

CHECKLIST FOR STUDY VISA (SHORT TERM)

1.	APPLICATION FOR THE REQUEST OF VISA
	COMPLETELY filled in "Schengen Visa" APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable.)
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity as required by the Philippines Bureau of Immigration.
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Proof that the applicant has a accommodation in Italy; hotel booking, declaration of hospitality
	Proof that the applicant has sufficient means of subsistence for their stay in Italy
	Health insurance, if the foreign national is not entitled to health care in Italy by virtue of agreements or conventions in force with their country.
	Enrolment or pre-enrolment in the course to be followed in Italy.
	NSO issued Birth Certificate
5.	VISA FEE
	Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)

Notes:

Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted

CHECKLIST FOR STUDY VISA (SHORT TERM) (VOCATIONAL TRAINING)

1.	APPLICATION FOR THE REQUEST OF VISA
	COMPLETELY filled in “Schengen Visa” APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable).
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity as required by the Philippines Bureau of Immigration.
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Enrolment documentation pertaining to the training course the applicant wishes to attend (specifying the duration, the programme, gained certification etc). The course has to be organized by educational institutions that have obtained accreditation to manage vocational training courses (as per art. 142, par. 1, letter d, of Legislative Decree 112/1988; Ministerial Decree of the Ministry for Work no. 166 of 25/05/2001). The course cannot last more than 24 months and must be aimed at the recognition of a qualification or at the certification of the skills acquired.
	Training documentation acquired in the country of origin.
	Proof that the applicant has sufficient means of subsistence of their stay in Italy, for an amount not lower than that specified in Table A annexed to the Directive of the Ministry of the Interior dated 1 st March 2000.
	Statement about the availability in Italy of suitable accommodation, as well as the sum needed for repatriation, which may be verified by submitting a return flight ticket.
	Health insurance covers for medical and hospital admissions that should not entail limitations or exceptions.
	NSO issued Birth Certificate
5.	VISA FEE
	Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to “PIASI” (application through Courier Service)

Notes:

Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted

**CHECKLIST FOR STUDY VISA (SHORT TERM)
(UNIVERSITY SINGLE COURSE)**

1.	APPLICATION FOR THE REQUEST OF VISA
	COMPLETELY filled in “Schengen Visa” APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable).
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity as required by the Philippines Bureau of Immigration.
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Proof that the applicant has accommodation in Italy; hotel booking, declaration of hospitality
	Proof that the applicant has sufficient means of subsistence for their stay in Italy, for an amount not lower than that specified in Table A annexed to the Directive of the Ministry of the Interior dated last 1 st March 2000
	Enrolment (according to the timetable established by the MIUR) in one or more individual courses of “internships” at a public or private University authorized to award qualifications having legal value.
	Health insurance, if the foreign national is not entitled to health care in Italy by virtue of agreements or conventions in force with their country.
	NSO issued Birth Certificate
5.	VISA FEE
	Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to “PIASI” (application through Courier Service)

Notes:

Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted

**CHECKLIST FOR STUDY VISA (SHORT TERM)
(UNIVERSITY ENROLMENT)**

1.	APPLICATION FOR THE REQUEST OF VISA
	COMPLETELY filled in "Schengen Visa" APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable.)
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity as required by the Philippines Bureau of Immigration.
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Proof that the applicant has adequate accommodation in Italy
	Proof that the applicant has sufficient means of subsistence of no less than €417.30 for each month of the academic year. This can be proven in one of the following ways: evidence of personal or financial resources; economic guarantees provided by Italian institutions and bodies of an established credit, by local Governments, of by foreign institutions and bodies considered to be reliable by the Italian diplomatic mission.
	Enrolment or pre-enrolment in the course to be followed in Italy.
	The requirements and procedures for the issue of visa are indicated in a special provision, published annually by the MIUR, in agreement with MAECI and Ministry of the Interior.
	NSO issued Birth Certificate
5.	VISA FEE
	Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)

Notes:

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CHECKLIST FOR STUDY VISA (SHORT TERM) (POSTGRADUATE)

1.	APPLICATION FOR THE REQUEST OF VISA
	COMPLETELY filled in "Schengen Visa" APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable)
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity as required by the Philippines Bureau of Immigration.
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Proof that the applicant has accommodation in Italy; hotel booking, declaration of hospitality
	Proof that the applicant has sufficient means of subsistence for their stay in Italy, for an amount not lower than that specified in Table A annexed to the Directive of the Ministry of the Interior dated last 1 st March 2000
	Health insurance, if the foreign national is not entitled to health care in Italy by virtue of agreements or conventions in force with their country.
	Enrolment in postgraduate courses (master's degrees, doctorates, specializations, training programmes) at Italian Universities, public or private, authorized to award qualifications having legal value.
	NSO issued Birth Certificate
5.	VISA FEE
	Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)

Notes:

Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted

**CHECKLIST FOR STUDY VISA (SHORT TERM)
(EXCHANGE AND MOBILITY PROGRAMME)**

1.	APPLICATION FOR THE REQUEST OF VISA
	COMPLETELY filled in “Schengen Visa” APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable).
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity as required by the Philippines Bureau of Immigration.
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Health insurance, if the foreign national is not entitled to health care in Italy by virtue of agreements or conventions in force with their country.
	Enrolment in approved or authorized programmes of Exchange/partnership/mobility resulting from national or European programmes (including Erasmus Plus), and collaborations between academic, scientific and educational establishments, and within the framework of agreements, conventions and implementing protocols with foreign universities.
	NSO issued Birth Certificate
6.	VISA FEE
	Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to “PIASI” (application through Courier Service)

Notes:

Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted

CHECKLIST FOR STUDY VISA (SHORT TERM) (APPRENTICESHIP)

1.	APPLICATION FOR THE REQUEST OF VISA
	COMPLETELY filled in "Schengen Visa" APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable.)
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (with no less than 3 months validity over the visa expiration but please consider the 6 months validity as required by the Philippines Bureau of Immigration.
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	SUPPORTING DOCUMENTS
	Proof that the applicant has sufficient means of subsistence for their stay in Italy, for an amount not lower than that specified in Table A annexed to the Directive of the Ministry of the Interior dated 1 st March 200
	Statement about the availability in Italy of suitable accommodation, as well as the sum needed for repatriation, which may be verified by submitting a return flight ticket
	Health insurance covers for medical and hospital admissions that should not entail limitations or exceptions.
	Internship documentation. Internship is made on the basis of a special agreement between the promoter and the hosting employer.
	NSO issued Birth Certificate
5.	VISA FEE
	Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)

Notes:

Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted