

CHECKLIST FOR DIGITAL NOMAD – REMOTE WORKER

1.	<input type="checkbox"/>	Visa application, <u>must be duly signed</u> by the applicant and completed in English
2.	<input type="checkbox"/>	One recent passport-size photo <i>Photo must be recent (not older than 6 months) and compliant with the international ICAO standards (white background only).</i>
3.	<input type="checkbox"/>	Valid passport <i>duly signed</i> <i>At least two free pages, validity of at least 90 days after expiration of Visa requested and at least 6 months from the date of submission;</i>
4.	<input type="checkbox"/>	Residence Permit (only for Non-British Citizens) and UK eVisa share code (Immigration status) <i>Original and copy of a valid residence permit if applicable.</i>
5.	<input type="checkbox"/>	First page copy of applicant's passport(s) and copies of previous visas issued in the last 3 years from any other Schengen country. <i>If Visas are in old passport, copy of the first page of the old passport and copies of relevant visas.</i>
7.	<input type="checkbox"/>	Proof of <u>recognised highly qualified</u> profession. <i>This can be proven through:</i> <ul style="list-style-type: none"> i. Bachelors' Degree or recognised post-secondary professional qualification (lasting at least 3 years). OR ii. At least 3 years of relevant professional work related experience gained within a 7 years period, prior to the date of the visa application. OR iii. If your profession is already included in the list of existing regulated professions (Elenco Professioni regolamentate e autorità competenti) found on the link: www.impresainungiorno.gov.it , proof of professional qualification as per point i) & ii), must be assessed by the competent authorities as per Dlgs 206/2007, prior to the date of the visa application. OR iv. Recognised professional qualification acquired via at least 5 years proven work related experience which must be supported by documentation such as (but not limited to): Contract of employment, Company information, Employment letter, payslips etc.) <p>Note: Whereby supportive evidence as per point i) ii) & iii) are issued by NON EU entities, these must be submitted in certified copy (or copy conforming to the original), legalized or apostilled and translated into Italian.</p>
8.	<input type="checkbox"/>	Proof of annual income <i>Proof of annual legitimately derived sources of income, must be at least triple the prevailing minimum amount (€8,500.00) level set by the current national legislation</i>
9.	<input type="checkbox"/>	Availability of suitable lodging <i>For example (rental agreements, hotel booking etc.)</i>
10.	<input type="checkbox"/>	Proof of valid health insurance cover <i>This must cover all hospital and medical costs for the entire duration of your stay.</i>
11.	<input type="checkbox"/>	Previous work experience <i>Documentation must prove at least 6 months of minimum work experience in the currently proposed sector or field of work for which you are applying for.</i>
12.	<input type="checkbox"/>	(For Subordinate work/remote worker visa only) <ul style="list-style-type: none"> i. Contract of employment showing salary, which must not be lower than the prevailing Italian national average for the recognised profession that you are applying for as per point 7 above. ii. Notarised written declaration by the employer (including his/her passport copy), declaring that he/she has no past or pending convictions within the last 5 years, pertaining to Legislative Decree of the Italian Consolidated Text on Immigration i.e. art.22, comma 5-bis del Testo Unico
13.	<input type="checkbox"/>	One way travel ticket reservation (NO mobile screenshots allowed) If travelling by plane, train or bus the ticket(s) must be printed directly from the airline/train line/bus operator website (no third party agencies), showing passenger's name, dates, from/to.

If travelling by car, ferry tickets or Eurotunnel ticket(s) are required and must be printed directly from the operator website (no third party agencies), alongside with car registration (original plus photocopy) car insurance (original plus photocopy) and driving license. If renting a car, the same documentation is required plus the car rental documents.
If travelling to multiple Schengen countries, travel tickets between each country is mandatory.

14. **For Citizens of Pakistan, Afghanistan, Iraq, Palestine, Yemen and Travel Documents Holders (with the three letters code XXA or XXB appearing in the ICAO) need to provide full names of mother and father and it must result from a birth certificate or Consular declaration.**

IMPORTANT NOTES:

PROCESSING TIME FOR A NATIONAL VISA (Type D) CAN TAKE UP TO 90 DAYS FOR REMOTE WORKER AND UP TO 120 DAYS FOR DIGITAL NOMAD.

PLEASE BE AWARE THAT, AT THE TIME OF YOUR APPOINTMENT, YOUR APPLICATION WILL NOT BE ACCEPTED UNLESS PRESENTED WITH ALL REQUIRED DOCUMENTS. IF ALL THE ITEMS LISTED ABOVE ARE NOT PRESENTED, THE APPLICANT WILL HAVE TO RESCHEDULE A NEW APPOINTMENT.

THE INFORMATION OUTLINED ABOVE MAY BE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE. NO LIABILITY CAN BE ACCEPTED FOR THE CONSEQUENCES OF SUCH CHANGES.

THIS CONSULAR ADMINISTRATION HAS FULL AUTHORITY TO EVALUATE AND REQUEST ADDITIONAL DOCUMENTATION, IF DEEMED NECESSARY, IN ADDITION TO WHAT HAS BEEN SUBMITTED. FURTHERMORE, THE APPLICANT, IS HEREBY INFORMED THAT SUBMITTING ALL THE REQUIRED DOCUMENTATION, DOES NOT GUARANTEE THE ISSUANCE OF ANY PARTICULAR VISA.

Dear Applicant,

A complete application is a crucial step for a fast processing of your visa.

Please do not provide any document in the form of a screenshot or photo. All documents must be presented in A4 format.

If the Visa Application Center asks to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that our staff is addressed by the Italian Consulate in London NOT to accept any incomplete / incorrect applications.

I, the applicant, declare that I have been informed by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I received back all my original documents, which I had showcased as evidence to the VFS counter staff.

Date:

Signature of Applicant:

Name of VFS Staff:

Name of VFS Staff:
