



Embassy of Italy
Kuala Lumpur

Business Visa (Schengen Visa)

General Documents Required

1. Schengen Visa Application Form (VSU).

2. One recent [ICAO](#)-compliant photograph.

3. Proof of residence within the consular jurisdiction:

-Proof of legal residence in Malaysia, as long-term stay visa, must have a validity of at least three (3) months beyond the last day of your trip in the Schengen Area.

4. Valid passport, original plus one photocopy, with an expiry date at least three months beyond the expiry date of the requested visa.

Note: Also provide photocopies of any previous visas received and pages containing entry/exit stamps.

5. Proof of transportation arrangements:

- Confirmed return airline ticket (round trip);

Note: If the trip includes multiple stops within the territory of Schengen Member States, provide reservations for intra-Schengen travel (trains, flights, car rentals).

6. Proof of accommodation:

-Reservation for accommodation covering the entire stay within the territory of the Member States (hotel, serviced apartment, holiday home, campsite, youth hostel).

OR

-If staying with family members, friends, or a guarantor, a private accommodation and/or guarantee declaration (download the relevant form from the forms section).

7. Travel health insurance with a minimum coverage of **€30,000** for emergency hospital treatment and repatriation expenses, valid throughout the Schengen Area.

Note:

-A complete coverage table of the insurance must be provided. Insurance presented without this document

will be considered incomplete.

8. Proof that the applicant has sufficient means of subsistence as required by the Directive of the Ministry of the Interior dated 1st March 2000:

-Malaysian bank statements showing transactions for the last 3 months, duly signed and stamped by the bank;

Note:

-Bank statements must show bearer's name, address and financial history. At least one of the bank accounts provided must show the salary coming in. Any other bank account showing enough funds can be submitted in addition.

-Fixed deposit accounts are not accepted alone. For credit cards linked to accounts, a copy of the credit card and evidence of the credit limit must be provided.

Additional Documents Concerning Financial Means and Ties to the Country of Residence

A. If the Applicant Is an Employee

- Income tax returns for the last two years.
- Salary slips for the last three months before the application date.
- Copy of the employment contract.
- Employer's letter authorizing leave, stating:
 - ❖ Leave dates.
 - ❖ Position and salary.
 - ❖ Duration of employment.
 - ❖ Purpose of leave.
 - ❖ Employer's contact details.

B. If the applicant is a business owner or self-employed

- Company registration certificate;
- Property deed or partnership deed if owner or partner of a business, and/or articles of incorporation;

Specific Documents Required for a Business Visa

9. Invitation letter on the official letterhead of the inviting company or organization, signed by its legal representative (download the relevant form from the forms section), specifying:

- ❖ The identity of the invited person (name and position);
- ❖ the purpose of the visit (e.g. meetings, conferences, factory visits);
- ❖ the dates and itinerary of the visit.

Note:

-A legible copy of the signatory's identity document must also be attached.

10. Chamber of Commerce registration extract (company registration certificate) of the inviting company or organization, issued within the previous six months.

11. If the Malaysian company is responsible for financial coverage, please provide three month's bank statement of the Company;

OR

12. In the case of participation in trade fairs:

- admission tickets and/or stand reservation documents.
- proof of payment.

OR

13. Where the purpose of the trip is media coverage:

- Copy of the press card.
- Assignment letter from the media organization specifying the purpose of the trip and the name(s) of the journalist(s).
- For freelance journalists: evidence of professional activity.

Note:

-Even if your travel expenses are covered by the Company, you still need to provide proof of your own financial means.

The Embassy reserves the right to request any additional documentation deemed necessary.