



L'Ambasciata d'Italia ad Addis Ababa

Business Visa	
	1. A Schengen Visa application form, duly filled-in and signed. According to the Schengen Visa Code, "as a rule, the application ought to be lodged at least 15 days prior to intended date of travel".
	2. One recent colour passport-sized photograph (3.5 cm x 4.5 cm), with a bright background.
	3. Valid passport or travel document with a validity of at least three months after the end of the intended departure of Schengen area with at least 2 blank pages as well as a copy of all pages containing personal data of the passport/travel document (in the case of new Ethiopian passports, a copy of the first page is sufficient).
	4. Evidence of previous stays in the Schengen- area (old visas) (original and one copy) if applicable.
	5. Fees of EUR 80.- (payable in ETB at the Embassy's exchange rate at the time of the application) which in case of refusal of the visa application will not be refunded.
	6. A health insurance policy valid for all Schengen states for the duration of the intended stay, plus 15 days of grace period covering a minimum of EUR 30,000.-.
	7. The letter of invitation from an Italian Company, will have to be submitted by the applicant to the Visa Office , together-with a confirming declaration letter from the Employer, justifying the necessity to travel.
	IMPORTANT Please note that, in order to be valid, the "declaration of invitation" must:
	1. be originated by a firm active in the manufacturing industry legally operating in Italy and registered in one of the national associations or confederations represented by CNEL (www.cnel.it);
	2. specify period and validity of the requested visa, aim of the journey, commitment of the inviting firm to fulfill all legal duties linked with social security and insurances;
	3. mention the awareness of the penal responsibilities arising from "art. 12 del TU 286/1998 in materia di favoreggiamento all'immigrazione illegale" (penal responsibilities for abetting illegal immigration).
	8. Hotel reservation for the entire length of the visit, or an Invitation letter by a friend, relative etc
	9. Flight reservation (round-trip).
	10. In case of self-employed businessman: Evidence of professional status of the applicant, ie business licence (if in Amharic, a translation into English is required) and bank statements of at least the last six months in correlation with the business licence.
	11. In case of employees: letter of support by the employer regarding the position, monthly income, annual leave entitlement, future employment and stating the purpose of travel to the Schengen area (original and one copy), a declaration letter from the Employer confirming that the trip is part of a Business trip with the inviting Italian Company
	12. Evidence of financial status and rootedness in Ethiopia of the applicant: i.e. title deed for property, personal bank savings books, bank statements of at least the last three months, vehicle registration card, etc. (original and one copy).
	13. Evidence of personal rootedness in Ethiopia, i.e. marriage certificate, birth certificate/s of child/ren verified by Ethiopian Ministry of Foreign Affairs (original and one copy).
	14. Digital finger prints of all ten fingers will be taken at the time of the application.

Note: In some cases, the Embassy reserves the right to request further documentation.

According to article 9 section 1 in the visa code, EU 2019/1155, you should apply not less than 15 days before the planned visit begins. The 15 days are counted since the application is received by the Embassy of Italy in Addis Ababa Ethiopia from VFS offices. A late application might be refused. In some cases a request for a new flight booking, insurance and even new invitation will be required. A request for new documents is likely to increase the handling time further. The Embassy should handle your application within 15 days (if the application is admissible), counted from when the Embassy has received the application from VFS office. If an application is not complete or if an interview or document verification is needed the handling time can be extended up to 45 days.

Applicant's name

Applicant's signature

Date and Place

Phone Number

Signed in front of VFS Staff (initials), Addis Ababa: _____ Date: _____