



## TLSCONTACT VISA APPLICATION CENTRE – ARMENIA

### LIST OF DOCUMENTS BUSINESS VISIT (LESS THAN 90 DAYS)

You want to go to Italy for a business trip purpose.

All the presented documents should be translated in Italian or in English.

All documents (especially passport copies) must be submitted on A4 paper.

**Schengen Visa Application Form**

*Duly completed (in Italian or English), dated and signed by the applicant in person. The visa application form is available on the [Visa information – Links & Downloads](#) page. In case of minors (below the age of 18), the application form needs to be signed by parents or by the person exercising legal guardianship.*

**Passport**

*Original + 2 copies of the main pages*

**2 Photos**

*(3.5 x 4.5cm)*

**Travel Insurance**

**Airline ticket reservation**

**Proof of accommodation e.g. hotel booking with price indication**

**Proof of economic and social ties in Armenia and sufficient means of subsistence during the period of intended stay**

*Recent letter from the employer with salary indication (issued no later than a month ago).*

*Certificate of registration of legal entity, copy.*

*Bank statement of the applicant covering the last three to six months. The statement should be only in English or Italian language.*

*The bank statement is a mandatory document. If the applicant cannot provide it, then must submit other documents in order to proof the availability of adequate means of subsistence for the period of intended stay in the Schengen Area.*

*Proof of property ownership (cars, apartments or other real estate).*

**Non-Armenian nationals:**

*Proof of legal residence in Armenia valid 3 months after the intended date of departure from the territory of Member States.*



**Invitation by an inviting company/legal person/branch in the Member State**

*The invitation must specify whether the accommodation is provided by the inviting party. If this is not the case, a hotel booking is required. The invitation must specify who covers the expenses of the stay; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months are required.*

*Private entrepreneurship: a registration of the applicant's company in the state register.*

*For Italy: an Italian State Register certificate and a copy of ID document of the person who signs the invitation letter must be attached.*

*The invitation/sponsorship form must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required.*

*The invitation/ sponsorship form must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.*

[Invitation Form](#)