



Embassy of Italy
Kuala Lumpur

Study Visa – University Exchange (Schengen/National Visa)

General Documents Required

1. National Visa (D) application form.

OR

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 remaining validity of at least three (3) months beyond the last day of your trip in the Schengen Area for short stay visas up to 90 days

OR

- For long stay visas beyond 90 days three (3) months of remaining validity.

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 flight reservation (one way) for long stay visas beyond 90 days.

OR

- Confirmed flight reservation (round trip) for short stay visas up to 90 days.

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:

- For long stay visas beyond 90 days A reservation for the first period (30 days minimum) is required (hotel, serviced apartment, holiday home, campsite, youth hostel).

-In case the stay will be for less than 90 days, reservation for accommodation covering the entire stay within the territory of the Member States.

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), along with the host's ID (valid permit of stay for non-European Union citizens) where the signature of the holder appears.

OR

-A declaration by the university covering accommodation expenses.

7. Travel medical insurance policy.

Note:

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

Additional required documentation:

8. Copy of the pre-enrollment application submitted through the University portal, validated by the university and signed by the applicant.

Note: Only students whose pre-enrollment applications have been validated without reservation may apply for a visa.

9. Motivation letter addressed to the Visa Officer of this Consulate, explaining the purpose of the applicant's studies in Italy.

10. Original recent letter (not older than 1 month) of acceptance from University in Italy, specifying the type of course, number of weekly hours and dates;

11. Original recent letter (not older than 1 month) from University in Malaysia confirming enrolment and applicant's mobility program.

12. Certificate of Language Proficiency.

13. Proof of the applicant's and parents' (or, where applicable, relatives up to the fourth degree) financial means sufficient to ensure support while in Italy:

-Subsistence funds held in a bank account in the student's name must amount to at least EUR 10,179.85 per year (as provided by the Ministry of the Interior Directive of 1 March 2000).

Note:

-These are minimum financial requirements. Cash, guarantees provided by persons outside the family unit, bank guarantees, or surety bonds are not acceptable.

-Assessment of financial requirements will not be based solely on the

nominal account balance at the time of the visa application or on one-off/ad hoc deposits. Rather, it will involve a broader evaluation of the student's or sponsor's socio-economic situation, ensuring the regular availability of sufficient monthly funds to support the applicant in Italy throughout the course of study.

-Scholarships granted by reputable Italian institutions (including universities and local authorities) or by foreign entities considered reliable by the Embassy of Italy in Kuala Lumpur.

- Where a sponsor is involved, a written affidavit specifying the financial resources made available to the student, their origin, the duration of support, and the amount provided. The affidavit must be legalized/apostilled and translated into Italian. If the sponsor is permanently resident abroad (outside Malaysia), the documentation must be legalised by the competent Italian diplomatic-consular authority.

Additional mandatory documents depending on the profile of the applicant

A. If the applicant (or sponsor) is an employee:

- Income tax returns for the last two years;
- Payslips for the six months preceding the application date;
- Malaysian bank statements showing transactions for the previous six months, duly signed and stamped by the bank;
- Copy of the employment contract;
- Letter from the employer/University authorising the absence and indicating the dates of leave, position, salary, duration of employment, purpose of absence, and employer contact details.

Note: The employer's name/company name, address, telephone number, and email address must be clearly stated.

B. If the applicant (or sponsor) owns a company or is self-employed:

- Company registration certificate;
- Title deed, partnership deed, or articles of incorporation;
- Registration of the company.

E. If the applicant is a minor:

- Written consent from both parents granting permission to travel and assuming financial responsibility for the entire trip.
- Proof that adequate protection and care will be provided for the minor in Italy until they reach the age of 18.

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;

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