



UNIFORM SCHENGEN VISA FOR INVITATION

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:	Regulation (EC) no. 810/2009 of the European Parliament and the Council and subsequent amendments (Visa Code), as well as Visa Code Handbook and related attachments; Legislative Decree no. 286/1998, art. 17; Inter-ministerial Decree no. 850/2011, Attachment A, section 6.

OVERVIEW

The Uniform Schengen Visa for invitation allows the foreigner to enter the Schengen Area for a short-term stay when invited Government Authorities, Bodies and Institutions, as well as public or private renowned organizations in order to attend political, scientific and cultural events.

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.

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.

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, their residence within the Emirate of Abu Dhabi can be proved through the Emirates ID, if "Abu Dhabi", "Al Ain" or "al Dhafra" are mentioned as "Issuing Authority".

If the issuing Authority is not mentioned on the Emirates ID, GCC citizens can prove to reside with 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 GCC citizen 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 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.

CHECKLIST OF THE DOCUMENTS FOR INVITATION VISA

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.



	• <i>The passport shall contain two blank opposite pages at least.</i>
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). <i>With regard to GCC citizens, since they do not hold the UAE Residence Visa, their residence within the Emirate of Abu Dhabi can be proved through the Emirates ID, if “Abu Dhabi”, “Al Ain” or “al Dhafra” are mentioned as “Issuing Authority”.</i> <i>If the issuing Authority is not mentioned on the Emirates ID, GCC citizens can prove to reside with the Emirate of Abu Dhabi by submitting the below-listed documents:</i> • <i>Salary and employment certificate attesting that the applicant lives and works in the Emirate of Abu Dhabi;</i> • <i>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> <i>If the GCC citizen 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.</i>
6	Documents to be provided by the local sponsor: • <i>Original no-impediment letter mentioning:</i> – <i>name and designation of the applicant;</i> – <i>name, designation and contact of the managerial signatory;</i> – <i>applicant's monthly salary and employment starting date;</i> – <i>no-impediment to the trip;</i> – <i>purpose of the trip and detailed information regarding the event the applicant shall attend;</i> – <i>period of the intended stay in Italy and expected date to resume duties;</i> – <i>if the sponsor takes charge of all the expenses related to the trip, this must be declared in the no-impediment letter.</i> • <i>Photocopy of the Emirates ID of the Signatory;</i> • <i>Photocopy of valid trade license.</i> <i>Note: If the applicant is a partner of the local company, he/she has to provide the company's trade license and the letter signed by the local partner.</i> <u>Important: applicants cannot sign the no-impediment letter by themselves.</u>
7	Documents to be provided by the host Body/Authority/Organization located in Italy: • <i>Invitation letter in Italian, providing detailed information regarding the event;</i> • <i>Copy of the ID card of the person who signed the invitation letter.</i>
8	Proof of adequate financial means. <i>In case the applicant works in the UAE, the following is required:</i> • <i>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;</i> • <i>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;</i> • <i>Pay slips of the last 3 months originally stamped and signed.</i> • <i>Any other document to support the evidence of adequate means of subsistence during the intended stay (such as additional account bank statements).</i>



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	<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 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. Important: <u>only bank statements issued by banks located in the UAE are accepted.</u>
9	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>
10	Proof of accommodation for the first months of stay at least. <i>The accommodation can be proved as follows:</i> • Confirmed official hotel booking; • Accommodation provided by the hosting educational Institution; <i>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.</i>
11	Flight booking. 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.

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