

## **List of supporting documents to be submitted by applicants for all types of short stay visas in Pakistan**

Note: Applications will only be considered if typed in capital letters and completed by  
1 SET OF ORIGINAL DOCUMENTS

1) Application form with three color passport size **photographs** and white background not older than six months.

2) Proof of residence:

For Pakistani Nationals: copy of Pakistani identity card (CNIC); Only Sindh & Balochistan residents are eligible to apply for visa application, in other cases proof of residence for at least six months in these two provinces must be supplied

For non-Pakistani Nationals: proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit);

3) A permanent resident of the European Union does not require a schengen visa.

4) Letter from the applicant addressed to the Visa Officer of this Consulate.

5) Main proofs of financial means;

bank statements showing movements in the last six months, duly signed and stamped by the bank;

National Tax Number Certificate (or proof of exemption if applicable); and

Federal Board of Revenue acknowledgement of tax returns for the last two fiscal years before the application date;

or, if one of the above cannot be produced,

other proof, supported by documents, of income generating assets or other means of subsistence as applicable;

Additional and specific proof of financial means or ties with country of residence, depending on the status of the applicant:

6) *If the applicant is employed:*

payslips for the last three months before the application date;

copy of the employment contract;

an employer's letter stating the approval for leave of absence, specifying the dates of absence, position and salary of the employee, duration of employment, purpose of absence, contact number of employer.

7) *If the applicant is a company owner or self-employed:*

certificate of registration of the company; Chamber of commerce

8) *If the applicant is a civil servant/government employee:*

Non Objection Certificate (NOC) issued by the Administration/public service employing the applicant stating the dates of the intended visit (for travel others than those for official purposes – see point 2);

10) *If the applicant is retired:*

pension statements for the last six months;

11) *If the applicant is sponsored:*

proof of sponsorship. Some Member States may require that proof to be submitted as per relevant official forms in use (c.f. website of the Member State(s) of intended destination);

12) *If the applicant is a dependent from another applicant:*

if the proof of family relationship cannot be established by the Family Registration Certificate (FRC) required, proof of family relationship through national civil status records;

13) Sufficient financial funds for the duration of the visit abroad (traveler cheques, credit cards or bank allowance stamped on the passport) must be provided to this office otherwise the Frontier Authorities in Italy may possibly refuse to give the entry if the above mentioned financial requirements are not supplied.

14) Travelers Accident & Hospitalization (Sickness) Policy.

15) Proof of means of transport

flight reservation of air ticket (return or round trip) from/to Pakistan and the Member State of destination;

if trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental);

16) Proof of Lodging

reservation of accommodation for the entire duration of the stay in the territory of the Member States (hotel, aparthotel, holiday home, camping, youth hostel); or

if residing with family, friends and sponsor, proof of sponsorship and/or private accommodation. Some Member States may require the proof of sponsorship or private accommodation to be submitted as per relevant official forms in use (c.f. website of the Member State(s) of intended destination);

17) Proof of financial means and ties to the country of residence

Family Registration Certificate (FRC) issued in English by NADRA (Pakistan National Database and Registration Authority). Some Member States may require, in addition, the information to be submitted as per their own prescribed format.

18) Previous passports.

19) Photocopies of first four and last two pages of passport including current and previous visited countries visas.

20) *If the applicant is a minor travelling with one or none of the parents/legal guardians:*

proof of consent by one (if travelling with the other except in case of a single parent having sole duly attested custody or guardianship) or two parents -in an affidavit with details of the planned trip and name of sponsors/guardians during the trip;

copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s).

proof of enrolment at school;

copy of the Court order establishing family relationship or guardianship for the purpose of the intended detailed trip.

21) *If the applicant is a student:*

proof of enrolment at university and student's card.

School documents of the children (School ID, Authorization to travel).

22) Birth certificate and Form B for children under 18.

**Important Note Polio vaccination certificate is compulsory for all kinds of short stay visas.**

## **Documents to be submitted depending on the travel purpose**

### **Official Visits and Members of Official Delegations**

#### *1) Holders of official or diplomatic passports*

a Note Verbale issued by the Ministry of Foreign Affairs and a Non Objection Certificate (NOC) from the department to which the official belongs, both stating the purpose of the visit and its duration (in case the visit includes one or more Member States which are not covered by bilateral visa waivers agreements). When travelling on official duty as described above, official and diplomatic passport holders will be exonerated of providing documents as listed under point 1 (except the NOC). Some Member States may ask for an additional Note Verbale sent to their Ministry of Foreign Affairs by the inviting Embassy/International Organisation;

*Other members of official visits (business persons, civil society representatives) travelling on ordinary passports*

a letter on letterhead from the sending and an invitation letter from the receiving authorities both stating the names and position of the participants in the official delegation and the purpose of the visit (trade promotion, visits or appointments, etc.);

## *2) Media personnel accompanying official delegations*

an invitation letter on letterhead from the sending authorities to participate in the official delegation whose details (duration, place) should be given and stating the name and position of the invited media personnel;

copy of the press card.

## **To Visit Family and Friends**

proof of sponsorship. Some Member States may require that proof to be submitted as per a national official format (c.f. website of the Member State(s) of intended destination); and,

if the applicant is visiting a close relative, proof of family relationship through copy of the Family Registration Certificate (FRC) issued by NADRA (Pakistan National Database and Registration Authority), proof of family relationship through national civil status records; and

if the applicant is the spouse of the intended visited person, marriage certificate (Nikah Nama) and/or Marriage Registration Certificate issued in English, by Union Council of residence, or other proof as applicable for religious minorities.

## **Incentive package tours**

letter of organising entity (company, department, association, academic institution, etc.) detailing the objective of the incentive package tour, conditions that have been met by beneficiaries (and indication whether or not beneficiaries include dependents) as well as a definitive list of participants, stating for each name, surname and date of birth as in passport.

## **Short term study, research or internship and practical trainings**

letter of receiving organisation (academic institute or enterprise) stating the duration of the studies, internship or practical trainings, topic of study or research, and in the case of internships and practical trainings, name and position of the mentor;

proof of affiliation or employment (letter and student card from an academic or research institution, or letter from employing company stating the purpose of internship or practical trainings); and

proof of personal income or income of the parents or other means of subsistence as stated under section 1.

## **Sports competitions**

letter on official letterhead of the national federation featuring information on the competitor/athlete, including his/her Pakistani Identity Card (CNIC) number, his/her national ranking, mentioning the sport event where participation is intended, and/or names and position of people accompanying competitor/athlete if applicable;

invitation to participate from organizers located in the territory of the Member States and evidence of enrolment in the event and programme;

evidence of insurance covering a sports event, covering potential injuries incurred during training or competition.

### **Medical treatment**

medical certificate from a medical doctor or medical institution stating the need for a specific treatment to be received in an establishment located in the territory of the Member States; and/or

an attestation stating the need for the treatment to be delivered by the physician accredited with/or designated by the Member State consulate and whose consultation fees will be paid by the applicant;

letter on official letterhead from the receiving medical establishment confirming that the specific treatment can be performed on the patient who had given his/her consent accordingly;

proof of sufficient financial means to cover the expected comprehensive treatment and proof of pre-payment of the expected comprehensive treatment if applicable;

correspondence between the sending and receiving medical practitioners or establishment describing the arrangements made for the specific medical treatment including expected arrival of the patient and expected duration of the treatment, as well as describing the name of the patient's attendant(s) if applicable as well as facilities extended to them during the stay of the patient; and

in case of transplants, certificate of registration on the national list of patients awaiting transplants, issued by the surgical team who intends to undertake the operation.

### **Seafarers**

seafarer's book;

appointment letter or invitation from the maritime agency or shipping company on its letterhead that will include the name, the flag of vessel to be joined, the registration number of the ship as well as the IMO number of the ship (if available); full details of the identity of the seafarer, including date of birth, passport number and seafarer's book, position to held on the vessel; date of arrival in territory of the Member States; time of boarding and disembarking of the vessel; full details of the local shipping/manning agency in the Member State of destination; date of arrival of the ship at the port where the seafarer is supposed to be recruited; date of departure of the ship from the port.

flight reservations and itinerary to be followed before boarding the vessel in the territory of the Member States;

commitment in writing on company's letterhead from the maritime agency or shipping company based in a Member State to ensure repatriation to Pakistan at the end of contract if there are no subsequent contract offer by the same or other operator or in case of medical emergency;

copy of contract or letter of appointment.

### **Airport Transit**

valid visa or other entry permit for the final country of destination;

proof of reservation of flight ticket for the onward destination.

**Please be informed that the lack of one of the documents mentioned above or the inconsistency of the information provided could compromise the further processing of the visa and would lessen the rejection of the application.**

**The Consulate of Italy in Karachi may request additional documents for any incomplete Visa application. Should the supplementary documents not be provided within eight days from the request the visa will be rejected.**

### **- HOST DECLARATION LETTER FOR TOURIST VISA**

Those who come from Afghanistan, Kenya, Democratic Republic of the Congo, Nigeria, Pakistan, Somalia, and Syrian Arab Republic - both residents of the aforementioned countries or persons who have stayed there for more than four weeks - must be in possession of the international polio vaccination certificate attesting that they got vaccinated against polio between 4 weeks and 12 months prior to travel date. The submission of the aforementioned document in the Visa application for Italy is an additional eligibility requirement both for issuing the Visa and crossing the external borders.