



**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 ( <a href="#">see specifications</a> );
3	<input type="checkbox"/>	A valid passport (and a copy) satisfying the following criteria: <ul style="list-style-type: none"> <li>○ its validity must be at least 90 days after departure from Schengen area;</li> <li>○ it must contain at least two blank pages;</li> <li>○ it must have been issued within the previous 10 years;</li> </ul> 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"> <li>○ Name and designation of the applicant;</li> <li>○ <b><u>Start of employment date;</u></b></li> <li>○ <b><u>Applicant's monthly salary;</u></b></li> <li>○ No objection to travel to Italy;</li> <li>○ <b><u>Duration and purpose of leave;</u></b></li> <li>○ Name and designation of the managerial signatory;</li> <li>○ Direct phone number and e-mail of the signatory;</li> </ul> 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"> <li>○ Last 3 months pay slips;</li> <li>○ Last 3 months bank statements (foreign bank accounts will not be considered);</li> <li>○ Last 3 months credit card statements;</li> <li>○ Any other document that might help evaluate your financial situation <b>in the UAE</b> (i.e. other bank accounts, title of deeds, investments, etc...).</li> </ul> <b>Bank Statement should be on a bank letterhead. Photocopies or online statements must bear the original bank stamp.</b>
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 <a href="#">Letter of invitation</a> 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 <b>minor</b> , <b><u>refer to checklist Common Guidelines for details.</u></b>



<b>14</b>	<p>In the case of <b>organized group trips</b> (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"> <li>• List of participants, showing full name, passport number, UAE authority issuing the residence visa. Any family relation with other participants must be clearly shown.</li> <li>• Full name of the designated accompanying staff, along with the copy of their ID and/or Passport.</li> <li>• If any minor, <b><u>refer to checklist Common Guidelines for details.</u></b></li> </ul>
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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

OFFICIAL USE ONLY
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General guidelines applied to any visa type:

		<b>It's strongly suggested to apply in advance, at least 15 days, before planned departure. Visa Regulations and technical issues may lead to inadmissibility or delays.</b>
1	<input type="checkbox"/>	<a href="#">Application form</a> must be duly filled and signed by the applicant
2	<input type="checkbox"/>	Double check the mobile number and personal email, as they may be used to request further documentation or consular interview.
3		One passport size color photo, white background, maximum 6 months old (see <a href="#">specifications</a> )
4	<input type="checkbox"/>	A valid passport (and a <b>copy</b> ) satisfying the following criteria: <ul style="list-style-type: none"> <li>○ its validity must be at least three months longer than the <b>return</b> date from Schengen Area;</li> <li>○ it must contain at least two blank pages;</li> <li>○ it must have been issued within the previous 10 years;</li> <li>○ it must hold a valid UAE visa.</li> </ul>
5	<input type="checkbox"/>	Only applicants holding an UAE Residence Visa issued by any "Northern Emirates" authority may apply in Dubai.
6	<input type="checkbox"/>	Provide copy of previous UAE residence VISA, if any.
7	<input type="checkbox"/>	Provide copy of previous Schengen, USA, or UK visa copy, if any;
8	<input type="checkbox"/>	<p><b>Certificates/Diplomas/Decrees</b> As example:</p> <ul style="list-style-type: none"> <li>• Marriage certificate;</li> <li>• Birth certificate;</li> <li>• Family status;</li> <li>• Divorce decrees;</li> <li>• University Diploma;</li> <li>• High school certificate.</li> <li>• Etc.</li> </ul> <p>Must be provided in <b>ORIGINAL and copy</b>. Originals will be returned at the end of visa processing. Failing to provide original documentation, may result in visa rejection. Refer to relevant visa type checklist for further requirements applied to specific certificates.</p> <p><b>Certificates Temporal validity</b> Birth, death and study certificates have unlimited validity. Civil status certificates (e.g. marriage, family status, Custodian appointment, etc) validity is 6 months from <b>issuing date</b>. <u>Note that nor Consular legalization nor Apostille, extend the certificate validity.</u></p>
9	<input type="checkbox"/>	<p><b>Legalization of Certificates:</b></p> <ol style="list-style-type: none"> <li>1. Certificates issued by an UAE Authority, must be: <ol style="list-style-type: none"> <li>a. legalized by UAE MOFA and by the relevant Italian Consular Office in the UAE.</li> </ol> </li> <li>2. Certificates issued by one of the Schengen countries will be accepted only if multilingual, otherwise please refer to the following notes;</li> <li>3. Certificates issued by a foreign non-EU Country, other than the UAE: <ol style="list-style-type: none"> <li>a. If issued in a Country signatory of the Hague 1961 Convention, can be Apostilled.</li> <li>b. Otherwise, legalized by the relevant Italian Consular Office in the issuing Country</li> </ol> </li> <li>4. <b>Any certificate issued by Italian Authorities are exempt from sworn translation and legalization.</b></li> </ol>



10		<p><b>Translation of Certificates not issued by Italian authorities:</b> Certificates, must be translated in Italian by the relevant official sworn translator (a list is available in any Italian Embassy/Consulate website). The translation itself must be legalized by the relevant Italian Consular Office. “relevant” follows the same criteria applied for legalization in pt. 9.</p>
11		<p><b>Declaration of Value</b> The Consulate General of Italy can issue the DoV <b>ONLY</b> for diploma following the UAE curriculum. If the Diploma or the University degree was issued <b>following a non UAE curriculum (even if school is located in the UAE)</b>, the DoV can be issued the competent Italian Embassy/Consulate in the Country where the document itself was issued (E.g.: A Diploma issued by an international school in Dubai following the Indian CV: the DoV can be issued by the competent Italian Embassy/Consulate in India).</p>
12	□	<p><b>Minors</b> Family members have to apply together. Provide an <b>ORIGINAL and a copy</b> of the birth certificate (translated in Italian or English). Refer to pt. 8 and 9 for legalization and translation requirements;</p> <p><b>If the applicant is a minor travelling with both parents, provide</b></p> <ul style="list-style-type: none"><li>○ A copy of both parents' (or legal guardians) passports;</li><li>○ Parents' matching flight tickets;</li><li>○ Parents' valid Schengen visa for the trip (if they need visa);</li><li>○ Consent letter mentioning purpose of the trip, destination, exact dates.<ul style="list-style-type: none"><li>○ Letter must be signed by both parents/legal guardians at our Visa Application Center.</li></ul></li></ul> <p><b>If the applicant is a minor NOT travelling with BOTH parents, provide:</b></p> <ul style="list-style-type: none"><li>○ A copy of both parents' (or legal guardians) passports;</li><li>○ Accompanying parent/Custodian matching flight tickets</li><li>○ Accompanying parent/Custodian valid Schengen visa for the trip (if they need visa)</li><li>○ Consent letter mentioning purpose of the trip, destination, exact dates, temporary Guardian appointment,<ul style="list-style-type: none"><li>○ Letters must be signed by both parents/legal guardians in front of Dubai Notary public, then legalized by MOFA and by Consular Office</li></ul></li><li>○ Guardian acceptance letter<ul style="list-style-type: none"><li>○ If residing in Italy, signed in front of a Public Officer or Notary public</li><li>○ If in the UAE, signed in front of Dubai Notary public, then legalized by MOFA and by Consular Office</li></ul></li><li>○ If one of the parents/Guardian is abroad, he/she will be requested by the Consulate to contact the nearest Italian Consulate/Embassy in order to sign the consent letter in front of a Consular officer;</li><li>○ Divorced parents: <b>ORIGINAL and copy</b> of the divorce sentence with clear mention of full sole custody (legalized and translated in Italian as per pt. 8, 9, 10);</li><li>○ Divorced parents: <b>ORIGINAL and copy</b> of the divorce sentence with clear mention of full sole custody (legalized and translated in Italian as per pt. 8, 9, 10);</li><li>○ Surviving parent: <b>ORIGINAL and copy</b> of spouse's death certificate; legalized and translated in Italian as per pt. 8, 9, 10);</li></ul>
13	□	<p>Barring different specific instructions, any additional documentation must be physically dropped at VFS center, in order to track the delivery.</p> <p>No appointment booking is required to submit documentation.</p> <p><b>Documents sent by email to the Visa Office will not be evaluated.</b> Originals will be returned at the end of visa processing.</p>