

**Important:** This Drop Box facility at Blue dart Centre in Guwahati is only for applicants who do not need to appear for Biometrics. This can be as follows:

1. Applicants applying for Long Term (D-Visa) who does NOT need to appear for Biometrics.
2. Children below 12 years of age who does not need to apply for Biometrics.
3. Applicant who already have a previous Schengen Visa in the last 59 months with VIS mentioned.

All other applicants will need to personally apply for their Visa Application at the VFS Visa Application Centre.

## **Contact Details for Visa Information**

**Helpline Number** – 022-67866004 between 08:00am–12:00pm and 01:00pm–04:00pm (Monday –Friday) except on Public Holidays.

**Email-Id-** [infonorth.italyin@vfshelpline.com](mailto:infonorth.italyin@vfshelpline.com)

**Website-** [www.vfs-italy.co.in/kolkata/index.html](http://www.vfs-italy.co.in/kolkata/index.html) (Visa Application form, checklists and documentation)

### **Visa Fees:**

<b><u>Category wise Visa Fees (INR)</u></b>	
Short Term	4520*
Child between 6-12 Years	2640*
Long Term (D Visa)	8740*
Long Term - Study (D Visa)	3770*

### **Mode of Payment:**

\*Only Demand Drafts are accepted, Visa Fees in INR should be drawn in favour of “**VFS Global Services Pvt Ltd**”, payable at Kolkata, India.

### **VFS Service Charge:**

<b><u>VFS Service Charge (INR)</u></b>	
Service Fee+ Two way Courier Fees	1015 + 600 = 1615**

\*\* A Single Demand Draft inclusive of VFS Logistics and Two Way Courier Fees should be drawn in favour of “**VFS Global Services Pvt Ltd**”, payable at Kolkata, India.

## **When to Apply?**

A Visa Application must be filled no sooner than three months prior to the date of departure. Please also note that the laws prescribe that the Consular Authority makes its decision on the application in a period of time that must not exceed 15 working days (that can be further extended in case of necessity). Therefore applicants are strongly encouraged to file their application at least 15 working days prior to the date of departure and never, in any case, more than 90 days before departure. This will allow an orderly examination of the applications and limit the chances that decisions on visa applications are taken after the applicant's scheduled date of departure. Applications submitted lesser than 7 working days prior to the travel date will not be accepted.

## **COURIER GUIDELINES**

Applicant needs to ensure the following before handing over application to Blue Dart officer:

- All the mandatory documents are to be placed in a 24 cm x 30 cm cloth-lined envelope.
- Each application has to be packed in a separate envelope.
- Applicant submits his/her passport, completed visa form duly signed, all supporting documents (collectively, the "Documents") and the applicable fees.
- The mode of payment of visa fees is only by demand draft in favor of "VFS Global Services Pvt. Ltd" payable at Kolkata
- Service Charge of Rs 1615/- (this is inclusive of VFS service charge, courier fee and taxes) for VFS has to be paid in form of a DEMAND DRAFT in favor of "VFS Global Services Pvt. Ltd" payable at Kolkata
- The envelope needs to be sealed in front of the Blue Dart executive.
- Blue Dart executive issues Air Waybill as a token of receipt.
- The air waybill needs to be kept safe and shown at the time of receiving of the passport after processing.
- The envelope should be addressed to:

To,  
The Manager  
C/O VFS Global Services Pvt. Ltd.  
Italy Visa Application Centre  
5th Floor, Rene Tower  
Plot No. AA-I, 1842, Rajdanga Main Road, Kasba  
Kolkata-700107

Kindly Note:

- Please check the spelling of demand draft before sending.

- Applications received with wrong demand draft for either of VFS service charges and visa fee will not be processed and VFS will not be liable to send back the unprocessed demand draft/documents/application back to the client.
- No payment to be made separately to Blue Dart.
- For any further Clarification you can contact us on our Helpline – 022-67866004 OR send an e-mail on [infonorth.italyin@vfshelpline.com](mailto:infonorth.italyin@vfshelpline.com)

## **Visa Application Process at the Blue Dart Drop-off Centre**

Persons wishing to apply for a visa should carefully read the visa requirements. The instructions given on this website are to help you prepare your documents in the best way possible. This will reduce the risk that the application is incomplete and take longer to process. Click on the process map below to read the description and understand each process step in detail.

### **Step 1 Check if you need a Visa**

Applicants should use the [web-tool](#) to determine their appropriate visa and the respective requirements.

### **Step 2 Choose your visa type**

Refer [All about Visas](#) webpage of this website

Ensure you choose the correct visa type as per your purpose of visit.

### **Step 3 Prepare your application**

- Complete your visa application form
  - You should submit one visa application form for each individual applying for a visa, including children. Please download a copy of the visa application form from this website.
- Prepare your documents
  - **Passport**
    - **First, check the current validity of your passport.**  
The period of validity of a passport must be at least 3 months longer than that of the visa.  
The passport shall have been issued within the previous 10 years

- **Second, make sure your passport has minimum 2 face to face blank Visa pages**
  - Third, Consulate General of Italy in Kolkata will not accept passports with any written observations concerning Passport number; Surname; Given Name; Nationality; Sex; Date of Birth; Place of Birth; Place of Issue; Date of Issue; Date of Expiry. Only passports with no observations can be presented. Passports must be machine readable. Handwritten passports cannot be accepted.
- **Photograph**
    - Arrange two color photographs per applicant
    - [Know photograph specifications](#)
  - **Other necessary documents**
    - Know what documents you need to submit along with your visa application.
      - Refer [All about visa](#) webpage of this website for more information on the required documents
      - Please note: Information mentioned in required document section of this website is not exhaustive.
  - **Translations**
    - Ensure you submit documents in Italian, if required. Documents which are not in Italian must be translated into Italian.
    - Translation should be completed from certified translator.

## Step 4

### Visit the Visa Drop-off Centre

**Documents:** You must send the following documents

- Original Valid Passport
- Duly filled and signed application form
- Two colour photographs
- All other supporting documents as mentioned in respective visa application checklist.

**Submission of Visa Application:**

- Applicants need to submit all the documents and draft in a sealed envelope at the Blue Dart Centre.

## Step 5

### Post Submission Process

**Track your Visa Application:** You can track your visa application by using the following options

[SMS](#)

[Online Tracking](#)

[Telephone to Call centre](#)

[Email](#)

## **Step 6**

### **Collection of Passport**

- You can collect your passport from the Blue Dart Drop-off centre.