



CHECKLIST OF THE DOCUMENTS REQUIRED FOR THE ISSUANCE OF VISA TO WORKERS ON SHIPS/CRUISES (seafarers and staff in charge of complementary services on board)

Visa Type:	Uniform Schengen Visa (type "C") for transit or dependent work, or National Visa (type "D") for dependent work;
Duration:	up to 90 days (Uniform Schengen Visa - type "C") or from 91 to 365 days (National Visa - type "D");
Entries:	1, 2 or multiple;
Time limits to apply for the visa:	no more than nine 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 to be extended up to 45 in special cases (art. 23 of the Visa Code) for transit visa, 90 calendar days for dependent work visa;
Relevant regulations:	Regulation (EC) no. 810/2009 establishing the EU's Visa Code and subsequent and related attachments, art. 36; Inter-ministerial Decree no. 850/2011, Attachment A, section 17; Legislative Decree no. 286/1998, articles 3, 21, 22, 24, 27, 27 paragraph 1 septies, 27-quater and 27-quinquies; Presidential Decree no. 394/1999, articles 27, 29, 31, 40, 49 and 50; Law no. 103/2002; Inter-ministerial Decree no. 850/2011, Attachment A, section 8; Law no. 856/1986, art. 17.

OVERVIEW

Workers on ships/cruises who need to enter Italy in order to embark on a ship, flying the Italian or a foreign flag and moored in an Italian port, can apply for the Uniform Schengen Visa (type "C") for transit or the USV for dependent work, or the National Visa (type "D") for dependent work.

The Visa Office will process only applications submitted no more than nine 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.

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 calendar days to be extended up to 45 in special cases (art. 23 of the Visa Code) for transit visa, 90 calendar days for dependent work visa.

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. The appointments must be booked by contacting the Visa Office of the Embassy of Italy in Abu Dhabi by e-mail (visa.abudhabi@esteri.it). 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 the Emirates ID (front and back), showing Abu Dhabi/Al Ain/Al Dhafra as the place of issue. If the place of issue is not mentioned on the Emirates ID, the below-listed documents shall be submitted:

- 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 GCC citizen applying for the visa does not work and is sponsored by his/her family member, the Emirates ID or the same above-listed documents related to his/her family member shall be submitted.

Applicants are strongly advised to comply strictly with the instructions mentioned in this checklist by 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.

It must be noted that 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.



UNIFORM SCHENGEN VISA (TYPE "C") FOR TRANSIT

The Uniform Schengen Visa (type "C") for transit is issued to seafarers and hospitality/hotellerie staff who need to be embarked on or disembarked from ships flying a foreign flag located in Italian ports, based on the confirmation of the presence of the ship issued by the competent Italian Port Captaincy/Authority, and need the visa for the time necessary to transit from the airport to the port and vice versa. The transit visa can be issued to seafarers embarked on ships flying the Italian flag only in case they need to be disembarked at an Italian port due to the end of their employment. Pursuant to art. 36 of the Visa Code, seafarers can also obtain a transit visa at the border for reasons of embarkation/disembarkation from a ship on which they have worked as a seafarer. The visa can be requested up to 9 months before the beginning of the trip.

UNIFORM SCHENGEN VISA (TYPE "C") OR NATIONAL VISA (TYPE "D") FOR DEPENDENT WORK

Seafarers and other staff in charge of hospitality/hotellerie services on board can apply for either the Uniform Schengen Visa (type "C") for dependent work for a stay not exceeding 90 days or the National Visa (type "D") for dependent work for a stay of at least 91 days and up to 365, in case they need to board ships currently moored in a port in Italy for long-lasting maintenance reasons. The no-objection (*nulla osta*) to be issued by the competent Immigration Office in Italy is never required.

With regard to ships flying Italian flag, the following must be noted:

- Pursuant to art. 318 of the Navigation Code foreign seafarers who need to be embarked on ships flying the Italian flag are exempt from obtaining the visa for dependent work (in case of foreigners who need a visa just to cross the border, a transit visa will be issued);
- Pursuant to art. 27, letter h), of the Legislative Decree no. 286/1998 and art. 40, paragraph 12, of the Presidential Decree no. 394/1999, based on an ongoing tender between a foreign company and the owner of an Italian cruise ship, the foreign citizen employed by the foreign contractor, who need to embark on a cruise ship flying the Italian flag, has to apply either for a Uniform Schengen Visa (type "C") for dependent work if the stay does not exceed 90 days or a National Visa (type "D") for dependent work for a stay of at least 91 days and up to 365. The visa will be multi-entry and with a duration strictly commensurate with the period of work on board and in any case cannot exceed 365 days. No residence permit will be issued by the competent Italian Police Authorities and work activities can be carried out exclusively on board the ship.

With regard to ships flying an extra-EU State's flag, the following must be noted:

- Pursuant to art. 27, paragraph 1 septies, of the Legislative Decree no. 286/1998, seafarers and staff in charge of complementary services who need to embark on ships, also flying the flag of a non-EU State, moored in Italian ports, are authorized to carry out their work activities on board if they hold a visa for dependent work whose duration will be strictly commensurate with the period of work on board, and in any case cannot exceed 365 days. The no-objection (*nulla osta*) to be issued by the competent Immigration Office in Italy is never required. However, the ship must be moored in a port in Italy for maintenance and/or refitting.

NATIONAL VISA (TYPE "D") FOR DEPENDENT WORK

With particular regard to ships under construction and not yet registered in the naval registers, or registered in the provisional naval register, only the National Visa (Type "D") for a stay of at least 91 days up to 365 can be issued, pursuant to art. 22 of the Legislative Decree no. 286/1998 and art. 31 of the Presidential Decree no. 394/1999. Citizens of the following Countries can apply for this type of visa under the above-mentioned circumstances: Albania, Algeria, Bangladesh, Bosnia-Herzegovina, Korea (Republic of Korea), Ivory Coast, Egypt, El Salvador, Ethiopia, Philippines, Gambia, Georgia, Ghana, Japan, Guatemala, India, Kosovo, Mali, Morocco, Mauritius, Moldova, Montenegro, Niger, Nigeria, Pakistan, Peru, Republic of North Macedonia, Senegal, Serbia, Sri Lanka, South Sudan, Tunisia, Ukraine. In this particular case, the no-objection (*nulla osta*) to be issued by the competent Immigration Office and sent to the Visa Office through the system is required.

1	Application form for Schengen Visa to be filled in and originally signed by the applicant.
2	No. 1 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 opposite 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. <i>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 the Emirates ID (front and back), showing Abu Dhabi/Al Ain/Al Dhafra as the place of issue. If the place of issue is not mentioned on the Emirates ID, the below-listed documents shall be submitted:</i> • 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. <i>If the GCC citizen applying for the visa does not work and is sponsored by his/her family member, the Emirates ID or the same above-listed documents related to his/her family member shall be submitted.</i>
6	Cover letter addressed to the Embassy of Italy in Abu Dhabi and signed by the applicant detailing purpose of the trip, duration of the stay and itinerary within the territory of the Republic of Italy before boarding.
7	Photocopy of the employment contract signed by the Applicant and the Ship Owner or photocopy of the tender contract if the worker is not a direct employee of the Ship Owner.
8	Letter issued by the Ship Owner and addressed to the Embassy of Italy in Abu Dhabi, attesting the following: • Actual or upcoming mooring of the ship at the port in Italy and the mooring dates; • Employment of the Applicant, duration and kind of occupation, the salary, as well as the date of boarding of the Applicant; • The request to issue the visa to the Applicant.
9	Certificate of registration of the ship in the International Register.
10	Certificate of registration of the ship in the register of the flag Country (only if the ship flies an extra-EU State's flag).
11	Letter issued by the Italian Port Captaincy/Authority and addressed to the Embassy of Italy in Abu Dhabi, attesting the actual or upcoming mooring of the ship in the port and the mooring period. In case of continuation of navigation in territorial waters, the confirmation given by the concerned Port Authorities in this regard is required also.
12	In case of ships under construction and not yet registered in the naval registers, or registered in the provisional naval register, documents giving evidence in this regard are required. In this particular case, the no-objection (nulla osta) to be issued by the competent Immigration Office and sent to the Visa Office through the system is required.
13	Proof of adequate financial means. <i>In case the applicant works in the UAE, the following is required:</i> • Last three-month updated bank statement of the account where the salary is received on a bank letterhead and bearing the original stamp of the bank. If the applicant is investor as a partner in a local company, the company's trade license is required in addition to the personal bank statement; • Employment and salary certificate to be originally signed by the employer. If the applicant is 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 additional account bank statements). <i>In case the applicant is sponsored by a family member as per the UAE Residence Visa, the following is required:</i> • Last three-month updated bank statement of the account where the salary of the sponsoring family member is received. The bank statement must be issued on a bank letterhead and bearing the original stamp of the bank. If the sponsoring family member is investor as a partner in a local company, the company's trade license is required in addition to the personal bank statement;



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	• 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. Important: <u>only bank statements issued by banks located in the UAE are accepted.</u>
14	Photocopy of medical travel insurance certificate covering the whole period of stay in the Schengen Area. <i>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.</i> Important: <u>seafarers applying for the Uniform Schengen Visa (type "C") for transit are exempt from submitting the medical travel insurance certificate.</u>
15	Proof of accommodation. <i>The accommodation can be proved as follows:</i> • Confirmed official hotel booking; • Official declaration made by the Ship Owner attesting that the applicant will lodge on board only; • Invitation to lodge at the private accommodation of a citizen (Italian or foreigner) legally resident in Italy (the invitation form can be provided by the Embassy's Staff upon request). 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. The host must mention in the invitation letter dates of the stay, full address and contact details, as well as must declare to be aware of the penal responsibilities foreseen by art. 12 of Legislative Decree n. 286/1998 and subsequent modifications. <i>The proof of accommodation is required only if the Applicant will spend one or more days in the territory of the Republic of Italy before boarding the ship in order to start his/her duty.</i>
16	Flight booking. IMPORTANT: <u>the Visa Office will process only applications submitted no more than nine 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.</u>

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 to be extended up to 45 in special cases (art. 23 of the Visa Code) for transit visa, 90 calendar days for dependent work visa, 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	<u>Initials:</u>
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E-mail address (capital letters)	Mobile number
Place and date	Applicant's signature