



CHECKLIST FOR TOURSIM (TU) 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)

☐	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 photos (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.
5. ☐	PROOF OF REGULAR PERSONAL INCOME AND/OR MEANS OF SUBSISTENCE
☐	• (Mandatory) Personal bank statements (with completed bank authorization form). • Original, certified personal bank 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, containing: a. Applicant's name, position, date and terms of employment, and net monthly salary. b. Approved leave days, purpose, and dates 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 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 Detailed travel itinerary. FLIGHT RESERVATION Round-trip, issued by a reliable agency or airline, showing the applicant's full name (as it appears in the passport), city of departure, destination, and dates. ACCOMMODATION Proof of hotel accommodation for the entire duration of the stay (hotel name, address, and full names of all applicants). • If staying with family/friends: 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 visas must be presented.

9.

☐**STUDENTS**

An original letter from the school/university, issued within 30 days of submission, containing:

- The applicant's full name
- The school's full name, postal address, telephone number and email address
- The signature of the Head of Department and their email address
- The school's official stamp

The letter must state the course of study and the year of study, the expected graduation date, and the intention to travel, along with the relevant dates.

MINORS

- Original birth certificate (legalized and translated).
- Copies of both parents' identity cards and passports.

If the minor is traveling with companions other than their parents:

- Consent for travel abroad from BOTH biological parents (this document may be issued by the Embassy of Ghana in Italy/Honorary Consulate of Italy in Togo; alternatively, if the parents share the same residence and appear on the same "family status certificate," it may be issued by a public official at the municipality of residence—in this case, the consent must be legalized and translated). If a parent lives abroad, the consent must be authenticated by the Italian Consulate in the country of residence.

If the minor is traveling with both parents:

- Original birth certificate and copies of the parents' documents.

If the minor is traveling with only one parent:

- Written consent letter from the other parent (legalized).

If one parent is absent or deceased:

- A legalized and translated death certificate must be provided.

If the legal guardian is not the biological parent:

- A legalized court order attesting to legal custody must be presented.

Additional required documents:

- School letter containing the minor's name, parents' names, grade/class, years of enrollment, school holiday dates, contact details, and the date and name of the school representative.
- If the minor is traveling with a group: a complete list of all group members' names and the name of the group leader.

Important notes:

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