



Ambasciata d'Italia
Abu Dhabi - Emirati Arabi Uniti

DOCUMENTS CHECKLIST FOR AIRPORT TRANSIT VISA (UNIFORM SCHENGEN VISA - TYPE "A")

Time limit to conclude the procedure: 15 days extendable to 45 in specific circumstances pursuant to art. 23 of the Regulation (EC) no. 810/2009 of the European Parliament and of the Council of 13th July 2009 establishing a Community Code on Visas (Visa Code).

Relevant regulations: arts. 3 and 21, paragraph 6, of the Visa Code; Inter-Ministerial Decree no. 850/2011, Attachment A, section 16.

IMPORTANT NOTICE

ONLY applicants holding a valid UAE Residence Visa issued in the Emirate of Abu Dhabi (Abu Dhabi, Al Ain and Al Dhafra regions) can apply at the Embassy of Italy in Abu Dhabi.

Applicants can apply ONLY at the VFS Global Offices by booking an appointment online (<https://visa.vfsglobal.com/are/en/ita/book-an-appointment>). The Embassy of Italy is not responsible for handling the appointments for submission of the application.

Applicants are highly recommended to submit their applications at the VFS Global at least 15 days prior to the scheduled trip.

The Airport Transit Visa (ATV) permits the transit within the designated transit area inside airports of the Schengen States and does not allow the holder to enter the Schengen Area.

Only citizens of the following States are obliged to hold the ATV to transit within the designated international areas inside airports of the Schengen States: Afghanistan, Bangladesh, Democratic Republic of Congo, Eritrea, Ethiopia, Ghana, Iran, Iraq, Nigeria, Pakistan, Somalia, Sri Lanka, Senegal and Syria.

Citizens of the above-mentioned States are exempt from applying for the ATV if they meet one of the following conditions:

- they already hold either a valid Uniform Schengen Visa (Type "C") or a long-term National Visa (Type "D") or a Residence Permit issued by a Member State;
- they hold a valid Residence Permit issued by either a EU Member State which does not implement the Regulation (EC) no. 810/2009 or a Member State which does not fully implement the provisions of the Schengen *acquis* yet, or they hold any of the valid Residence Permits mentioned in the Annex V to the Regulation (EC) no. 810/2009, issued by Andorra, Canada, Japan, San Marino or the United States of America, authorizing the holder to re-enter the State of residency;
- they hold a valid Visa issued by EU Member State that does not participate in the adoption of the Regulation (EC) no. 810/2009, or a Member State that does not fully implement the provisions of the Schengen *acquis* yet, or Canada, Japan or the United States of America, and they travel to the issuing State or another third State, or they return from the issuing State after having used that Visa;
- they are family members of EU citizens;
- they hold a diplomatic passport;
- they are members of aircraft crews and citizens of one of the States part of the Chicago Convention on International Civil Aviation.

It has to be noted that obtaining the Schengen Visa does not automatically guarantee the transit within airports of the Member States, as well as does not guarantee the possibility to board connection flights to third States, as the regulations in force in the destination State apply.

1	Application form for Schengen Visa to be filled in and originally signed by the applicant. <i>In case of minors, the form must be signed by both the parents at the VFS Global Office in the presence of the Staff in charge.</i>
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 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>Applicants holding a UAE Residence Visa issued in the Emirate of Dubai or any of the Northern Emirates, in order to apply at the Embassy in Abu Dhabi, must submit the below-listed documents proving that he/she lives and works in the Emirate of Abu Dhabi:</i> • Employment certificate attesting that the applicant works in the Emirate of Abu Dhabi; • Tenancy contract attesting that the applicant lives in the Emirate of Abu Dhabi or last three-month water and electricity bills. <i>GCC nationals not holding a UAE Residence Visa can prove to live and work in the Emirate of Abu Dhabi by submitting the same above-listed documents.</i> <i>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.</i>
6	Photocopies of previous Schengen, USA, Canada, Japan, UK visas.
7	Cover letter originally signed by the applicant clarifying the reasons to apply for the ATV, as well as detailing purpose of trip, duration of stay in the destination State, dates, travel itinerary.
8	No-Objection Certificate originally signed by the local sponsor (as mentioned in the UAE Residence Visa). <i>If the applicant works in the UAE, the following must be submitted:</i> • 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. <i>See for reference the Template-Sponsor-Letter-Tourism-Company</i> <i>If the applicant is partner in a local company, the following must be submitted:</i> • NOC to be issued and originally signed by the local partner as mentioned in the company's trade licence, 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 licence. <i>If the applicant is unemployed and is sponsored by a family member as shown on the UAE Residence Visa, the following must be submitted:</i> • 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: <u>applicants cannot sign the NOC by themselves.</u>
9	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; • 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>
10	Medical travel insurance (covering the first months of stay at least). <i>A copy of medical insurance covering a minimum of 30.000 for emergency hospitalization and repatriation expenses for medical reason, urgent medical attention, emergency hospital treatment or death, valid throughout the Schengen area. The medical insurance has to cover the duration of the stay in Schengen States.</i>
11	Flight ticket showing the trip's itinerary. <i>The ticket needs to show the final destination and the point of transit in the Schengen area.</i> <i>If the applicant is a minor, his/her full name must be mentioned on the flight booking together with the accompanying parents' full names.</i>
12	Authorization to enter the country of final destination (i.e. visa, if required).
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 VFS, is requested to proceed as follows: – Contact the Visa Office by e-mail (abudhabi.visa2@esteri.it) and ask for an appointment at the Embassy; – Fill in and sign the Consent Form (see for reference Assenso rilascio visti figli minori) 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. • Photocopied and original birth certificate bearing names of both the parents, duly legalized by the UAE Ministry of Foreign Affairs and International Cooperation. 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. • Minor's full name must be mentioned on the flight booking together with the accompanying parents' full names. Important: <u>originals and/or certified copies will be returned if a copy is provided.</u>
NOTE	The passport will not be returned until the final decision on the visa is adopted. This Embassy reserves the rights to ask for a personal interview and/or additional documents.

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 exceed 15 days.

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