



CHECKLIST SCHENGEN VISA (C) – BUSINESS

**THE APPLICANT MUST APPEAR IN PERSON. DO NOT STAPLE DOCUMENTS. SCREENSHOTS OR PHOTOS ARE NOT ACCEPTED.
- ORIGINAL AND 1 COPY (ORIGINALS AND/OR CERTIFIED COPIES WILL BE RETURNED)**

	☐	VISA APPLICATION FORM: completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).
2.	☐	BIOMETRIC PHOTO: color photo (taken within the last 6 months), ICAO format (35 mm x 45 mm), white background, full-face, frontal view. Scanned or photocopied photos are not accepted.
3.	☐	PASSPORT: original and a copy of the bio-data page, plus copies of previous Schengen, USA, or UK visas. It must be valid for at least 3 months beyond the last day of the stay, issued within the last 10 years, signed, and contain 2 blank pages. If visas are in an old passport: copy of the first page + relevant visas.
4.	☐	For non-Ghanaian/Togolese nationals: a Ghanaian/Togolese identity document or proof of legal residence (residence permit, permanent residence status, study permit with an official university letter, or re-entry stamp). The document must be valid for at least three months beyond the duration of the stay. A visitor's permit stamp is not accepted.
		FORMAL INVITATION FROM AN ITALIAN COMPANY: IN THE OFFICIAL FORMAT. Must include: • Business invitation letter signed by a legal representative download here • Clear purpose of the trip • Exact duration of the business trip • Trade fair entry tickets, if applicable • Details regarding coverage of expenses (specify) • Company profile (Chamber of Commerce registration extract) issued within the last 6 months • Official stamp and signature of the legal representative • Copy of the sponsor's ID document/passport (with signature)
5	☐	Proof of regular personal income and/or means of subsistence
	☐	• ((Mandatory)) Personal bank statements (with completed bank authorization form). • Original, certified personal bank account statements (showing a positive balance) for the last 3 months; issued no more than one month prior to submission; stamped and signed on every page.
	☐	If the applicant is an employee: • Original letter on company letterhead (issued within 30 days of submission), addressed to the Embassy of Italy, stating: a. The applicant's name, position, date and terms of employment, and net monthly salary. b. Approved leave days, as well as the purpose and dates of the trip. c. Payslips for the last 3 months (showing the deposit bank matching the personal account submitted). • The letter must include the company's full physical and postal address, telephone number, and email address. • It must include the signatory's name and position, company email and mobile contact number, original signature, and embossed seal. • Color scans or electronic signatures are not accepted.
	☐	If the applicant is a business owner or self-employed: • Official documents relating to the business in Ghana/Togo (certificate of incorporation, Form A, business license). • Company financial status (original certified bank statements for the last 3 months).
	☐	If the applicant is a pensioner: • Documents proving receipt of a pension or other financial support. Other documents: • Property deeds, lease agreements, etc.
6.	☐	Individual travel medical insurance It must cover the entire duration of the stay, state the applicant's full name exactly as it appears in their passport, be valid for the entire Schengen area, and provide minimum coverage of €30,000 for emergency hospitalization or repatriation. Insurance company stamp and signature required.

7.

☐

TRAVEL DOCUMENTATION

- Round-trip flight reservation with PNR, issued by a reliable agency or airline, showing the applicant's full name (as it appears in their passport) and the cities of departure and destination.
- Proof of hotel accommodation for the entire duration of the stay (hotel name, address, and the full names of all applicants).
- If staying with family or friends: a completed ["Declaration of Hospitality" form \(PDF\)](#).

Other details: dates, cities, and means of transport used to travel within the Schengen Area; if traveling to non-Schengen countries during the same trip, transport tickets and a valid visa must be presented.

Important notes:

The submission of false or forged documents results in automatic rejection and reporting to the authorities.