



TLSCONTACT VISA APPLICATION CENTRE – LEBANON

CHECKLIST OF DOCUMENTS

**Kindly note that this only a summary of the documents that the applicant should fill and present with the application form.
for the full list of documents kindly check the website.**

| | | |
|---------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <input type="checkbox"/> | <i>IF THE APPLICATION IS PRESENTED LESS THAN (20 DAYS FOR SYRIANS AND 15 FOR OTHER NATIONALITIES) BEFORE THE TRAVEL DATE: I am aware that the visa I am applying for might not be issued on time for my travel date and might be returned</i> |
| 2 | <input type="checkbox"/> | <i>FOR HOLDERS OF A PALESTINIAN TRAVEL DOCUMENT: I am aware that my Italian Schengen visa does not allow me to travel, visit or transit in Germany, Poland, and Estonia</i> |
| 3 | <input type="checkbox"/> | <i>I am travelling on my own</i> |
| 4 | <input type="checkbox"/> | <i>I am travelling with. _____ <input type="checkbox"/> Already a holder of a Schengen visa _____ or <input type="checkbox"/> visa exempted _____</i> |
| 5 | <input type="checkbox"/> | <i>I don't need my passport for other trips for at least the next 20 days.</i> |
| 6 | <input type="checkbox"/> | <i>I am aware that an application without a complete set of documents may result in the refusal of my visa application. The submission of a complete file does not guarantee the issuance of a visa.</i> |
| GENERAL DOCUMENTS FOR ALL APPLICANTS | | |
| | | REQUESTED DOCUMENTS |
| | | IF NOT AVAILABLE, PLEASE EXPLAIN |
| 1 | <input type="checkbox"/> | <i>Application form duly completed and signed.</i> |
| 2 | <input type="checkbox"/> | <i>2 passport size color photos, white background, max. 3 months old</i> |
| 3 | <input type="checkbox"/> | <i>A valid passport (and a copy)</i> |
| 4 | <input type="checkbox"/> | <i>Previous Schengen visa copy (last 10 years maximum)</i> |
| 5 | <input type="checkbox"/> | <i>Insurance for Schengen area</i> |
| 6 | <input type="checkbox"/> | <i>Hotel reservation or Invitation letter or Private accommodation</i> |
| 7 | <input type="checkbox"/> | <i>Round trip ticket</i> |
| 8 | <input type="checkbox"/> | <i>Extract of family register, issued within the last 6 months.</i> |
| 9 | <input type="checkbox"/> | <i>Personal bank statement: <u>the bank account should be useable abroad</u> (i.e. fresh/ external USD/EURO account)</i> |
| 10 | <input type="checkbox"/> | <i>I have a credit balance sufficient to cover the costs of the stay on my fresh account</i> |
| 11 | <input type="checkbox"/> | <i>Salary domiciliation bank statement (employees), where your monthly salary is transferred (if different from the above personal bank statement).</i> |
| 12 | <input type="checkbox"/> | <i>Credit card with account statement (if applicable), showing movements of the last three months period.</i> |

**FOR BUSINESS PURPOSES ONLY**

| | | | |
|---|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | <input type="checkbox"/> | <i>Business invitation letter or a registration to an exhibition, a conference, etc.</i> | |
| 2 | <input type="checkbox"/> | <i>Copy of the inviting person's ID or of his permit of stay if he is a foreigner resident in Italy (person who signed the invitation letter)</i> | |
| 3 | <input type="checkbox"/> | <i>Certificate of the Chamber of commerce of the inviting company</i> | |
| 4 | <input type="checkbox"/> | <i>Invoices</i> | |

FOR EMPLOYEES ONLY

| | | | |
|---|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | <input type="checkbox"/> | <i>Employment letter no older than 3 months, specifying the date of recruitment, job position in the company, salary and absence permission <u>signed and certified bearing the company's stamp.</u></i> | |
| 2 | <input type="checkbox"/> | <i>Last three payment slips and/or bank statement displaying salary domiciliation:</i> | |
| 3 | <input type="checkbox"/> | <i>registration with CNSS (National Social Security Fund) or equivalent (copy of Arabic version+ translation);</i> | |
| 4 | <input type="checkbox"/> | <i>Commercial circular or proof of company registration (if applicable).</i> | |

FOR COMPANY OWNERS ONLY

| | | | |
|---|--------------------------|-------------------------------------------------------------------------------------------|--|
| 1 | <input type="checkbox"/> | <i>Commercial circular</i> | |
| 2 | <input type="checkbox"/> | <i>Company registration</i> | |
| 3 | <input type="checkbox"/> | <i>Company bank statement for the last three months or tax statements for the company</i> | |

FOR SELF-EMPLOYED/ FREELANCERS ONLY

| | | | |
|---|--------------------------|-------------------------------------------------------------------|--|
| 1 | <input type="checkbox"/> | <i>Syndicate card or/and letter</i> | |
| 2 | <input type="checkbox"/> | <i>Tax statements</i> | |
| 3 | <input type="checkbox"/> | <i>Proof of current business activities (order, contract etc)</i> | |

FOR RETIRED PERSONS ONLY

| | | | |
|---|--------------------------|--------------------------|--|
| 1 | <input type="checkbox"/> | <i>Proof of pensions</i> | |
|---|--------------------------|--------------------------|--|

FOR STUDENTS ONLY

| | | | |
|---|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | <input type="checkbox"/> | <i>proof of university/institution enrolment and confirmation of attendance of classes, original, for the current year/semester.</i> | |
|---|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--|