



IMPORTANT: The application **must be submitted at least 15 days before the intended travel date**. Schengen Visa regulations and technical delays may lead to inadmissibility or delays.

1	<input type="checkbox"/>	Schengen visa application form duly filled and signed.
2	<input type="checkbox"/>	One passport size color photo, white background, maximum 6 months old (see specifications);
3	<input type="checkbox"/>	A valid passport (and a copy) satisfying the following criteria: <ul style="list-style-type: none"> ○ its validity must be at least 90 days after departure from Schengen area; ○ it must contain at least two blank pages; ○ it must have been issued within the previous 10 years; Damaged passports will not be accepted.
4	<input type="checkbox"/>	Copy of UAE Residence Visa valid at least 90 days from the intended return date. Copy of any previous UAE Residence visa, if any
5	<input type="checkbox"/>	Copy of any previous Schengen, USA, or UK visa, if any.
6	<input type="checkbox"/>	No Objection Certificate from local sponsor/employer mentioning: <ul style="list-style-type: none"> ○ Name and designation of the applicant; ○ <u>Start of employment date;</u> ○ <u>Applicant's monthly salary;</u> ○ No objection to travel to Italy; ○ <u>Duration and purpose of leave;</u> ○ Name and designation of the managerial signatory; ○ Direct phone number and e-mail of the signatory; Copy of passport and UAE visa of the signatory.
7	<input type="checkbox"/>	Employment Labor Contract / agreement.
8	<input type="checkbox"/>	Copy of a valid UAE trade/professional license.
9	<input type="checkbox"/>	Verifiable evidence of sufficient means of subsistence during intended stay: <ul style="list-style-type: none"> ○ Last 3 months pay slips; ○ Last 3 months bank statements (foreign bank accounts will not be considered); ○ Last 3 months credit card statements; ○ Any other document that might help evaluate your financial situation in the UAE (i.e. other bank accounts, title of deeds, investments, etc...). Bank Statement should be on a bank letterhead. Photocopies or online statements must bear the original bank stamp.
10	<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.
11	<input type="checkbox"/>	Confirmed hotel booking. If the applicant will stay in a private accommodation, a Letter of invitation must be provided.
12	<input type="checkbox"/>	Confirmed flight reservation.
13	<input type="checkbox"/>	Family members travelling together must apply together. If the applicant is a minor , <u>refer to checklist Common Guidelines for details.</u>



14	<p>In the case of organized group trips (e.g. school trips, sport academy, etc), an official document issued and signed by the organizing institution showing:</p> <ul style="list-style-type: none"> • List of participants, showing full name, passport number, UAE authority issuing the residence visa. Any family relation with other participants must be clearly shown. • Full name of the designated accompanying staff, along with the copy of their ID and/or Passport. • If any minor, <u>refer to checklist Common Guidelines for details.</u>
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Originals and/or certified copies will be returned.

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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