



**SUBMISSION OF VISA APPLICATIONS
 THROUGH THE ICTP VISA OFFICE**

**KINDLY NOTE THAT ON AVERAGE, A VISA IS ISSUED 15 DAYS AFTER ICTP
 DISPATCHED THE APPLICATION. YOU ARE THEREFORE INVITED TO SUBMIT
 YOUR REQUEST 30 DAYS BEFORE THE INTENDED DEPARTURE**

NAME SURNAME

GROUP/SECTION

TEL. EXTENSION AND E-MAIL AT ICTP:

NATIONALITY

travelling to

travelling by using my PASSPORT
UNLP
OTHER

Visa is requested for the period from until

The travel is to be considered:

- DUTY TRAVEL (Scientific and/or Administrative purpose). ICTP pays fully or partially for the travel. Authorization from group/section for payment for Visa expenses should be attached)
- SCIENTIFIC/ACADEMIC TRAVEL (The traveller or the inviting institute pays for the travel. Please attach invitation letter or similar from the hosting institute. Visa expenses will have to be reimbursed to ICTP, see next page.)
- PRIVATE TRAVEL (this kind of travel is normally not taken care by the ICTP Visa Office and is limited to the supply of basic information.)

Please find attached to this request:

- MY PASSPORT, UNLP OR OTHER VALID TRAVEL DOCUMENT
- MY ITALIAN PERMIT OF STAY
- AUTHORIZATION FOR PAYMENT (duty travels only)
- INVITATION LETTER
- FLIGHT SCHEDULE/TRAVEL PLAN

DATE

Requestor's signature.....

PAGE RESERVED TO VISA APPLICATIONS FOR SCIENTIFIC/ACADEMIC AND PRIVATE PURPOSES TRAVELS ONLY. (Not applicable to Duty Travels).

I confirm that I will reimburse the Centre its expenses related to my Visa application, such as shipment expenses via express courier, consular agent commissions and visa fees to the relevant Consulate/Embassy.

I accept that reimbursement will be due even if Visa is denied by the relevant Consulate/Embassy and/or the passport should be returned too late for the travel to be undertaken.

I acknowledge that the expense estimate provided by the ICTP Visa Office and indicated below (in Visa office/step 1) is a mere estimate and as such it may differ from the final, reimbursable expenses.

I agree that in order to receive my passport back from the ICTP Visa Office, when informed that the passport can be collected, I will:

- collect this application form from the ICTP Visa Office,
- go to the Operations office and reimburse the amount indicated below.
- return the form stamped by Operations to the ICTP Visa Office.

DATE..... Requestor's Signature.....

PART RESERVED FOR ICTP OFFICES

VISA OFFICE/step 1

COST ESTIMATE FOR THE VISA REQUEST Euro

DATE..... Visa officer's signature.....

VISA OFFICE/step 2

The total reimbursement due by the applicant, based on an UPDATED/FINAL (irrelevant item should be cancelled) estimate, amounts to Euro.....

- as per consular Agent invoice n.....
 consular Agent telephone call on

DATE..... Visa officer's signature.....

FINANCE OFFICE

The amount of Euro has been received and assigned to account 2081000.

DATE..... Finance officer's signature.....