Ambasciata d'Italia
Abu Dhabi - Emirati Arabi Uniti

UNIFORM SCHENGEN VISA FOR TOURISM

Visa Type:	**Uniform Schengen Visa (type "C")**
Duration:	**up to 90 days**
Entries:	**1, 2 or multiple**
Time limits to apply for the visa:	**no more than six months before the intended travel date and no later than 15 calendar days before the intended travel date**
Time limit to conclude the procedure:	**15 calendar days extendable to 45 under particular circumstances (art. 23 of the Visa Code)**
Relevant regulations:	**art. 14, 24 and Attachment II to the Regulation (EC) no. 810/2009 and subsequent amendments (Visa Code);** **Part II, paragraph 6 and part III of the Visa Code Handbook, as well as attachment 14 to the Handbook;** **Inter-ministerial Decree no. 850/2011, Attachment A, section 19.**

OVERVIEW

The Uniform Schengen Visa for tourism allows the holder to access the Schengen Area for tourism reasons for a short-term stay not exceeding 90 days. However, applicants can submit their visa applications to the competent Italian Diplomatic-Consular Missions if Italy is the main destination of their trip, meaning that Italy is either the Schengen State where they intend to spend most days in the Schengen Area or the Schengen State of first entry.

The Visa Office will process only applications submitted no more than six months before the intended travel date and no later than 15 calendar days before the intended travel date. Applications submitted without compliance with the said time limits will be deemed unacceptable and immediately returned to the applicant by the BLS International's Staff. Furthermore, it must be noted that any fees paid to book the appointment will not be reimbursed.

The passport will not be returned until the final decision on the visa is adopted, taking into consideration that the whole procedure may be extended up to 15 days.

ONLY applicants holding a valid UAE Residence Visa issued in the Emirate of Abu Dhabi (Abu Dhabi, Al Ain and Al Dhafra regions) can submit their applications to the Embassy of Italy in Abu Dhabi by booking the appointment on the BLS International website (https://www.blsitalyvisa.com/abudhabi/). Holders of UAE Residence Visa issued in the Emirate of Dubai/Northern Emirates have to refer to the Consulate General of Italy in Dubai.

With regard to GCC citizens, since they do not hold the UAE Residence Visa, they can prove to reside/live within the Emirate of Abu Dhabi by submitting their Emirates ID showing Abu Dhabi/Al Ain/Al Dhafra as issuing place. If the issuing place is not mentioned on the Emirates ID, they can prove to reside/live within the Emirate of Abu Dhabi by submitting the below-listed documents:

- Salary and employment certificate attesting that the applicant lives and works in the Emirate of Abu Dhabi;
- *Tawtheeq* tenancy contract or property deed attesting that the applicant lives in the Emirate of Abu Dhabi, together with the last three-month water and electricity bills under the applicant's name.

If the applicant does not work and is sponsored by his/her family member, the same above-listed documents related to his/her family member must be submitted.

Applicants are strongly advised to proceed as follows:

1. Booking the appointment on the BLS website well in advance as soon as slots are available and scheduling the trip based on the appointment's date. Favouring any applicant by anticipating/postponing the appointment or authorizing a walk-in in BLS without appointment would disadvantage other applicants who have already booked their appointments on due time and are waiting for their turn to submit their applications.
2. Complying strictly with the instructions mentioned in this checklist and submitting all the documents listed below in order to avoid the issuance of the final refusal decision. However, the submission of a complete file does not guarantee the issuance of the visa.
3. Explaining clearly the reason for the trip and the itinerary through the cover letter. Furthermore, applicants can request a specific duration for the visa, number of days and number of entries by submitting the related accommodation and round-trip flight bookings. However, the final decision in this regard will always be upon the Visa Officers' discretion.

It must be noted as follows:

- If the applicant is below 18 years old, both the parents shall be physically present at the BLS International upon submitting the visa application, together with the applicant himself/herself;
- The Embassy reserves the right to invite the applicant for a personal interview and/or to request additional documents if needed to properly process the application;
- Although Schengen Visas allow the holders to enter all the Schengen States, travellers are highly recommended to comply strictly with the itinerary declared and the related accommodation and flight bookings submitted upon applying for visa, so that the

	information and bookings submitted can be deemed reliable (with regards to applicants obtaining a visa for a 90-day stay within 180, the itinerary and bookings submitted for the first trip counts). Indeed, an incorrect usage of the visa may lead to refusals on the occasion of further Schengen Visa applications.
1	**Application form for Schengen Visa (see for reference Application Form) to be filled in and originally signed by the applicant.** *In case of minors, the form must be signed by both the parents at the BLS Offices in the presence of the Staff in charge. Both the parents shall be physically present at the BLS International upon submitting the visa application, together with the applicant himself/herself.*
2	**No. 2 recent passport-size pictures (not older than 6 months) with white background.**
3	**Original passport.** • *The passport shall be not older than 10 years;* • *The passport shall be valid at least 90 days from the date of expiry of the requested visa;* • *The passport shall contain two blank pages at least.*
4	**Photocopy of the original passport.**
5	**Photocopy of the UAE Residence Visa issued in the Emirate of Abu Dhabi (Abu Dhabi, Al Ain and Al Dhafra regions) and valid at least 90 days from the intended return date.** *With regard to GCC citizens, since they do not hold the UAE Residence Visa, they can prove to reside/live within the Emirate of Abu Dhabi by submitting their Emirates ID showing Abu Dhabi/Al Ain/Al Dhafra as issuing place. If the issuing place is not mentioned on the Emirates ID, they can prove to reside/live within the Emirate of Abu Dhabi by submitting the below-listed documents:* • *Salary and employment certificate attesting that the applicant lives and works in the Emirate of Abu Dhabi;* • *Tawtheeq tenancy contract or property deed attesting that the applicant lives in the Emirate of Abu Dhabi, together with the last three-month water and electricity bills under the applicant's name.* *If the applicant does not work and is sponsored by his/her family member, the same above-listed documents related to his/her family member must be submitted.*
6	**Photocopies of previous Schengen, USA, Canada, Japan, UK visas.**
7	**Cover letter originally signed by the applicant detailing purpose of trip, duration of stay, dates and travel itinerary.**
8	**No-Objection Certificate originally signed by the local sponsor (as mentioned in the UAE Residence Visa).** *If the applicant works in the UAE, the following must be submitted:* • *NOC to be issued and originally signed by his/her sponsoring employer as shown in the UAE Residence Visa, stating as follows:* – *Name and designation of the applicant;* – *Name, designation and contact of the managerial signatory;* – *Applicant's monthly salary and starting date of employment;* – *No objection to travel to Italy;* – *Expected date to resume duties.* • *Photocopy of passport, UAE Residence Visa and Emirates ID of the person who has signed the NOC.* *See for reference the Template-Sponsor-Letter-Tourism-Company.* *If the applicant is partner in a local company, the following must be submitted:* • *NOC to be issued and originally signed by the local partner as mentioned in the company's trade license, stating as follows:* – *Name and designation of the applicant;* – *Name, designation and contact of the local partner;* – *Applicant's monthly salary and starting date of partnership;* – *No objection to travel to Italy;* – *Expected date to resume duties.*

	• *Photocopy of passport, UAE Residence Visa and Emirates ID of the person who has signed the NOC;* • *Photocopy of the company's trade license.* *If the applicant is unemployed and is sponsored by a family member as shown on the UAE Residence Visa, the following must be submitted:* • *NOC to be issued and signed by the sponsor, stating as follows:* – *Name of the applicant;* – *Name and contact details of the person signing the NOC;* – *Kinship relationship;* – *Attestation to personally bear all the expenses related to the trip;* – *Expected date of return to the UAE.* • *Kinships certificate such as marriage certificate and/or birth certificate to be legally translated into Italian or English language by a legal translator recognized in the UAE;* • *Photocopy of passport, UAE Residence Visa and Emirates ID of the person who has signed the NOC.* *See for reference the Template-Sponsor-Letter-Tourism-Dependent.* **IMPORTANT**: applicants cannot sign the NOC by themselves.
9	**Proof of adequate financial means.** *In case the applicant works in the UAE, the following is required:* • *Last three-month updated bank statement of the personal account in which the salary is received. If the applicant is an investor as a partner in a local company, the company's trade license is required in addition to both the personal and corporate bank statements. All the bank statements must be printed out on a bank letterhead and bear the original stamp of the bank;* • *Employment and salary certificate to be originally signed by the employer. If the applicant is an investor as a partner in a local company, the employment and salary certificate must be signed by the local partner;* • *Pay slips of the last 3 months originally stamped and signed;* • *Any other document to support the evidence of adequate means of subsistence during the intended stay (such as bank statements of additional accounts personally held in the UAE).* *In case the applicant is sponsored by a family member as per the UAE Residence Visa, the following is required:* • *Last three-month updated bank statement of the personal account in which the salary of the sponsoring family member is received. If the sponsoring family member is an investor as a partner in a local company, the company's trade license is required in addition to both the personal and corporate bank statements. All the bank statements must be printed out on a bank letterhead and bear the original stamp of the bank;* • *Employment and salary certificate of the sponsoring family member originally signed and stamped. If the sponsoring family member in an investor as a partner in a local company, the employment and salary certificate must be signed by the local partner;* • *Pay slips of the last 3 months originally stamped and signed;* • *Any other document to support the evidence of adequate means of subsistence during the intended stay (such as bank statements of additional accounts personally held in the UAE).* **IMPORTANT**: only bank statements issued by banks located in the UAE are accepted.
10	**Photocopy of medical travel insurance certificate covering the whole period of stay in the Schengen Area.** *The insurance policy is required to provide a minimum coverage of 30.000 euro, valid throughout the Schengen area, for emergency hospitalization and repatriation for medical reason, urgent medical attention, emergency hospital treatment or death and repatriation of mortal remains.*
11	**Proof of accommodation**. *The accommodation can be proved as follows:* • *Confirmed official hotel booking;* • *Invitation to lodge at the private accommodation of a citizen (Italian or foreigner) legally resident in Italy (see for reference the Invitation Form Private Accommodation). In this case, photocopies of the host's passport and signed tenancy contract or property deed, both duly legalized by the competent Italian Authorities, shall be submitted.* *If the applicant intends to travel also to other Schengen States in addition to Italy, based on the declarations made in the cover letter, the*

	proof of accommodation, such as confirmed hotel bookings in each State to be visited, shall be submitted. *If the applicant is a minor, his/her full name must be mentioned on the hotel and flight bookings together with the accompanying parents'.*
12	**Round-trip flight booking.** *If the applicant is a minor, his/her full name must be mentioned on the hotel and flight bookings together with the accompanying parents' full names.* *If the applicant intends to travel also to other Schengen States in addition to Italy, based on the declarations made in the cover letter, flight/train bookings related to the trips to the other States shall be submitted.* **IMPORTANT: the Visa Office will process only applications submitted no more than six months before the intended travel date and no later than 15 calendar days before the intended travel date. Applications submitted without compliance with the said time limits will be deemed unacceptable and immediately returned to the applicant by the BLS International's Staff. Furthermore, it must be noted that any fees paid to book the appointment will not be reimbursed.**
13	**If the applicant is a minor (below the age of 18), the following is required:** • *Photocopy of passport and UAE Residence Visa of both the parents (or legal guardians);* • *No-Objection Certificate originally signed by both the parents. The NOC must detail purpose of the trip, destination, itinerary and exact dates;* • *If only one of the parents travels with the minor, the other parent who will stay in the UAE, after having submitted the application at the BLS, is requested to proceed as follows:* – *Contact the Visa Office by e-mail (visa.abudhabi@esteri.it) and ask for an appointment at the Embassy;* – *Fill in and sign the Consent Form (see for reference Parents Consent Form For Children Under 18) in the presence of a Visa Officer in charge at the Embassy;* – *Get the signature on the Form legalized by the Officer in charge at the Embassy;* – *If the parent not accompanying the minor lives abroad, he/she must contact the Italian Diplomatic-Consular Mission accredited in the State where he/she resides in order to fill in and sign the same Consent Form in the presence of the Officer in charge and get his/her signature legalized. In this case a photocopy of the Form legalized by the Consulate/Embassy will be accepted;* – *If the parent not accompanying the minor passed away, the death certificate must be submitted. Death certificates must be either apostilled pursuant to the 1961 Apostille Convention or duly legalized by the competent Italian Diplomatic-Consular Mission accredited in the State where the death certificate was issued.* • *Photocopied and original birth certificate bearing names of both the parents, duly legalized by the UAE Ministry of Foreign Affairs. The certificate must be legally translated into Italian or English language by a legal translator attested in the UAE. No birth certificate is required if the full name of both parents/legal guardians are mentioned (in English) in the applicant's passport;* • *If the parents intend to authorize any other adult third party to accompany the minor children for the trip, they have to fill in and sign the Parents consent form minor trip with adult, while the accompanying adult has to fill in and sign the Custody acceptance form for minors travelling). Photocopies of passport and UAE Residence Visa of the accompanying adult are required;* • *Minor's full name must be mentioned on the hotel and flight bookings together with the accompanying parents'/adults' full names.* **IMPORTANT**: originals and/or certified copies will be returned if a copy is provided.

DECLARATION:

I understand that failing in submitting a complete set of ALL the above-listed documents may result in the refusal of my visa application. However, the submission of a complete file does not guarantee the issuance of the visa.

I understand that the Embassy of Italy reserves the right to request additional documents whether needed to properly process the application.

I understand that the time needed to process my visa application might be extended up to 15 calendar days (45 days under particular circumstances pursuant to art. 23 of the Visa Code), and the passport will not be returned until the final decision on the visa is adopted.

I, the undersigned, declare that I have read the information on the protection of personal data concerning the issuance of an entry visa in Italy and in the Schengen Area (General Data Protection Regulation/GDPR (EU) 2016/679, art.13) available on the website of the Embassy of Italy in Abu Dhabi.	**Initials:**

E-mail address (capital letters)	**Mobile number**
Place and date	**Applicant's signature** **(parents' signatures in case of minors)**