Important: **This drop-box facility at Bluedart 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 do not need to apply for biometrics.**

3. **Applicants 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 – 04:00 pm (Monday – Friday) except on public holidays.

Email-Id – infonorth.italyin@vfshelpline.com

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

Applications shall be addressed to

The Manager,
Italy Visa Application Centre
VFS Global
5th Floor, Rene Tower
Plot No. AA-I, 1842, Rajdanga Main Road, Kasba
Kolkata-700107
West Bengal
Tel: 033-40327209

Visa Fees:

Category wise Visa Fees (INR)	
Short Term	4540*
Children between 6-12 years	2650*
Long Term (D Visa)	8770*
Long Term – Study (D Visa)	3780*

Mode of Payment

*Only Demand Drafts are accepted, visa fees in INR should be drawn in favor of "**VFS Global Services Pvt Ltd** ", payable at Kolkata, India.

VFS Service charge:

VFS Service charge (INR)	
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 filed 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.

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.

Applicants are strongly encouraged to file their application at least 15 working days prior to the date of departure and not more than 90 days before departure. This will allow an orderly examination of the applications and limit the chances for delay in decisions on visa applications.

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 with no observation.
    Handwritten passports are not accepted.
  - Second, make sure your passport has minimum 2 blank Visa pages.

- **Photograph**
    - o Arrange two color photographs per applicant
    - o [Know photograph specifications](#)

- **Other necessary documents**
    - o Know what documents you need to submit along with your visa application.

    - o Refer [All about Visa](#) webpage of this website for more information on the required documents.

- **Translations**
    - o Ensure you submit documents in Italian, if required. Documents which are not in Italian must be translated into Italian.
    - o Translation should be completed from certified translator.

Step 4
Visit the Visa Drop-off Centre

Documents: You must send the following documents

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

Submission of Visa application:

- o 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

o   You can collect your passport from the Blue Dart Drop-off Centre.
o   For Report Back, the visa holder needs to mail a scan copy of the Visa page as well as the facing page on the passport within 7 days of his/her return from the Schengen area. Moreover, please note that a visa holder has a Report Back stamp and due to any unforeseen circumstance fails to travel to the Schengen area, even in that case, he/she has to provide the scan copy of the above mentioned pages. It is very important to send the necessary proof of return. Please note that the visa holder may face dire if he/she does not Report Back and send us the necessary proof of return.
The information on Report Back can be mailed to: consolatogenerale.calcutta@esteri.it