



# Embassy of Italy in Riyadh

## Consular Section

[www.ambriad.esteri.it](http://www.ambriad.esteri.it) • E-mail: [consolato1.riad@esteri.it](mailto:consolato1.riad@esteri.it)

### VISA INFORMATION

#### GENERAL INFORMATION

**Please note that visas can be requested up to three months before the planned trip.**

- The Visa Section of the Italian Embassy is open from Saturday to Wednesday, from 9.30am to 12.00pm.
- Applications for Schengen Visas are received only by appointment: through the online booking system (link "Book your visit" of the menu "Online with the user")
- The Schengen States are: Austria, Czech Republic, Belgium, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.
- The Italian Embassy will release visas for travellers whose first access or main destination is Italy.
- Applicant's files or documentation submitted shall not be returned nor visa fees refunded, regardless of the visa being granted or not.
- Presentation of the documentation requested does not necessarily ensure granting a visa.
- Documentation presented in Italian or English would be highly advisable.
- Processing takes at least twelve days, and the Embassy will be able to give information about the visa status only after that.
- Passports will be retained at this Embassy while processing the application.
- *Additional documents may be requested. Applicant may be requested for an interview.*

#### DOCUMENTS REQUIRED

**The following documentation must be completely fulfilled. Documents must be clearly numbered according to the exact numerical order. Incomplete application will be rejected.**

#### DOCUMENTS FOR BUSINESS AND TOURIST VISA

1. Application form and applicant declaration forms (with applicant's recent photograph and signature).
2. Original passport signed by the holder, valid at least three months beyond expiration of the requested visa. Non-Saudi citizens must have a valid exit/re-entry visa.
3. Passport copy.
4. Copy of the Saudi ID card [for Saudi citizens]; copy of Iqama [non-Saudi only: Sponsor's name on Iqama must match Employer's name].
5. Proof of valid means of travel (air ticket, other).
6. Medical insurance with a minimum coverage of €30,000 for emergency hospital and repatriation expenses.
7. Six months full bank statement of account and/or credit card statement.
8. Employer letter specifying the reason of the journey, applicant's salary, position in business, beginning and duration of the employment contract.
9. Minors travelling without their parents/legal representative must provide: original authorisation of their parents/legal representative and copy of passport of parents/legal representative (signatures in all documents must belong to same persons).

#### FURTHER REQUIREMENTS FOR BUSINESS TRAVELLERS

10. Invitation letter from an Italian company undertaking full responsibility during the applicant's stay (explicitly mentioning art. 12 of Decr. Lgs. 286/1998) and explaining the reasons of the journey.

#### FURTHER REQUIREMENTS FOR TOURISTS

11. Proof of available lodging in Italy: tourist paid vouchers; confirmed hotel booking by credit card; acceptance of the reservation by the hotel; offer of accommodation.