

# ***E-@pplication***

## **General User Guidelines**

### **Dear User,**

Welcome to E-@pplication, the Italian software which enables you to complete your application form for a Schengen visa online.

We want to make E-@pplication as easy as possible, so here's all the relevant information on how to use E-@pplication and how to submit your application.

### **Please read the following information carefully before starting to enter your data in E-@pplication!**

#### **When can I use E-@pplication?**

E-@pplication is designed only for applications for a short-term visa for a stay of up to 90 days in the Schengen countries (Schengen visa).

Applications for visas for longer stays in Italy (e.g. for studies, work, family reunion) cannot be completed using E-@pplication. In such cases, please contact the responsible Italian Embassy or Consulate directly.

#### **Technical specifications**

You'll need the following hardware and software to use E-@pplication:

- HTML5 and CSS3 compatible browsers
- Adobe Acrobat Reader 10,
- a printer.

#### **Preparing to complete your visa application**

Please have the following documents at hand before starting to complete the form:

- your travel document:
  - o Please note that your travel document must be valid for at least three months after the end of your planned trip.
  - o Please note that only travel documents that have been issued (**not extended!**) during the past 10 years can be endorsed with a visa.
- your travel or flight schedule,
- hotel reservation, if applicable,
- letter of invitation, if applicable.

## **TO COMPLETE THE APPLICATION**

### **Choose a language**

Choose the language for your application form. For the time being, the on line application is only in Italian or English.

Once you have started to complete the form you should not change the language. This would delete all prior entries.

### **Permitted characters**

Please answer all questions using Latin letters. Applications completed using other characters cannot be saved or printed.

### **Entering dates**

If asked for dates please enter the data as follows (Gregorian calendar):  
year (4 digits)-month (2 digits)-day (2 digits), separated with a hyphen (-).

### **To save an application**

You can save your application on your computer once you have entered at least the family name and date of birth ("Save data", bottom left of the page). The application will be saved in the file on your computer that you have chosen as the designated storage space for all data downloaded from the internet. If you would like to save it in a different location please choose one in your browser.

If you want to retrieve the saved data, click on "Load data".

### **To print a visa application**

In order to print a visa application you will have to fill in the form completely and answer all relevant questions.

Printing includes:

- the application form (**please remember to sign the form**),
- barcodes with your E-@pplication-encrypted data.

### **To apply for a visa**

You cannot submit your visa application online. You can only apply for a visa at the responsible Italian Embassy or Consulate or at the office of a designated external service provider.

To apply please bring the following documents with you:

- visa application form (please sign this form),
- barcodes with your E-@pplication-encrypted data,
- any necessary additional documents. The kind of documents required depends on what type of visa you are applying for.

Please refer to the information provided on the webpage "Il Visto per l'Italia"

(<http://vistoperitalia.esteri.it>) or the homepage of the responsible Italian Embassy or Consulate.

### **Which Italian Embassy or Consulate is responsible?**

The Italian Embassy or Consulate which is competent to receive your application is the one in whose district you have your place of habitual residence. Please refer to <http://vistoperitalia.esteri.it/>.