

Italian Embassy in Bucharest
Consular Section

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Open to public from Monday to Friday: 09.00 – 13.00

BUSINESS VISA
(Non-EU nationals resident in Romania)
General visa requirements

Please note that the Schengen visa allows staying in the territory of the Schengen countries for maximum 90 days each semester.

- **Passport** issued within the last 10 years, containing at least 2 empty pages, valid at least 3 months after the visa expiration and one **copy** of all used pages;
- All previous passports (valid and expired ones);
- Romanian **residence card** (Permis de sedere), valid at least 3 months after return (original + copy);
- **Work authorization in Romania** (original + copy) if holder of such document;
- Visa application form, available free of charge, to be filled in completely and correctly in capital letters and signed by the applicant;
- **One recent photo** (color photo on white background, 3,5 x 4,5 cm.);
- **Invitation Letter** from the Italian company or from the foreign branch of the Italian company or from an Italian branch of a multinational company;
- Letter of invitation of the Italian company, on company letterhead, using the form drawn up by the Office Visas and specifying:
 - The date of entry, time of validity range required and the number of days;
 - Activities that will be carried on in Italy (eg. : visit factories, unpaid business internships, equipment orders, etc.) indicating the locations you intend to visit;
 - The signature of a legal representative must be full name and readable.

At the invitation is attached the updated company certificate and of recent date (90 days.) And the copy of the identity document of the person signing the invitation itself (pages with personal data and signature). The invitation must necessarily be sent (in the original) directly to the person and/or company concerned.

- Indication of the means of transport used (booking or round trip ticket). If the journey is operated with a vehicle you must submit the following documents:
 - Original and a copy of the vehicle registration certificate;
 - Original and a copy of the International Insurance Policy (“green card”);
 - Original and a copy of driving license;
 - Original and a copy of the car rent voucher if the car is rented;
 - If the applicant is not the owner if the car, it is necessary to provide notarized power of attorney for driving from the owner. If a car is owned by a company, it is necessary to provide power of attorney on the company’s letterhead.
- Document proving the availability of sufficient economic means for the duration of the trip and the stay e.g. bank statement (last three months), traveler's checks on the name of the visa applicant, or by the inviting bank guarantee in favor of the foreigner, Credit Card statement with credit limit, according to the dispositions of the Directive issued by the Interior Ministry on 1 March 2000 (see the Table below)

Duration of the journey		Number of participants to the journey	
		One participant	Two or more participants
		Euro	Euro
FROM 1 TO 5 DAYS	Fixed quote	269 , 60	212 , 81
FROM 6 TO 10 DAYS	Quote per person per day	44 , 93	26 , 33
FROM 11 TO 20 DAYS	Fixed quote +	51 , 64+	25 , 82+
	quote per person per day	36 , 67	22 , 21
ABOVE 20 DAYS	Fixed quote +	206 , 58+	118 , 79+
	quote per person per day	27 , 89	17 , 04

The visa applicants must present their own financial means even if the inviting company guarantee to cover all the costs of their stay in Italy.

- **Medical insurance** (original + copy) issued in Romania or Italy valid for the whole Schengen territory covering the entire period of stay. The minimum coverage amount has to be not inferior to 30,000 Euro.

The visa applicant must prove the socio-economic status, which will allow this Office to evaluate the interest to return to his country:

- if entrepreneur:
 - A certificate stating the condition of "business operator": "Certificat constatator" issued by the "Oficiul Registrului Comertului", original, of recent date;
 - Constitutive Act of the company (original + copy);
 - Registration certificate (original + copy);
 - Recent bank statement (last three months) of the company;
 - Contract/s (if existent) with the inviting company.
- If employee:
 - A certificate stating the condition of "business operator": "Certificat constatator" issued by the "Oficiul Registrului Comertului", original, of recent date;
 - Constitutive Act of the company (original + copy);
 - Registration certificate (original + copy);
 - Recent bank statement (last three months) of the company;
 - Contract/s (if existent) with the inviting company;
 - Employment contract + a copy;
 - Proof of employment – Employer's statement, on the company's letterhead with address, telephone number and all the company's data as well as the employee's personal data, date of employment, position and monthly salary. The proof of employment must be fully completed and signed by authorized signatory and include the company's stamp. The proof of employment cannot be issued more than 1 month prior to the date of the visa application.

The processing time of the visa application depends on the nationality you have and can take from a few days to several weeks. It is suggested to obtain informations sufficiently in advance of the date of travel, the application must be submitted at least 15 days and no more than three months before departure.

The fee for the visa is paid cash in Romanian Lei at the current exchange rate of the Embassy when handing in the application. A Schengen visa costs EUR 60,- and is not refundable in case of rejection or withdrawal.

Provided documents/copies will not be returned.

When submitting, the competent staff may also ask for additional documentation. The submission of the application does not give any right to obtain a visa.

Holding a visa does not give you the irrevocable right to enter the Schengen territory. The Border Police may, inter alia, refuse to allow you to enter if you cannot justify the purpose and the conditions of the intended stay, and/or you do not have sufficient economic means of subsistence.