

REQUISITE DOCUMENTS FOR PRIVATE APPLICANTS

Please note: all required documents must be provided in original and one copy

- International passport («заграничный паспорт») valid for a minimum of 3 months after the requested visa has expired. Passport must have at least three blank pages.

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- In case an applicant has two valid international passports, both must be submitted. If one of the two passports has a valid Schengen visa the application cannot be accepted.

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- Previous old passports if applicable.

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- Internal passport («внутренний общегражданский паспорт») with valid registration («регистрация по месту пребывания») in the respective region confirming residence for at least three months before the journey and valid for a minimum of three more months after re-entering Russia.

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- Non-Russian citizens must provide the following: valid registration («регистрация по месту пребывания») in the respective region (issued by Federal Migration Service) confirming residence for at least three months before the day of visa application + Russian residence permit valid for a minimum of three more months after re-entering Russia.

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- Visa application form in A3 format duly completed (in English or Italian language), signed (for minors both parents must sign) and accompanied by one recent passport photograph bearing a true likeness to the applicant

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- Detailed itinerary with confirmed faxed hotel bookings in the Schengen area and indication of lodgings cost (stamped and faxed copies).

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- Faxed proof of hotel down payment (stamped and faxed copies),

OR vouchers of an Italian tourist company

OR rental agreement of an apartment/house/villa. If an apartment/house/villa is being rented from an Italian real estate agency, it should provide a copy of its registration in the Italian Chamber of Commerce.

OR documents proving possession of some real estate

OR original invitation letter (“lettera di invito”) from an Italian citizen or from a foreign citizen with a valid residence permit in Italy (“permesso di soggiorno”) + copy of the Italian passport or identity card including the page with the holder signature. Foreign citizen legally residing in Italy should also provide a legible copy of the residence permit (“permesso di soggiorno”).

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- **Proof of sufficient financial means such as:**

- latest bank statements
- travelers cheques
- international credit card with statement of the credit limit.

Alternatively, a guarantee from the Italian bank (“fidejussione bancaria”) of the host in Italy.

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- Proof of a valid travel insurance policy, either individual or group, valid for the territories of all the Schengen states, with a minimum coverage of Euro 30.000 (thirty thousand)

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- Confirmed two-way air ticket bookings or train tickets.

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- **If traveling by car:** driving license + Vehicle Registration Certificate + international insurance policy with civil responsibility (“green card”).

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- Proof of employment, «справка с места работы», providing the following information:
 - company’s type of activity
 - applicant’s date of hiring, type of work and monthly salary. Specific mention must be made that the applicant is going on vacation and he/she will keep his/her job.
 - date and protocol number («исходящий номер»)
 - signature of the employer
 - official stamp of the company

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- **Individual entrepreneurs** or **partners of companies** must provide the following: certificate of registration («свидетельство о регистрации») + certificate from the city register («выписка из реестра») + tax declaration («налоговая декларация») + company’s latest bank statement.

- **Pensioners** must provide the «пенсионное удостоверение» and the latest pension bank statement.

- **Students** must provide: a letter from the University signed by the Faculty Dean and stamped, stating that the person is a registered student in good standing + sponsor letter from one of the parent + parent’s «справка с места работы».

- **Schoolchildren** must have a «Spravka» from school

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For MINORS: An application must be signed by both parents in front of the submission counter, birth certificate + “no objection letter” from both parents duly signed and notarized.

In case one of the parents is missing please provide ONE of the following:

-- death certificate

-- «Форма № 25»

-- court sentence depriving one of the parent of his/her parental rights

-- letter from the Tutor and Guardianship Authorities («орган опеки и попечительства») certifying that he/she is a single parent.