



## TLSCONTACT VISA APPLICATION CENTRE – LEBANON

### LIST OF DOCUMENTS

#### FAMILY AND FRIEND VISIT (SHORT STAY LESS THAN 90 DAYS)

*You wish to go to Italy to visit a family member or a friend (Italian or EU citizens or foreigner legally residing in Italy)*

All documents should be translated into English, French or Italian.

The application must be submitted at least **15 days** before the intended travel date. Failing to do so may result in the application to be returned. Please note that an application without a complete set of documents may result in the refusal of the visa application.

Applicants should lodge their visa applications in their country of residence.

If you need to travel within 15 days from the date of submission of your visa application, you can keep your passport on the day of submission (can't be requested it later on) only if you attach a copy of your E- ticket and a copy of each page of your passport, including the blank ones. Once submitted, your passport will **NOT** be returned until the final decision on the visa is adopted.

### GENERAL DOCUMENTS FOR ALL APPLICANTS

☐ [Short stay Schengen visa application form](#)

*Complete the application form in full. Print a copy of all pages, sign it and submit it with your application documents. The original application form needs to be signed by the applicant (or the legal guardian for minors) **in the signature box at the bottom of the third page.***

*Note: it is preferable that you provide the application form typed and printed out rather than filled by hand.*

☐ **Checklist**

*This checklist is mandatory and should be filled by each applicant. [click here](#)*

☐ **Two identical ID photos**

*Two identical ID photos less than 3 months old and meeting set standards.*

*Size 3.5 cm x 4.5 cm, with white background, taken within 3 months. [More information.](#)*



☐ **Passport**

*Passport, original.*

*A full national private passport or official travel document valid for at least more than 3 months beyond the validity of the requested visa, with two blank visa pages with the mention “visa” to affix the visa sticker. It should be issued in less than 9 years and 9 months after the expiry date of your requested Schengen visa. The photo used on the passport must resemble its holder at the time of submitting the file.*

*Passport, copy.*

*One Copy of the passport page containing personal identity information, one copy of the page containing the validity extension information, and all the pages which contain Schengen visas issued during the last 10 years with all the stamps.*

*Note: **holders of a special or diplomatic passport** should provide a verbal note from the Lebanese ministry of Foreign Affairs*

☐ **Insurance (original and copy)**

- 1. It should be valid for the Schengen area if you are applying for a short stay visa.*
- 2. It should cover the medical fees and the repatriation costs for a minimum of 30,000 euros;*
- 3. It should cover the whole period of your stay.*
- 4. A copy of an insurance card or an insurance based on a credit card is not accepted.*

☐ **Invitation**

*An [invitation letter](#) on Embassy’s form. ANY OTHER FORM IS NOT ACCEPTED UNLESS IT WAS CERTIFIED FROM AN ITALIAN PUBLIC ADMINISTRATION*

☐ **Id of the host**

*a copy of the hosting person’s ID or of his valid permit of stay if he is a foreigner resident in Italy*

☐ **Round-trip flight ticket booking (including intra-Schengen travel if applicable):**

*A copy with your travel date, according to your ticket, should be at least 15 days after your submission at TLScontact center.*

☐ **Extract of family register (ekhray kaïd aily):** *original and a copy. This document should be issued within the last 6 months and translated into English, French or Italian.*

## **PROOF OF FINANCIAL MEANS**

*Proof of **personal means of subsistence**, such as:*



☐ **Personal bank statement:** with official stamp from the bank, showing movements of the last three months period, and issued less than 1 month ago. **In order to be taken into account, the bank account should be useable abroad** (i.e. fresh/ external usd/euro account), with a credit balance sufficient to cover the costs of the stay.

*The bank statement issued from Lebanon should be original, and can be a copy if from abroad*

**And:**

☐ **Salary domiciliation bank statement**, where your monthly salary is transferred (**if different from the above personal bank statement**). The document should be in original and stamped from the bank. In case you don't have a salary domiciliation bank account please provide a copy of the last three salary payment slips

**And:**

☐ **Credit card with account statement (if applicable)**, showing movements of the last three months period.

*Note: A Bank certificate is not accepted*

*Note: If the statement refers to another person (family member, close relative or a person legally residing in Italy), a taking in charge legalized by a notary, or signed in front of a TLScontact agent is required together with a copy of the sponsor's ID.*

## WORK PROOF

### ☐ Employees

- Original employment letter not older than 3 months, specifying the **date of recruitment, job position** in the company, **salary**, and **absence permission**.

This document should be signed and certified bearing the company's stamp.

**And:**

- last three payment slips and/or bank statement displaying salary domiciliation. In case the domiciliation bank statement not available, it can be replaced by the last 3 months Payslip

**And:**

- registration with CNSS (National Social Security Fund) or equivalent (copy of Arabic version+ translation).

This document is mandatory for every employee who is registered at the NSSF. The number of the social security mentioned in the employment letter is not accepted.

**And:**

- commercial circular or proof of company registration (if applicable). (copy of the Arabic version+ translation).



☐ **Company owners**

- *commercial circular (copy of the Arabic version+ translation).or*
  - *company registration (copy of the Arabic version+ translation).*
- And:*
- *company bank statements for the last three months or tax statements for the company.*

☐ **self-employed persons/ freelancers**

- *syndicate card and letter (document should be less than 3 months old).*
- And:*
- *tax statements.*
- And:*
- *proof of current business activities (order, contracts, etc.).*

☐ **retired persons:**

- *proof of pension.*

☐ **students or higher education:**

- *proof of university or institution enrolment and confirmation of attendance of classes, original, for the current year/semester.*

☐ **unemployed applicants**

- *Proof of work of the spouse/child/parent/etc. that guarantee for them and Proof of income*

## MINORS

☐ **Minors travelling with both parents**

[An act of consent:](#) original ,signed by both parents or by the legal guardians (in case of death or divorce) signed in front of a TLScontact agent (original), together with a copy of both parent's ID/passport/valid visa.

☐ **Minors travelling with one parent only or with the legal custodian**

A original, notarized consent of the non-traveling parent(s) or proof of sole custody of the traveling parent or legal custodian, together with a copy of the non-travelling parent/ legal custodian's passport/ID/valid visa.

☐ **Minors travelling alone**

An original ,proof of travel arrangements for the minor and financial means of the parents to cover all expenses of the journey and stay in the country of destination.

☐ **Minors traveling with a third person**

An original, [Act of entrustment/Acceptance letter of responsibility](#) for minors traveling with a third person signed by both parents and the third person, duly legalized by a notary (original), together with a copy of both parents and the third person's ID/passport/valid visa.



*In case one of the parents is abroad, the act of consent should be signed in front of an officer of the Lebanese or Italian Embassy/Consulate abroad.*

### **ONLY FOR NON-LEBANESE NATIONALS RESIDING IN LEBANON**

☐ **Resident Permit:** *a copy of a resident permit valid at least three (3) months after the return date from the Schengen area.*

☐ **Work Permit:** *a copy of a work permits valid at least three (3) months after the return date from the Schengen area, if applicable.*

☐ **Proof of entry to the Lebanese territory:** *Proof of entry to the Lebanese territory, copy.  
This document can be a stamp on the passport or the white entry card if you cross the border with your ID.*

### **ONLY FOR DOMESTIC STAFF**

☐ **Employment contract:** *a valid employment contract, copy and translation.*

☐ **Resident and work permits:** *valid resident and work permits beyond the return date from the Schengen area, copies.*

☐ **Employer's letter:** *employer's letter stating that the employer guarantees the return of the employee to the country of residence, signed by the employer, together with a copy of his/her ID/passport/valid visa and translation.*