



Consulate General of Italy, Lagos

REQUISITE DOCUMENTS FOR BUSINESS VISA (First time travellers)

1. Application form duly filled in block capitals. Application must be signed and dated in front of the staff at the "Italy Visa Application Centre". The visa application form can be downloaded from this web site.
2. One recent colour passport-size photograph (white background preferably)
3. Passport valid for at least 9 months from the date of departure for Italy plus clear photocopy of passport's ID and passport must have at least a both side blank page.
4. Letter from the applicant's employer stating: a) Purpose of the visit b) Professional status of applicant c) Details regarding activities and business relations with the Italian company
5. Documents pertaining to the Nigerian company: a) Certificate of Incorporation + Memorandum and Articles of Association or Certificate of Business Name Registration; b) Form C.O. 7 or equivalent (listing of Director's of the Company) c) Tax clearance certificate
6. Proof of adequate financial means: a) Company's bank statement covering the last six months; b) bank statement (personal account) covering the last six months c) pay slips covering the last six months (if applicable)
7. Copy of the letter of Invitation from an Italian company. Original letter of invitation - written in Italian and signed by an authorized signatory - should be faxed directly by the Italian company to the Consulate General of Italy, together with copy of identity card or passport of signatory and copy of registration with the Italian Chamber of Commerce ("Visura Camerale"). The model of this letter of invitation can be downloaded from this web site.
8. Proof of previous business conducted with Italian Companies (Invoices, Bills of Lading...), if applicable, or with companies from other countries
9. Overseas Medical Insurance with minimum coverage of Euro 30,000 (including a repatriation flight if required) issued by one of the accredited Insurance companies. The list of accredited insurance companies can be downloaded from this web site.
10. Flight reservation
11. Hotel Reservation or proof of hospitality offered by Italian company
12. For participation in fairs in Italy, evidence of the full payment of the stall must be submitted

PLEASE NOTE:

- Additional documents may be required in certain cases.
- All the documents listed in points 5, 6, 8, 9, 10, 11 and 12 should be provided in original and copy. Original documents (except bank statements) will be returned to applicants while copies will be kept with the visa application.