



Ambasciata d'Italia
Baku

CHECKLIST FOR VISA APPLICATIONS FOR "INVITATION"

1	Application form duly completed and signed. Forms can be found at the following link: https://ambbaku.esteri.it/wp-content/uploads/2026/05/modello-domanda-visto-C.pdf
2	1 recent passport size photograph , white or grey background. Please check the specifications at https://www.icao.int/sites/default/files/FAL/Annex_A-Photograph_Guidelines.pdf
3	Original and 1 photocopy of passport valid for 90 days from the return date. Passport must have been issued less than 10 years ago, and should have at least 2 free pages (face to face).
4	Photocopy of Azeri ID valid at least 90 days from the end date of the requested visa. For non-Azerbaijani nationals , the copy of the residence permit is required.
5	Photocopy of previous Schengen, USA, UK visas .
6	Employment letter (issued no more than 30 days before the application). The work certificate should mention: <ul style="list-style-type: none">✓ Name and position of the applicant✓ Name and position of the signatory✓ Applicant's monthly salary✓ Date when the employment started NOTE: Applicant cannot sign the letter themselves Freelancers, company owners and entrepreneurs are required to submit documents that prove their registration as commercial and/or legal entities. Unemployed people or people without a verifiable independent income can submit a financial guarantee from a person belonging to their family group.
7	EGOV or MyGov certificate issued by the competent Authorities of the Republic of Azerbaijan to prove the employment status of the applicant. Freelancers, company owners and entrepreneurs are required to submit a recent tax reference .
8	Proof of adequate financial means (Bank statements of the last 3 months) Note: Bank Statement should be filled in on the bank's letterhead with original stamp and signature.
9	Copy of flight booking .
10	Confirmed hotel booking .
11	Medical travel insurance : minimum coverage euro 30,000 inclusive of repatriation flight.
12	Invitation letter from Entities, Institution, public or private organizations renowned to attend political, scientific and cultural events. The invitation letter must be filled in on the inviting entity's letterhead and signed by the legal representative. The ID of the signatory shall also be attached.

Visa applications for minors:

A **minor travelling with both parents** shall submit the copy of his/her **birth certificate** (apostilled and translated into English or Italian) and a **consent letter for expatriation** (apostilled and translated into English or Italian) signed by both parents together with their passports' copies.

A **minor travelling with only one parent**, shall submit a **consent letter** (apostilled and translated into English or Italian) **for expatriation from the parent not accompanying** the minor (together with passports' copies of both parents and birth certificate of the minor). The expatriation consent letter must be notarized and translated into English or Italian.

A **minor travelling with a third person without his/her parents**, shall submit a **consent letter** (apostilled and translated into English or Italian) **for expatriation from both parents** explicitly authorizing the minor to travel accompanied by the third person. The third person must assume the responsibility to accompany the minor with a separate declaration. The parents' consent letter and the **accompanying person's declaration** (apostilled and translated into English or Italian) must be notarized and translated into English or Italian. Copy of the birth certificate and the passports' copies of the parents and accompanying person shall also be submitted.

The **minor's School certificate** is also requested on the School letterhead with original stamp and signature

IMPORTANT: the passport cannot be withdrawn following the visa application. Documents that have not been translated in English or Italian will not be considered.



If the applicant is a family member (spouse, children and parents) of an Italian or EU citizen, the appointment can be scheduled directly at the Italian Embassy in Baku by sending an email to baku.visti@esteri.it

DECLARATION:

I understand that an application without a complete set of documents (see the checklist on page 1 of 2) may result in a refusal.

The submission of a complete file does not guarantee the issuance of a visa.

The Embassy of Italy in Azerbaijan reserves the right to ask additional documents and a personal interview.

Date,

Applicant's signature



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Diqqətə çatdırılır ki, əgər ərizəçi **İtaliya və ya Avropa Birliyi vətəndaşının ailə üzvüdürsə (həyat yoldaşı, övladı, valideyni)**, viza müraciəti üçün görüş təyin edilməsi məqsədilə baku.visti@esteri.it ünvanına məktub yazaraq birbaşa Bakıdakı İtaliya Səfirliyinə müraciət edilə bilər.

BƏYANAT:

Bəyan edirəm ki, tələb olunan sənədlərin (səhifə 1) tam əlavə edilmədiyi ərizə viza müraciətinə imtina ilə nəticələnə bilər.

Sənədlərin tam olması viza verilməsinə zəmanət vermir.

İtaliyanın Bakıdakı Səfirliyi əlavə sənədlər və şəxsi müsahibə tələb etmək hüququnu özündə saxlayır.

Tarix,

Ərizəçinin imzası
