



INVITATION VISA

SCHENGEN TYPE C (UP TO 90 DAYS)

Invitation visas permit entry for short stays to foreign nationals who have been invited by recognised public or private bodies, institutions, or organisations as guests to attend specific events or activities of a political, scientific, or cultural nature.

Maximum processing time: 15 days, which may be extended to up to 45 days in the cases provided for under Article 23 of the Visa Code.

CHECKLIST

1. **VISA APPLICATION FORM:** Download and complete the [Schengen Visa Application Form](#). Do not leave any fields blank; where a field is not applicable, indicate "N/A".
2. **PHOTOGRAPH:** One recent colour passport-sized photograph (3.5 × 4.0 cm) compliant with [ICAO](#) standards, with a white background and both ears visible.
3. **TRAVEL DOCUMENT:** A valid current passport (and any previous passports, if applicable). The passport must remain valid for at least three months beyond the expiry date of the requested visa. A remaining validity of at least six months is recommended, in accordance with the requirements of the Philippine Bureau of Immigration.
 - a. A photocopy of the passport's biographical data page.
4. **DOCUMENTATION CONFIRMING THE APPLICANT'S STATUS AS A PUBLIC OR INTERNATIONAL OFFICIAL TRAVELLING TO ITALY IN THE PERFORMANCE OF OFFICIAL DUTIES:** The original and one photocopy of the Letter of Endorsement issued by the local counterpart.

If employed in the private sector:

- a. Certificate of Employment;
- b. Approved Leave Authorisation.

If employed in the public sector:

- c. Approved Travel Authority.

5. **INVITATION LETTER:** A personalised invitation letter containing the invited person's personal details and official role, together with the name, contact details and position of the signatory, as well as the purpose and duration of the visit or activity.
6. **PROOF OF ACCOMMODATION:** Confirmation of a hotel reservation, hotel voucher, or a letter from the host guaranteeing accommodation.
7. **TRAVEL MEDICAL INSURANCE:** Insurance with a minimum coverage of **EUR 30,000**, valid throughout the entire Schengen Area, covering emergency medical treatment, hospitalisation, and repatriation. The insurer must be included in the [list of accredited insurance providers](#).
8. **VISA FEE:** Payment of the applicable visa application processing fee.

Please note: If the inviting organisation does not cover all accommodation and living expenses, the applicant is responsible for demonstrating that they possess sufficient personal financial means to support themselves during their stay and have suitable accommodation available.

Visa applications cannot be accepted if the intended date of travel is more than six months after the date on which the application is submitted.