



IMPORTANT: The application **must be submitted at least 15 days before the intended travel date**. Failing to do so will result in the application to be returned. Submission of an incomplete application will result in a visa refusal.

1	☐	Application form duly completed and signed.
2	☐	One passport size color photo, white background, maximum 6 months old (see specifications);
3	☐	A valid passport (and a copy) satisfying the following criteria: ○ its validity must be at least three months longer than the visa requested; ○ it must contain at least two blank pages; ○ it must have been issued within the previous 10 years; ○ it must hold a valid UAE visa. Damaged passports will not be accepted.
4	☐	Copy of UAE Residence Visa valid at least 90 days from the intended return date.
5	☐	Previous Schengen, USA, or UK visa copy.
6	☐	No Objection Certificate from local sponsor/employer mentioning: ○ Name and designation of the applicant; ○ Start of employment date; ○ Applicant's monthly salary; ○ Purpose of the business trip, name and address of the company to be visited; ○ Exact duration of business trip; ○ Information on who will cover the trip expenses (UAE Company of Italian Company); ○ Assurances that the applicant will return to the UAE after expiry of the visa; ○ Name and designation of the managerial signatory; ○ Direct phone number and e-mail of the signatory; ○ Provide copy of passport and UAE visa of the signatory. The owner of a company would require a letter as well. Applicant cannot sign the letter themselves.
7	☐	Employment Labor Contract / agreement. For owners, trade license must clearly report their name.
8	☐	Copy of a valid trade license.
9	☐	Verifiable evidence of sufficient means of subsistence during intended stay: ○ Last 3 months applicant's bank statements (foreign bank accounts will not be considered); In addition to the above the applicant can also provide: ○ Last 3 months pay slips; ○ Last 3 months credit card statements; ○ Any other document that might help evaluate your financial situation in the UAE (i.e. other bank accounts, personal properties, investments, etc...). Company bank statements are accepted only when the applicant is company owner/partner as per trade license. Bank Statement should be on a bank letterhead. Photocopies or online statements must bear the original bank stamp.
10	☐	Documents proving the existence of a business relation with the company in Italy such as (but not limited to) recent invoices or commercial agreements. General statements such as "business purposes" or "start a business relation" will not be accepted.
11	☐	Invitation letter from the Italian Company in "Format C" with copy of an ID/Passport of the signatory bearing the signature. The letter of invitation must mention: • Clear and detailed information about the purpose of the trip (general statement as i.e. "to start a business relation" will not be accepted);



BUSINESS VISA CHECKLIST

		- Exact duration of the business trip; - Information on who will cover the expenses;
12	☐	Copy of "Visura Camerale" of the Italian company issued in the last 6 months.
13	☐	An international medical insurance covering the entire stay with a minimum of 30.000 € coverage and full and unlimited coverage for hospitalization. Emergency repatriation flight as well as repatriation of mortal remains must be included. Detailed table of benefit must be provided.
14	☐	Confirmed hotel booking.
15	☐	Confirmed flight ticket reservation.

I understand that an application without a complete set of documents may result in the refusal of my visa application. The submission of a complete file does not guarantee the issuance of a visa. The passport will not be returned until the final decision on the visa is adopted. The Consulate General reserves the right to ask for a personal interview or any additional documents.

I also declare that I have read the information on the protection of personal data concerning the issue of visas pursuant to the General Data Protection Regulation (EU) 2016/679 available on the website <https://vistoperitalia.esteri.it>.

Date	Signature

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