



CHECKLIST FOR STUDIO *Schengen Visa C*

THE APPLICANT MUST SUBMIT THE APPLICATION IN PERSON – Do not staple documents – Please do not provide documents in the form of screenshots or photos. Original and 1 copy (originals and/or certified copies will be returned if a copy

1.	☐	VISA APPLICATION FORM , duly completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).
2.	☐	ONE COLOR BIOMETRIC PASSPORT PHOTO (taken within the last 6 months) in ICAO format (35 mm x 45 mm), with a white background, showing the full face and a frontal view. Scanned or photocopied photos will not be accepted.
3.	☐	PASSPORT – Original and a copy of the biometric data page, plus copies of previous visas for the Schengen Area, the USA, or the UK. It must be valid for at least 3 months beyond the applicant's last day of stay in the Schengen Area and issued within the last 10 years. Please ensure the passport is signed and contains two blank pages for the visa.
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.
5.	☐	ACADEMIC DOCUMENTATION - Documentation issued by an Italian university or other suitable institution/school confirming the applicant's current enrollment, specifying the type, duration, and cost of the course. - Proof of scholarship or payment of tuition fees (if applicable). - Certification of Italian language proficiency at Level B2 (where required by the university).
		For Vocational Training Courses: The training course must be consistent with the prior training the foreign student received in their country of origin and must aim at the recognition of a qualification or the certification of acquired skills. Documentation regarding the training received in the country of origin (e.g., legalized certificates, transcripts) must be provided. For Italian Language Courses: The courses must be at an advanced level, full-time, and of a fixed duration. The alignment between the courses to be taken in Italy and the training received in the country of origin must be verified (B2 certificate).
6.	☐	PROOF OF SUFFICIENT FUNDS (STUDENT OR FAMILY) - Original, certified personal bank account statements for the last 3 months; issued no more than one month prior to the submission date, bearing the bank's stamp and the employee's signature on ALL PAGES. IF THE APPLICANT IS AN EMPLOYEE: - Original letter on company letterhead (issued within 30 days of submission), addressed to the Embassy of Italy, containing: a. Applicant's name, position, date and terms of employment, and net monthly salary. b. Approved leave days, purpose, and duration of the trip. c. Payslips for the last 3 months (with the deposit bank matching the personal account submitted). - The letter must include the company's full physical and postal address, telephone number, and email. - It must include the signatory's name and position, corporate email and mobile contact, original signature, and embossed seal. - Color scans or electronic signatures are not accepted. IF THE APPLICANT IS A BUSINESS OWNER/SELF-EMPLOYED: - Official documents regarding the business in Ghana/Togo (Certificate of Incorporation, Form A, business license). - Company financial status (original, certified bank statements for the last 3 months). - Previous year's balance sheet and annual salary drawn from the company. - The owner must also submit a letter; they cannot sign it personally.

		IF THE APPLICANT IS NOT FINANCIALLY INDEPENDENT: • Legalized declaration of financial responsibility provided and signed by the sponsor. • Copy of the sponsor's identity document/passport. • Sponsor's personal bank statements (not business accounts), certified as above.
	☐	INDIVIDUAL TRAVEL MEDICAL INSURANCE (POLICY CERTIFICATE PAGE ONLY) • Foreign insurance policy providing coverage valid in Italy, without limitations or exceptions regarding the rates established for emergency hospital admission for the entire duration of the policy. It must state the applicant's full name exactly as it appears in their passport, be valid throughout the Schengen Area, and provide minimum coverage of €30,000 for emergency hospitalization or repatriation.
		ACCOMMODATION IN ITALY Letter signed by the institution (or student housing association), signed rental agreement, or long-term hostel lease agreement. • Alternatively: invitation letter signed by the host in Italy and a private accommodation declaration (Declaration of Hospitality form [PDF]). The host's signature must match the one on their ID card or passport. • If the host in Italy is an EU citizen: copy of their ID card or passport (including the page with the signature). • If the host in Italy is a non-EU citizen: copy of their passport (including the page with the signature) and a copy of their Italian residence permit. • If the host in Italy is a family member: proof of the family relationship is required (birth certificate, marriage certificate).
	☐	TRAVEL DOCUMENTATION • One-way 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

IMPORTANT NOTE:

The submission of **FALSE or COUNTERFEIT** documentation will automatically result in the **REFUSAL OF THE VISA**, and a report will be immediately filed with the competent Ghanaian, Togolese, and/or Italian authorities.