



Ambasciata d'Italia
Abu Dhabi - Emirati Arabi Uniti

CHECKLIST OF THE DOCUMENTS REQUIRED TO ISSUE THE DEPENDENT WORK VISA

Visa Type:	Uniform Schengen Visa (type "C") or National Visa (type "D") for dependent work
Duration:	up to 90 days (Schengen Visa) - from 91 to 365 (National Visa)
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:	90 calendar days
Relevant regulations:	Legislative Decree no. 286/1998, articles 3, 21, 22, 24, 27, 27-quater and 27-quinquies; Presidential Decree no. 394/1999, articles 29, 31, 40, 49 and 50; Law no. 103/2002; Legislative Decree no. 81/2015, art. 2 paragraph 1; Legislative Decree no. 206/2007; Inter-ministerial Decree no. 850/2011, Attachment A, section 8; Inter-ministerial Decree dated 29 th February 2024; Inter-ministerial Circular no. 2829, dated 28 th March 2024.

OVERVIEW

The dependent work visa permits the holder to enter Italy in order to perform a dependent work based on a regular employment contract stipulated with an employer located in Italy and based on the no-impediment (*nulla osta*) to the employment to be issued by the competent Immigration Office (*Sportello Unico per l'Immigrazione*).

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 90 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 apply at the Embassy of Italy in Abu Dhabi. Although the EU family member holds a UAE Residence Visa issued in the Emirate of Abu Dhabi or is registered in the Register of Italians living abroad (A.I.R.E.) in Abu Dhabi, the residence of the foreign citizen is always taken into consideration.

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 Emirate 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.

Before contacting the Visa Office, the applicant must be sure that the following procedure has been carried out:

1. The employer in Italy (natural person or legal person) must refer to the competent Immigration Office (*Sportello Unico per l'Immigrazione*) located in the district where the employee will reside and the work activity will be performed, requesting the no-impediment (*nulla osta*) to the employment;
2. After having approved the application, the Immigration Office will send the no-impediment to the Diplomatic-Consular Mission accredited in the Country where the employee is resident;
3. As soon as the no-impediment has been issued by the competent Immigration Office, the visa applicant shall contact the Visa Office (visa.abudhabi@esteri.it) sending the no-impediment certificate;
4. After having received the no-impediment file sent by the Immigration Office through the Visa system, as well as the no-objection certificate by e-mail in pdf format to be sent by the applicant, the Visa Office will invite the applicant to apply for the Visa submitting the below-listed documents. There are exceptions to the issuance of the no-impediment through the Visa system, and therefore a printed-out copy of the same



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will suffice in the following cases:

- no-impediment issued by the Immigration Office in the Autonomous Province of Bolzano, limited to non-quota entry for special cases (art. 27 of the Legislative Decree 286/1998) and Blue Card (art. 27 quarter of the Legislative Decree 286/1998);
- no-impediment to the employment in the sport sector issued by the Italian National Olympic Committee (CONI), to be sent to the Visa Office through the e-mail visti@coni.it;
- no-impediment to the employment in the entertainment industry issued by the National Agency for Active Employment Policies (A.N.P.A.L.), to be sent to the Visa Office through certified e-mail (PEC) directly by the Agency itself or by the employer.

The time limit to conclude the procedure is 90 days, which may be suspended in the following circumstances:

- 10-day suspension in case of visa refusal forewarning pursuant to art. 10-bis of the Law no. 241/1990;
- whether the Embassy requests foreign Authorities to provide data or documents which are deemed necessary for the conclusion of the procedure, pursuant to art. 6, paragraph 3, of the Ministerial Decree no. 171/1995. In this case the time limit to conclude the procedure is suspended until the Embassy receives the response from the competent foreign Authorities.

The *nulla osta* must be used within 6 months from the date of issue in case of applications submitted in the framework of the quota set by the related immigration decrees pursuant to art. 22 and 24 of the Legislative Decree 286/1998, or within 4 months in particular circumstances pursuant to art. 27.

With regard to seafarers, the no-impediment is not required. Seafarers who need to embark on ships flying the Italian flag are exempt from holding the dependent work visa (art. 318 of the Navigation Code as amended by the Law no. 88/2001), while foreigners involved in complementary on-board/*hotellerie* services (Law no. 865/1986) on board of Italian cruise ships shall apply for dependent work visa/seafarers based on the below-listed requirements:

- formal request issued by the ship's owner;
- individual employment contract;
- photocopy of the tender contract;
- certificate of registration of the ship in the International Register.

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 EMPLOYMENT VISA

1	Application form for D-type National 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.</i>
2	No. 1 recent passport-size pictures (not older than 6 months) with white background.
3	Original passport. • <i>The passport shall be not older than 10 years.</i> • <i>The passport shall be valid at least 90 days from the date of expiry of the requested visa, taking into consideration that a D-type National Visa valid 365 days will be issued.</i> • <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, 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</i>



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	<i>the Emirate 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	Photocopies of previous Schengen, USA, Canada, Japan, UK visas.
7	No-impediment certificate (<i>nulla osta</i>) issued by the competent Immigration Office (<i>Sportello Unico per l'Immigrazione</i>) in Italy, authorizing the employment of the applicant.
8	Documents to be provided by the hiring employer in Italy: • Photocopy of the employment contract stipulated between the applicant and the employer in Italy according to the labour law in force in Italy, signed by both the parties, or photocopy of the job offer letter issued by the employer in Italy and signed by both the parties; • Photocopy of the Chamber of Commerce Registration of the employer in Italy; • Photocopy of passport and Italian ID of the signatory.
9	No-impediment letter issued by the sponsor in the UAE. <i>Only in case the applicant will be relocated in Italy to work for the same Company he/she works for in the UAE or if the local employer intends to move the applicant to Italy based on ongoing business between the Company in the UAE and the one in Italy, the Company sponsoring the applicant in the UAE must issue a no-impediment letter addressed to the Embassy of Italy in Abu Dhabi, attesting and authorizing the applicant's relocation to Italy and requesting the issuance of the visa.</i>
10	Termination letter or attestation of resignation to be issued by the sponsor in the UAE. <i>Only in case the applicant intends to resign or has already resigned in order to move to Italy to work for a different Company, he/she shall submit the termination letter or an attestation of acceptance of resignation to be issued by the employer sponsoring him/her in the UAE.</i>
11	Proof of cancellation of the UAE Residence Visa, only if required by the Embassy in particular circumstances.
12	Medical travel insurance (covering the first month of stay at least). <i>The medical insurance policy must cover the Schengen Area for at least euro 30.000,00, inclusive of emergency hospitalization, urgent medical consultations and treatments, emergency repatriation flight for medical reasons and repatriation of mortal remains. The insurance policy must be issued by an insurance company based in the UAE.</i>
13	Proof of accommodation. <i>The accommodation can be proved as follows:</i> • 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.
14	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.



15	Highly qualified workers and EU Blue Card holders. Highly qualified foreign workers, who intend to carry out paid professions on behalf of or under the direction or coordination of other natural or legal persons, may be permitted to enter Italy, for periods exceeding three months, outside the quotas. Pursuant to art. 27-quater of the Legislative Decree no. 286/1998, with regard to no-impediments (<i>nulla osta</i>) to the employment of highly skilled workers and holders of EU Blue Card, in addition to all the documents listed in this checklist, the applicant shall submit alternatively the below-listed documents (both original and photocopied) previously submitted by the employer in Italy to the Immigration Office and aimed at obtaining the EU Blue Card: a) higher education certificates (both diploma and transcripts) achieved after completion of at least a three-year higher education course. The foreign worker shall submit the educational certificates duly apostilled or legalized, legally translated into Italian, along with the Declaration of Value (DOV). In this regard, the following must be noted: • if the educational certificates were issued by an educational Institution headquartered in a State WHICH IS NOT PARTY to the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, the applicant must obtain the legalization of his/her educational certificates by referring to the competent Italian Diplomatic-Consular Mission, which is the one accredited in the consular district of the State where the educational Institution which issued the certificates is headquartered. • if the educational certificates were issued by an educational Institution headquartered in a State WHICH IS PARTY to the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, the Apostille applied on the certificates can substitute the legalization requirements. For this purpose, the applicant must refer to the competent Government Authorities of the State where the Institution which issued the certificates is headquartered. • the foreign worker shall obtain the DOV by referring to the competent Italian Diplomatic-Consular Mission accredited in the consular district of the State where the educational Institution which issued the certificates is headquartered; • diploma and transcripts (including the Apostille) must be all translated into Italian language by a legal translator attested in the UAE. Kindly refer to the following link: https://ambabudhabi.esteri.it/ambasciata_abudhabi/en/informazioni_e_servizi/servizi_consolari/traduttori-giurati-noti-a-questa.html; b) documents proving that the applicant meets the requirements pursuant to the Legislative Decree no. 206/2007, only with regard to regulated professions which can be performed only after the registration in professional orders and registers held by Government Authorities; c) higher professional qualification attesting at least five years of professional experience of a level comparable to the higher education qualifications, relevant to the profession or sector specified in the employment contract/offer; d) with regard to managers and specialists in the field of information and communication technologies as per the ISCO-08 classification, no. 133 and no. 25, higher professional qualification attested by at least three years of relevant professional experience acquired in the seven years preceding the submission of the application for the EU Blue Card.
16	Intra-corporate transfers (ICT). Entries based on intra-corporate transfers (ICT) for periods exceeding three months, outside the quotas, are permitted to foreigners who reside outside the territory of the European Union at the time of submission of the no-impediment (<i>nulla osta</i>) by the host entity to the competent Immigration Office in Italy, or who have already been admitted to the territory of another Member State. Only the below-listed categories of workers can be permitted to enter Italy in the framework of intra-corporate transfers: a) directors/managers; b) specialized workers, i.e. workers with specialized knowledge which the host entity deems essential for its activities. The requirements are assessed based on higher education qualifications and adequate professional experiences in specific technical fields, as well as the foreigner's membership in a professional board/association; c) trainees, i.e. salaried workers holding a university degree, who are transferred to a host company for career development or in order to acquire business techniques or methods. The intra-corporate transfer consists in a temporary transfer of a foreign worker from a company established in an extra-EU Country



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to a host entity established in Italy. Both the sending company and the hosting one have to belong to the same Enterprise or the same Group of Enterprises, pursuant to Article 2359 of the Italian Civil Code.

Pursuant to art. 27-quinquies of the Legislative Decree no. 286/1998, with regard to no-impediments (*nulla osta*) to the employment of foreigners in the framework of intra-corporate transfers, in addition to all the documents listed in this checklist, the applicant shall submit the below-listed documents (both original and photocopied) previously submitted by the host entity to the Immigration Office in Italy and aimed at obtaining the no-impediment (*nulla osta*) to the employment of the foreigner:

1. the employment contract pursuant to the UAE labor law, attesting that the applicant has been working for the company for at least three months without interruption;
2. the no-impediment (*nulla osta*) application submitted by the host entity to the Immigration Office attesting that the foreigner will be hired as a director/manager, or a specialized worker, or a trainee;
3. higher education qualifications and the professional experience attestations, as mentioned above under letters b) and c).
4. posting letter or employment contract pursuant to the Italian labour law, attesting the duration of the posting, the remuneration and other employment conditions during the intra-corporate transfer. In addition to the mentioned documents, trainees only shall submit the individual training plan containing the duration, training objectives and conditions for carrying out the training. The host entity shall commit to fulfill the social security and welfare obligations provided for by the Italian law, unless there are social security agreements between Italy and the country of origin of the foreigner.

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 90 calendar days, 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