



Embassy of Italy
Kuala Lumpur

Invitation 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:

-Flight reservation (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 of financial means:

-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.

Note:

-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 mandatory documentation depending on the Applicant's status**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;

C. If the applicant is financially dependent on another applicant traveling on the same trip

- Dependent spouses/parents should provide spouse's/descendant's employment information i.e. employment letter, payslips and joint income tax return or, in case you do not have a joint income tax, please provide original (plus one copy) of marriage/civil partnership/birth certificates plus sponsorship letter plus passport photocopy of the spouse/partner/descendant;
- Dependent children should provide parents' financial information: last 3 months bank statements, last three payslips, original (plus one photocopy) of the child's birth certificate plus sponsorship letter and plus passport photocopy of the sponsoring parent.

Note:

- Marriage certificates older than 6 months will NOT be accepted;
- Certificates issued by a foreign authority other than Malaysia, MUST be translated in English or Italian and legalised by the Italian Consular Office of the issuing Country OR by the Consular Authority of the issuing Country in Malaysia;
- Certificates issued by one of the Schengen countries will be accepted only in multilingual format (otherwise, please refer to the second note);

D. If the applicant is a minor traveling with only one parent or without parents/legal guardians

- Written consent from both parents granting permission to travel and assuming financial responsibility for the entire trip.

Note:

- If one or both parents do not appear in person on the application day, a parental consent notarised by a Malaysian notary is mandatory. In single-parent families where there is sole custody or guardianship must be duly documented.
- If the parents live abroad, the consent must be notarised by the Italian Consulate of their country of residence (for more information, please visit the following website <https://www.esteri.it/mae/en/servizi/stranieri/traduzionelegalizzazione-dei-documenti.html>). This also applies when parents living abroad nominate a guardian.

- a photocopy of both parents passports must be provided;
- Proof of school enrollment;

E. If the applicant is a student

- Proof of university enrollment;
- Student ID card;
- Recent, official and signed letter from school, college or university in Malaysia stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record;

Specific Mandatory Documents Required for an Invitation Visa

- Invitation letter issued by public or private bodies, institutions, organizations, or entities inviting the applicant to attend events or activities of a political, scientific, cultural, or similar nature.

Note:

-To Attend Official Sporting Events, a letter of invitation from the sports federation in Italy, bearing the stamp of CONI.

- Where applicable, a declaration from the inviting party confirming coverage of the applicant's accommodation and/or subsistence expenses during the stay, supported by appropriate documentary evidence.
- Additional documentation demonstrating the consistency between the applicant's personal, professional, or academic profile and the nature of the event or activity for which the invitation has been issued.
- If the Malaysian institution is responsible for financial coverage, please provide proof of financial capacity.

Note:

-Even if your travel expenses are covered by the Institution (Inviting or Home), you still need to provide proof of your own financial means.

-Applicants intending to travel to Italy for commercial or business-related activities must apply for a Business Visa.

The Embassy reserves the right to request additional documentation where necessary.