



TOURISM VISA CHECKLIST (DOMESTIC HELPER)

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	☐	Application form duly completed and signed.
2	☐	One passport size color photo, white background, maximum 6 months old (see specifications);
3	☐	A valid passport (and a copy) satisfying the following criteria: - its validity must be at least three months longer than the visa requested. In case of more than one trip, the passport validity must be of at least 90 days from the last trip intended date; - 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. Damaged passports will not be accepted.
4	☐	Copy of UAE Residence Visa valid at least 90 days from the intended return date.
5	☐	Previous Schengen, USA, or UK visa copy.
6	☐	Employer/Sponsor declaration of guarantee form.
7		Domestic helper declaration form.
8	☐	Employment Labor Contract / agreement. The applicant must be under direct sponsorship from at least 6 months.
9	☐	Copy of a valid trade license.
10	☐	Verifiable evidence of sufficient means of subsistence from the employer/sponsor: - Last 3 months bank statements (foreign bank accounts will not be considered); - Or a valid international credit card accompanied by the relevant last 3 months card statements; - Or any other document that might help evaluate your financial situation in the UAE (i.e. other bank accounts, personal properties, investments, etc...). Bank Statement should be on a bank letterhead. Photocopies or online statements must bear the original bank stamp.
11	☐	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.
12	☐	Confirmed hotel booking. If the applicant will stay in a private accommodation, a Letter of invitation must be provided.
13	☐	Confirmed flight 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>.



Consulate General of Italy
Dubai

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Date	Signature

OFFICIAL USE ONLY

DECLARATION

I _____ (First and Last name) declare to the Consulate General of Italy in Dubai that the sole reason of my travel is tourism and that during my stay in the Schengen area I will not perform any professional activity.

I also declare that my monthly salary is Dirhams is: _____.

I undertake to leave the Schengen area before the expiry of my visa as stated in the Schengen form and to come to the premises of the Consulate General of Italy in Dubai within 10 days from my arrival in the U.A.E.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete.

I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law.

Dubai,

Signature

ALL'UFFICIO VISTI DEL CONSOLATO GENERALE D'ITALIA A DUBAI
TO THE VISA OFFICE OF THE CONSULATE GENERAL OF ITALY IN DUBAI

DICHIARAZIONE DI GARANZIA E ALLOGGIO/ DECLARATION OF GUARANTEE AND ACCOMMODATION

Io sottoscritto (*I, the undersigned*), _____, datore di lavoro
del/la Sig./ra (*employer/sponsor of*) _____ al servizio della mia
famiglia in qualità di collaboratrice domestica presso la nostra abitazione sita in (*working for my family as a
domestic helper at our home located in*):

Recapito telefonico ed e-mail della richiedente (phone number and e-mail of the applicant):

Recapito telefonico ed e-mail dello sponsor (phone number and e-mail of the sponsor/employer):

dichiaro che (*declare that*):

1. L'interessato/a lavora per la mia famiglia dal (*the applicant has been working for my family since*):
_____;
2. il visto di residenza UAE della signora scade il (*the applicant UAE residence visa expires on*):
_____;
3. l'interessato/a signora ci accompagnerà in Italia dal (*the applicant will accompany us in Italy from*)
_____ al (*to*) _____;
4. l'interessato/a viaggerà con il seguente familiare (il n. di passaporto sarà riportato nel sistema
Schengen) (*The applicant will be traveling with the following family member (the passport will be
indicated in the Schengen system)*):
Nome (*First name*) _____ Cognome (*Last name*) _____ Parentela
(*relationship*) _____ N. di Passaporto (*passport number*) _____

5. che lo scopo del soggiorno è esclusivamente turistico e che nessuna attività lavorativa verrà espletata dalla richiedente (*that the purpose of the stay is exclusively for tourism and that no work activity will be carried out by the applicant*);
6. di essere responsabile dell'interessato/a durante la permanenza in Italia e di farsi carico di tutte le spese relative al soggiorno, inclusi biglietti aerei ed eventuali hotel (*that I will be responsible for the applicant during the stay in Italy and will bear all expenses related to the stay, including flight tickets and any hotels*);
7. di essere a conoscenza delle leggi sull'immigrazione in Italia e delle mie responsabilità, anche penali, in caso di dichiarazioni mendaci previste dall'art. 12 del D. Lgs. n. 286/98 e s.m.i. (*to be aware of the immigration laws in Italy and of my responsibilities, including criminal ones, in case of false declarations as provided for by art. 12 of Legislative Decree no. 286/98 and subsequent amendments*);
8. di impegnarsi, nel caso in cui il visto venga concesso, a far sì che l'interessata lasci l'Italia e gli Stati dell'area Schengen entro la data di scadenza del visto e senza soggiornare per un numero di giorni superiore a quelli concessi (*in the event that the visa is granted, to ensure that the interested party leaves Italy and the Schengen area by the date of expiry of the visa and without overstaying*);
9. di impegnarsi, se indicato sul passaporto, affinché l'interessata si presenti presso l'Ufficio Visti del Consolato Generale d'Italia a Dubai (dalle ore 10 alle ore 12) per testimoniare l'avvenuto rientro negli Emirati Arabi Uniti (*to undertake, if mentioned in the passport, to have the applicant present at the Visa Office of the Consulate General of Italy in Dubai (from 10 to 12) to demonstrate that he/she has returned to the United Arab Emirates*);

Dubai,

Firma del datore di lavoro/signature of the employer