



UNIFORM SCHENGEN VISA FOR BUSINESS

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 and Attachment II to the Regulation (EC) no. 810/2009 and subsequent amendments (Visa Code); Part II, paragraph 6 of the Visa Code Handbook and attachment 14 to the Handbook; Inter-ministerial Decree no. 850/2011, Attachment A, section 2.

OVERVIEW

The Uniform Schengen Visa for business allows the holder to access the Schengen Area for a short-term stay not exceeding 90 days for economic and commercial reasons, such as launching or concluding business negotiations, learning and verifying goods purchased/sold including the related professional updating, as well as for the participation in exhibitions or trade fairs. 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 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 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. 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;
2. 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, it will always be upon the Visa Officers' discretion the final decision in this regard.

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 the Schengen Visa allows the holder to enter all the Schengen States, however travellers are highly recommended to comply strictly with the itinerary declared and the related accommodation and flight bookings submitted upon applying for visa, so as the information and bookings submitted can be 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.
2	No. 2 recent passport-size pictures (not older than 6 months) with white background.
3	Original passport. <ul style="list-style-type: none"> 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>With regard to GCC citizens who do not hold the UAE Residence Visa, they can prove to reside/live with the Emirate of Abu Dhabi by submitting the below-listed documents:</i> <ul style="list-style-type: none"> Salary and employment certificate attesting that the applicant lives and works in the Emirate of Abu Dhabi; Tawtheeq tenancy contract attesting that the applicant lives in the Emirate of Abu Dhabi or property deed, as well as last three-month water and electricity bills under the applicant's name. <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	Documents to be provided by the sponsoring employer (the local company as mentioned in the UAE Residence Visa): <ul style="list-style-type: none"> Letter originally signed (see for reference Template-Sponsor-Letter-Business), stating as follows: <ul style="list-style-type: none"> Name and designation of the applicant; Name, designation and contact of the managerial signatory; Applicant's monthly salary and starting date of employment; Declaration that the applicant has to proceed to Italy for business purpose on account /on behalf of the company; Full name and address of the inviting Italian company; Purpose of the business trip and nature of business; Expected date to resume duties. Photocopy of passport, UAE Residence Visa and Emirates ID of the person who signed the NOC; Photocopy of the company's trade licence. <p>NOTE: <u>if the applicant is partner in a local company, the NOC must be originally signed by the local partner and the company's trade license must be provided.</u></p> <p>IMPORTANT: <u>applicants cannot sign the N.O.C. by themselves.</u></p>
8	Documents to be provided by the Italian business counterparty inviting the applicant: <ul style="list-style-type: none"> Invitation letter in Italian language (see for reference Modello-invito-azienda-italiana); Photocopy of the Italian ID Card and passport of the person who signed the letter; Photocopy of the Chamber of Commerce Registration.
9	Proof of adequate financial means. <i>In case the applicant is an employee, the following is required:</i> <ul style="list-style-type: none"> 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 an investor as a partner in a local company, the company's trade license is required in addition to the personal bank statements; Employment and salary certificate to be originally signed by the employer. If the applicant is an investor as a partner in the company,



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	<p>the employment and salary certificate must be originally signed by the local partner;</p> <ul style="list-style-type: none"> 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). <p>IMPORTANT: <u>only bank statements issued by banks located in the UAE are accepted.</u></p>
10	<p>Photocopy of medical travel insurance certificate covering the whole period of stay in the Schengen Area.</p> <p>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.</p>
11	<p>Proof of Accommodation.</p> <p>The accommodation can be proved as follows:</p> <ul style="list-style-type: none"> 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. <p>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.</p>
12	<p>Round-trip flight booking.</p> <p>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.</p> <p><u>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.</u></p>

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.	<u>Initials:</u>
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E-mail address (capital letters)	Mobile number
Place and date	Applicant's signature