



Consolato Generale d'Italia
Dubai - Emirati Arabi Uniti

DOCUMENT CHECKLIST FOR SCHOOL TRIP

LIST OF MANDATORY DOCUMENTS	
1	Application form duly completed and signed. Forms can be downloaded at https://consdubai.esteri.it/consolato_dubai/resource/doc/2016/03/application_form_c.pdf
2	One passport size colour photograph, white background, maximum 6 months old;
3	Original and 1 copy of passport valid for at least 90 days from the intended return date. Issued less than 10 years ago and with at least 2 blank pages.
4	Photocopy of UAE Residence Visa valid at least 90 days from the intended return date.
5	Previous Schengen, USA, or UK visa photocopy.
	If the applicant is 18 years old or above: a) NOC letter from sponsor stating: 1 Purpose of the trip; 2 Destination; 3 Exact dates of travel; b) Copy of the NOC signatory ID
6	If the applicant is a minor: a) A copy of both parents' (or legal guardians) passports; b) N.O.C.: <u>Consent letter</u> mentioning purpose of the trip, destination, exact dates of travel and name of the teacher who will be responsible for the student during the stay. Letter must be signed by both parents/legal guardians directly in CKGS . If one of the parents is abroad, he/she will be asked by the Consulate to contact the nearest Italian Consulate/Embassy in order to sign the consent letter in front of an officer; c) Birth certificate: No birth certificate is required if the full name of both parents/legal guardians are mentioned (in english) in the applicant's passport; If not, an original or certified copy of the birth certificate, (translated in Italian or English), duly <u>legalized</u> , must be provided; d) Divorced parents: Original/legalized copy of the divorce sentence with clear mention of full custody (translated in Italian or English); Originals and/or certified copies will be returned if a copy is provided.
7	Letter from the School mentioning: 1 Purpose of the trip; 2 Destination; 3 Exact dates of travel; 4 Name of the teacher/s responsible for the students; 5 Complete list of participants.
8	Proof of adequate financial means. Bank statements of the last 3 months on a bank letterhead. Photocopies or online statements will be accepted with original bank stamp.
9	Confirmed hotel booking;
10	Confirmed flight booking
11	Medical travel insurance: minimum coverage euro 30,000 inclusive of emergency repatriation flight and repatriation of mortal remains. Insurance policy must be issued by an UAE based insurance company;
NOTE	The passport will not be returned until the final decision on the visa is adopted, otherwise the application will be cancelled.
NOTE	This Consulate General reserves the rights to ask for a Personal Interview and/or additional documents.

DECLARATION:

I understand that an application without a complete set of documents (see the checklist above) may result in the refusal of my visa application.
The submission of a complete file does not guarantee the issuance of a visa.
The Consulate General of Italy in Dubai reserves the right to ask additional documents and a personal interview.

Applicant's Signature:

Date