



IMPORTANT: The application **must be submitted at least 15 days before the intended travel date**. Failing to do so will result in the application to be returned. Submission of an incomplete application will result in a visa refusal.

1	<input type="checkbox"/>	Application form duly completed and signed.
2	<input type="checkbox"/>	One passport size color photo, white background, maximum 6 months old (see specifications);
3	<input type="checkbox"/>	<p>A valid passport (and a copy) satisfying the following criteria:</p> <ul style="list-style-type: none">○ its validity must be at least three months longer than the visa requested;○ it must contain at least two blank pages;○ it must have been issued within the previous 10 years;○ it must hold a valid UAE visa. <p>Damaged passports will not be accepted.</p>
4	<input type="checkbox"/>	Copy of UAE Residence Visa valid at least 90 days from the intended return date.
5	<input type="checkbox"/>	<p>Previous Schengen, USA, or UK visa copy.</p> <p>Copy of any previous Schengen visa rejections, or a signed statement providing the details (date, issuing country, justification).</p>
6	<input type="checkbox"/>	<p>No Objection Certificate from local sponsor/employer mentioning:</p> <ul style="list-style-type: none">○ Name and designation of the applicant;○ Start of employment date;○ Applicant's monthly salary;○ Purpose of the business trip, name and address of the company to be visited;○ Exact duration of business trip;○ Information on who will cover the trip expenses (UAE Company of Italian Company);○ Assurances that the applicant will return to the UAE after expiry of the visa;○ Name and designation of the managerial signatory;○ Direct phone number and e-mail of the signatory;○ Provide copy of passport and UAE visa of the signatory. <p>The owner of a company would require a letter as well. Applicant cannot sign the letter themselves.</p>
7	<input type="checkbox"/>	Employment Labor Contract / agreement. For owners, trade license must clearly report their name.
8	<input type="checkbox"/>	Copy of a valid trade/professional license.
9	<input type="checkbox"/>	<p>Verifiable evidence of sufficient means of subsistence during intended stay:</p> <ul style="list-style-type: none">○ Last 3 months applicant's bank statements (foreign bank accounts will not be considered); <p>In addition to the above the applicant can also provide:</p> <ul style="list-style-type: none">○ Last 3 months pay slips;○ Last 3 months credit card statements;○ Any other document that might help evaluate your financial situation in the UAE (i.e. other bank accounts, personal properties, investments, etc...). <p>Company bank statements are accepted only when the applicant is company owner/partner as per trade license.</p> <p>Bank Statement should be on a bank letterhead. Photocopies or online statements must bear the original bank stamp.</p>
10	<input type="checkbox"/>	<p>Documents proving the invitations from renowned Italian organizations, institutions, public or private, to political, scientific and cultural events and demonstrations.</p> <p>The purpose of the stay must not be related to economic-commercial activities: in that case a business visa is mandatory.</p>
11	<input type="checkbox"/>	Invitation letter from the Italian Institution, possibly with copy of an ID/Passport of the signatory.



INVITATION VISA CHECKLIST

		The letter of invitation must mention: <ul style="list-style-type: none">• Clear and detailed information about the purpose of the stay (e.g. providing lectures, attending a conference, joining a meeting, etc);• Exact duration of the intended stay;• Information on who will cover the expenses;
13	<input type="checkbox"/>	An international medical insurance covering the entire stay with a minimum of 30.000 € coverage and full and unlimited coverage for hospitalization. Emergency repatriation flight as well as repatriation of mortal remains must be included. Detailed table of benefit must be provided.
14	<input type="checkbox"/>	Confirmed hotel booking.
15	<input type="checkbox"/>	Confirmed flight ticket reservation.

I understand that an application without a complete set of documents may result in the refusal of my visa application. The submission of a complete file does not guarantee the issuance of a visa. The passport will not be returned until the final decision on the visa is adopted. The Consulate General reserves the right to ask for a personal interview or any additional documents.

I also declare that I have read the information on the protection of personal data concerning the issue of visas pursuant to the General Data Protection Regulation (EU) 2016/679 available on the website <http://vistoperitalia.esteri.it>.

Date	Signature

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