



Embassy of Italy in Riyadh

Consular Section

Tel.: 488-1212 • Fax: 488-1951 • E-mail: consolato@italia-as.org • www.italia-as.org

VISA REQUIREMENTS – valid from May 2005

GENERAL INFORMATION

It is highly recommended to avoid high season for submitting applications. Please note that visa can be requested up to six months ahead of the intended period of stay (included).

- The Visa Section of the Italian Embassy is normally open from Sunday to Thursday, from 9.30 to 12.00.
- The Schengen States are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, The Netherlands, Norway, Portugal, Spain and Sweden. Visa are to be applied for at the Embassy representing the country of main destination or entered first.
- Schengen Visa allow the applicant to stay in the Schengen Space only for up to 90 days per semester.
- All applications must be typed or written in BLOCK LETTERS and signed by the applicant (parents or legal representative if applicant is under age). Refer to Gregorian calendar only. Applicant's files shall not be returned. Any documentation presented in Italian or English may help reducing processing time. Passports with added pages as well as incomplete or scribbled application forms cannot be processed and shall be rejected. Presenting false or forged documents will result in remitting to relevant authorities for legal prosecution. Additional documents may be requested. Applicants may be requested to appear personally to be interviewed.
- Minors travelling without their parents/legal representative must provide: original authorisation of their parents/legal representative and copy of passport of parents/legal representative (signatures in all documents must belong to same persons).
- Visa fees are to be paid when applying, regardless of visa being granted or not.
- Processing takes at least ten days, no information will be given about the application status beforehand. Applicants will be contacted if necessary. Passports will be retained while processing the application.

REQUIREMENTS

PLEASE NOTE: The following documentation must be supplied in full by the applicant. Documents must be clearly numbered accordingly to the following list and presented in the exact numerical order. Every incomplete or scrambled application will be rejected at the window.

COMMON REQUIREMENTS

- Passport signed by the holder, valid at least three months beyond expiration of the requested visa. Non-Saudi citizens must have valid exit/re-entry visa.
- 1. Duly filled application form, with applicant's recent photograph and signature.
- 2. Copy of the WHOLE passport.
- 3. Copy of ID card [for Saudi citizens]; copy of Iqama [non-Saudi only: Sponsor's name on Iqama must match with Employer's name].
- 4. Copy of return air ticket with consistent dates and destination(s).
- 5. Copy of medical insurance for the entire duration of the first intended stay and, for multiple visa requests only, declaration of commitment to subscribe insurance for subsequent visits.
- 6. Copy of six months full bank statement of account and/or credit card statement or other proof of financial means sufficient for intended stay.

FURTHER REQUIREMENTS FOR BUSINESS TRAVELLERS

7. Saudis: documentation proving that the applicant is a businessman and that he is travelling for business.
Non-Saudis: Sponsor's letter legalized by the Saudi Chamber of Commerce, specifying reason for journey, applicant's salary, position in the business, beginning and duration of the employment contract and undertaking coverage of all the expenses during the stay.
8. Purpose of journey is visiting a trade-fair: relevant documentation shall be supplied.
Purpose of journey is not visiting a trade-fair: detailed invitation letter from an Italian company undertaking full responsibility during the applicant's stay (explicitly mentioning art. 12 of Decr. Lgs. 286/1998) and explaining reasons for journey.

FURTHER REQUIREMENTS FOR TOURISTS

7. Lodging proof or invitation, or hotel reservation.
8. Copy of employment contract.
9. Non-Saudis: Sponsor letter specifying applicant's salary, position in the business, beginning and duration of the employment contract and Sponsor's explicit undertaking of responsibility as to the applicant's return to KSA.