



## TLSCONTACT VISA APPLICATION CENTRE – ARMENIA

### LIST OF DOCUMENTS EVENTS (LESS THAN 90 DAYS)

*You want to go to Italy to attend an event.*

**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 and Copies)**

*Original + copies of all pages with a stamp and visa, + 1 more copy of the main page for passport return*

**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);*

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

*Bank reference (issued not later than 20 days ago). The reference should be only in English or Italian language. 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*

**Journalists and technical crew accompanying them in a professional capacity:**

*A certificate or other document issued by a professional organization or the applicant's employer proving that the person concerned is a qualified journalist and stating that the purpose of the journey is to carry out journalistic work or proving that he/she is a member of the technical crew accompanying the journalist in a professional capacity.*

*The certificate of the employer must indicate who covers the expenses. If the employer covers the costs, the employer's bank statement for the last three months is required. In case the expenses are to be covered by the applicant, his/her bank statement for the last six months is required.*

**Members of the professions participating in international exhibitions, conferences, symposium, seminars or other similar events:**

*A written request from the host organization confirming that the person concerned is participating in the event.*

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

*The invitation 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.*

**Representatives of civil society organizations and persons invited by Armenian community non-profit organizations registered in the Member States when undertaking trips for the purposes of educational training, seminars, conferences, including in the framework of exchange programs or Pan-Armenian and community support programs:**

*A written request issued by the host organization, a confirmation that the person is representing the civil society organization or participating in Pan-Armenian or community support activities and the certificate on establishment of such organization from the relevant register issued by a state authority in accordance with the national legislation;*

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

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

**Drivers conducting international cargo and passenger transportation services to the territories of the Member States in vehicles registered in Armenia:**

*A written request from the national association (union) of carriers of Armenia providing for international road transportation, stating the purpose, itinerary, duration and frequency of the trips*

**Participants of the official exchange programs organized by twin cities and other municipal entities:**

*A written request of the Head of Administration/Mayor of these cities or municipal authorities;*

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

*The invitation 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.*

**Visiting military and civil burial grounds:**

*An official document confirming the existence and preservation of the grave as well as family or other relationship between the applicant and the buried.*

**Minors traveling without parents or with one parent**

- *Birth Certificate (original and copy);*
- *Marriage Certificate of parents (original and copy);*
- *The consent of the parental authority or legal guardian only in case the minor travels alone or only with one parent (In the consent it must be mentioned the name of the adult who accompanies the minor with the passport copy of the person, valid Schengen visa and booking of the air-ticket and accommodation).*
- *The Parental Consent cannot be older than one month. The consent should be translated into English or Italian with Notary authorization.*
- *The application form of the minor must be signed by both of the parents at the Visa Application Center on the same day, in front of the TLScontact agent, even if they have authorized a third person to accompany their child.*

***N.B. If one of the parents is not in the country, then he/she must go to the Embassy of Italy in the foreign country he/she is a resident and give an authorization to the other parent. Then he/she consend the copy of the authorization to the other parent for applying for visa for their minor child. Or one of the parents can give an authorization and request an apostille in the foreign country he/she is a resident and send the copy of the document to Armenia.***