



## CHECKLIST INVITATION VISA (*invite/IN*) SCHENGEN VISA (C)

**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).**

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|    | <input type="checkbox"/> | <b>VISA APPLICATION FORM:</b> completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. | <input type="checkbox"/> | <b>BIOMETRIC PHOTO:</b> one color photo (taken within the last 6 months), <u>ICAO format</u> (35 mm x 45 mm), white background, full-face, frontal view. Scanned or photocopied photos are not accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. | <input type="checkbox"/> | <b>PASSPORT:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. | <input type="checkbox"/> | <b>For non-Ghanaian/Togolese nationals:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | <input type="checkbox"/> | <b>FORMAL INVITATION</b> from public or private bodies, institutions, or organizations for political, scientific, or cultural events. It must specify whether costs in the host country will be covered by: <ul style="list-style-type: none"> <li>the Italian organization;</li> <li>the local organization;</li> <li>the applicant themselves.</li> </ul> It must detail the applicant's professional status and confirm the purpose and duration of the visit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5. | <input type="checkbox"/> | <b>PROOF OF REGULAR PERSONAL INCOME AND/OR MEANS OF SUBSISTENCE</b> <ul style="list-style-type: none"> <li>(Mandatory) Personal bank statements (with a completed bank authorization form).</li> <li>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.</li> <li>Foreign accounts (except those from Italy) are not accepted.</li> </ul> <b>IF THE APPLICANT IS AN EMPLOYEE:</b> <ul style="list-style-type: none"> <li>original letter on company letterhead (issued within 30 days of submission), addressed to the embassy of Italy, stating: <ul style="list-style-type: none"> <li>a. the applicant's name, position, date and terms of employment, and net monthly salary.</li> <li>b. approved leave days, as well as the purpose and dates of the trip.</li> <li>c. payslips for the last 3 months (showing a deposit bank matching the personal account submitted).</li> </ul> </li> <li>the letter must include the company's full physical and postal address, telephone number, and email address.</li> <li>it must include the signatory's name and position, company email and mobile contact number, original signature, and embossed seal.</li> <li>Color scans or electronic signatures are not accepted.</li> </ul> <b>IF THE APPLICANT IS A BUSINESS OWNER/SELF-EMPLOYED:</b> <ul style="list-style-type: none"> <li>Official documents regarding the business in Ghana/Togo (certificate of incorporation, Form A, business license).</li> <li>Company financial status (original certified bank statements for the last 3 months).</li> <li>Previous year's balance sheet and annual salary drawn from the company.</li> <li>The business owner must also submit a letter; they cannot sign it personally.</li> </ul> <b>IF THE APPLICANT IS A MINOR/STUDENT/RETIREE:</b> <ul style="list-style-type: none"> <li>Signed declaration of financial responsibility from a sponsor.</li> <li>Copy of the sponsor's identity document.</li> <li>Proof of sufficient means of support, as above.</li> </ul> <b>OTHER DOCUMENTS:</b><br>Property deeds, lease agreements, etc. |
| 6. | <input type="checkbox"/> | <b>INDIVIDUAL TRAVEL MEDICAL INSURANCE</b><br>It must cover the entire duration of the stay, state the applicant's full name exactly as it appears in the passport, be valid for the entire Schengen area, and provide minimum coverage of €30,000 for emergency hospitalization or repatriation. The insurance company's stamp and signature are mandatory.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| 7. | <input type="checkbox"/> <b>FLIGHT RESERVATION</b><br>Round-trip, issued by a reliable agency or airline, showing the applicant's full name as it appears in their passport, city of departure, destination, and dates.<br><br><input type="checkbox"/> <b>ACCOMMODATION</b><br>Proof of hotel accommodation for the entire duration of the stay (hotel name, address, and full names of all applicants). <ul style="list-style-type: none"> <li>If staying with family/friends: completed <a href="#">"Declaration of Hospitality" form (PDF)</a>.</li> </ul> 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 visas must be presented. |
| 8. | <input type="checkbox"/> <b>STUDENTS</b><br>Original letter from the school/university, issued within 30 days of submission, containing: <ul style="list-style-type: none"> <li>Applicant's full name,</li> <li>School's full name, physical address, telephone number, and email,</li> <li>Signature of the Department Head,</li> <li>School stamp.</li> </ul> – The letter must state the course of study and year of attendance, the expected graduation date, and the intention to travel, including the relevant dates.                                                                                                                                                                                                                                             |

**IMPORTANT NOTES.**

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