



CONSOLATO GENERALE D'ITALIA DUBAI
I-EMIRATI ARABI UNITI

DOCUMENT CHECKLIST FOR BUSINESS VISA

LIST OF MANDATORY DOCUMENTS	
1	Application form duly completed and signed. Forms can be downloaded at www.it.ckgs.ae/apply-for-a-visa/documents-forms.html
2	1 passport size colour photograph, white background please check the specifications at www.it.ckgs.ae
3	Original and 1 photocopy of passport valid for 90 days from the return date. issued less than 10 years ago, at least 2 free pages (face to face)
4	Photocopy of UAE Residence Visa valid at least 90 days from the date of intended end of the requested visa.
5	Previous Schengen, USA, UK visa photocopy.
6	<p>No Objection Certificate from local sponsor or employer It should mention:</p> <ul style="list-style-type: none"> a Name and designation of the applicant b Name and designation of the managerial signatory c Purpose of the travel d Applicant's monthly salary e Start of employment date f Name and address of the company to be visited g Indication if the company will take care of all trip expenses h No objection on travel to Italy i Assurances that the applicant will return to the UAE after expiry of the visa <p>Note: The owner of a company would require NOC. House wife and other Dependants require NOC from the sponsor (passport copy and visa copy is required from sponsor) and the company. Applicant cannot sign the letter themselves.</p>
7	Employment Labour Contract
8	Copy of a valid trade license
9	Company's bank statements of the last 3 months Note: Bank Statement should be on a bank letter head , or photocopies with original bank stamp. Online statements are not accepted.
10	Invitation Letter from an Italia Company (Format "C" – need to download from the www.it.ckgs.ae or www.consduhai.esteri.it). Should be accompanied by ID/Passport copy of the signatory of the invitation letter and copy of "Visura Camerale"
11	Confirmed Hotel Booking or details of private accommodation
12	Medical travel insurance: minimum coverage euro 30,000 inclusive of repatriation flight.
13	Copy of flight booking
14	NOTE : The passport cannot be withdrawn once the application is submitted.
15	Processing times for your application can range anywhere from 5 to 20 days.

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