



Ambasciata d'Italia
Abu Dhabi - Emirati Arabi Uniti

UNIFORM SCHENGEN VISA FOR TOURISM (School trips)

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, 24 and Attachment II to the Regulation (EC) no. 810/2009 and subsequent amendments (Visa Code); Part II, paragraph 6 and part III of the Visa Code Handbook, as well as attachment 14 to the Handbook; Inter-ministerial Decree no. 850/2011, Attachment A, section 19.

OVERVIEW

Parents who intend to authorize their children to participate in an educational trip to Italy organized by the School the children are enrolled in have to apply for Uniform Schengen Visa for tourism.

The Uniform Schengen Visa for tourism allows the holder to access the Schengen Area for tourism reasons for a short-term stay not exceeding 90 days. 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. Booking the appointment on the BLS website well in advance as soon as slots are available. Therefore it is highly suggested to schedule the trips based on the appointment's date. Favouring any applicant by anticipating/postponing the appointment or authorizing a walk-in in BLS without appointment would disadvantage other applicants who have already booked their appointments on due time and are waiting for their turn to submit their applications;
2. 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;
3. 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, the final decision in this regard will always be upon the Visa Officers' discretion.

It must be noted as follows:



- If the applicant is below 18 years old, both the parents shall be physically present at the BLS International upon submitting the visa application, together with the applicant himself/herself;
- 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 Schengen Visas allow the holders to enter all the Schengen States, travellers are highly recommended to comply strictly with the itinerary declared and the related accommodation and flight bookings submitted upon applying for visa, so that the information and bookings submitted can be deemed 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	<p>Application form for Schengen Visa (see for reference Application Form) to be filled in and originally signed by the applicant.</p> <p><i>In case of minors, the form must be signed by both the parents at the BLS Offices in the presence of the Staff in charge. Both the parents shall be physically present at the BLS International upon submitting the visa application, together with the applicant himself/herself.</i></p>
2	<p>No. 2 recent passport-size pictures (not older than 6 months) with white background.</p>
3	<p>Original passport.</p> <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 opposite pages at least.
4	<p>Photocopy of the original passport.</p>
5	<p>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.</p> <p><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></p> <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. <p><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></p>
6	<p>Photocopies of previous Schengen, USA, Canada, Japan, UK visas.</p>
7	<p>Letter issued by the School and originally signed by the School's representative. The following to be mentioned and attached:</p> <ul style="list-style-type: none"> • Details of the trip: description/purpose of the trip, destination, travel dates; • Full names of all students attending the trip; • Full names of teacher/s responsible for the students; • Photocopy of passport and UAE Residence Visa of the signatory.
8	<p>Photocopy of passport and UAE Residence Visa of the accompanying teachers.</p>
9	<p>If the applicant is 18 years old or above, the following is required:</p> <ul style="list-style-type: none"> • No-impediment letter originally filled in and signed by the sponsor, stating as follows: <ul style="list-style-type: none"> - Purpose of the trip; - Destination;



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	<ul style="list-style-type: none"> - Exact dates of travel. • Photocopy of the sponsor's passport and UAE Residence Visa. <p>If the applicant is a minor, the following is required:</p> <ul style="list-style-type: none"> • Consent form originally filled in and signed by both the parents in the presence of the Visa Officers in charge at the Embassy (see for reference Parents Consent Form For Children Under 18), upon appointment to be requested by e-mail (visa.abudhabi@esteri.it). By filling in and signing the no-impediment letter, both the parents will give their consent to the minor to travel to Italy accompanied by the teacher/s appointed by the School, who will have custody of the minor during the whole trip. If one of the parents is abroad, he/she will have to contact the nearest Italian Diplomatic-Consular Mission in order to sign the no-impediment letter in front of the Visa Officer in charge; • Photocopy of both parents' passports and UAE Residence Visas; • If one of the parents 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; • If one of the parent passed away, the death certificate must be submitted. Death certificates must be either apostilled pursuant to the 1961 Apostille Convention or duly legalized by the competent Italian Diplomatic-Consular Mission accredited in the State where the death certificate was issued; • Original or certified photocopy of the birth certificate, duly legalized and legally translated into Italian language. No birth certificate is required if the full names of both parents/legal guardians are mentioned (in English) in the applicant's passport. In case of divorced parents, original/certified photocopy of the divorce sentence with clear mention of full custody, duly legalized by the Italian Diplomatic-Consular Mission accredited in the country where the document was issued, as well as legally translated into Italian, must be submitted.
10	<p>Declaration drawn up and originally signed by the accompanying teacher/s (see for reference Teachers custody acceptance form), attesting to accept the custody and to undertake full responsibility for the minor student during the whole trip.</p>
11	<p>Proof of adequate financial means. The following is required:</p> <ul style="list-style-type: none"> • 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 corporate bank statement; • Employment and salary certificate of the sponsoring family member originally signed and stamped. If the sponsoring family member is an investor as a partner in a local company, the employment and salary certificate must be signed by the local partner and photocopy of passport and UAE Residence Visa of the local partner is required; • 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>
12	<p>Photocopy of medical travel insurance certificate covering the whole period of stay in the Schengen Area.</p> <p><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></p>
13	<p>Proof of accommodation.</p> <p><i>Confirmed hotel bookings to be submitted. However, if visits to other Schengen States in addition to Italy are scheduled, based on the details of the trip provided in the letter of the school, the proof of accommodation, such as confirmed hotel bookings in each State to be visited, shall be submitted.</i></p> <p><i>If the applicant is a minor, his/her full name must be mentioned on the hotel and flight bookings together with the accompanying teachers'.</i></p>
14	<p>Round-trip flight booking.</p> <p><i>If the applicant is a minor, his/her full name must be mentioned on the hotel and flight bookings together with the accompanying teachers'.</i></p> <p><i>If visits to other Schengen States in addition to Italy are scheduled, based on the details of the trip provided in the letter of the school, flight/train bookings related to the trips to the other States shall be submitted.</i></p>



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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 (parents' signatures in case of minors)