

Information for Official Visa

The following documents (both in original and copy) have to be provided by the applicant

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. Fees of EUR 60.- (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. (if applicable)
5. 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.-. (if applicable)
6. Flight reservation (round-trip).
7. Official Note Verbal of the Ministry of Foreign Affairs, International Organisation or from the Embassy.
8. Official invitation from the organization to be visited. This confirmation by inviting organization will also have to be sent directly to the Visa Office (visa.addisabeba@esteri.it) prior to the applicant’s appointment.
9. 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.