requested to contact the Italian Embassy by email : visti.manama@esteri.it</p>			
15.	Application form (as in point 1)		
16.	One recent photo (as in point 2)		
17.	Verbal note from the Ministry of Foreign Affairs		
18.	Original passport + photocopy of all relevant pages (ID page, page indicating passport issuance/expiry dates/ previous Schengen visas, if applicable). (as in point 3)		
19.	Flight booking (Return ticket to Bahrain)		
20.	Hotel booking corresponding to flight booking		
21.	Travel Insurance (as in point 12)		

Important Note:

- All documents must be in English or Italian. Otherwise, translation is mandatory.
- Flight booking and insurance should be attached to each application.
- Children below 12 years of age do not require biometrics (Fingerprints), hence it is not necessary that they attend the center during the submission of the application.
- For children registered in a parent's passport, a separate application needs to be submitted.
- The processing time for assessment of a Schengen visa at the Embassy of Italy varies according to the nationality of the applicant and the period of the year in which the application is submitted - summer period being the slowest. Currently, visa processing time is **minimum 15 working days** for all third country nationals. Applicant's lack of travel plan will not fall on Embassy priority to process your visa. It is advisable to plan your travel well in advance to avoid any inconvenience.
- There is no express fee for a faster visa appointment or procedure. In case of visa refusal, visa and service fees are not refunded.
- The Embassy of Italy in Manama reserves the right to request any additional supporting documents or an interview, and does not guarantee the issuance of the visa.
- In case of passport withdrawal, the applicant must submit a letter of retrieval and any proof ex. flight tickets, roasters, etc. The passport must be resubmitted **within 15 working days**.

Applicant's Declaration (if applicable):

I am aware that my application file does not comply with the above stated list of requirements, which may result in a visa refusal. Nevertheless, I insist on submitting my application.

Remarks:

I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I insist on submitting my application, assuming all the responsibility if my application is not processed on time.

Place:

Date:

Applicant's or legal guardian's signature: _____

Front desk signature: