

Italy – D (NATIONAL) VISA FOR SUBORDINATE Employment Checklist

(as per Consulate of Italy Cape Town **Jurisdiction)

List of supporting documents

Dear applicant,

Thank you for your interest in applying for a visa for Italy. The following information is provided to assist you in lodging your application. You are encouraged to read it carefully and take note of all the information provided. It is important for you to do so, as failure to provide any required documents may affect the processing of your application.

You should lodge your application when you have all the required documents as detailed below.

Applicant Name:	
Application tracking number:	

Please prepare your documents in the following order:

	DOCUMENTS	DESCRIPTION	ATTACHED		OFFICIALS' NOTES
			YES	NO	
1	Passport (LS)	Must have a validity of at least 3 months prior to the returning date and 3 blank pages for SA passport holders 6 months for Foreign passports			
2	National (D) Visa Application Form				
3	Colour ID Photos (x2)	VFS Global provides this service			
4	Photocopy of passport				
5	Photocopy of all previous visas				
6	Proof of Transport (LS)	Confirmed air ticket, or other mode of transport, proving the arrival into Italy.			
7	Travel Insurance (LS)	Must be: - valid for the entire Schengen area - valid for the duration of the stay; - cover for a minimum of 30.000 Euros; - For long stays a minimum 30 days policy is necessary awaiting for the registration of the residence permit			
8	NULLA OSTA (authorization) of the relevant SUI (Sportello Unico Immigrazione) of the Questura which will appear on the visa system	Authorization from SUI desk to issue the visa. The visa must be issued within the 3 months from the issuing of such NULLA OSTA			
9	Proof of Funds	In the form of 3months bank statement and a bank letter confirming the availability of funds in Rands to initially finance their stay.			
10	Proof of Accommodation	Rental contract or proof of ownership of property in Italy			
11	Proof of Residence in SA	Copy of the contract with the inviting Shipping Company. If the applicant is not directly employed by the Shipping Company a copy of the sub-contract			
12	Proof of Payment	Copy of the VFS's receipt.			

**** Please ensure that you are applying at the correct Jurisdiction which is determined by your city/place of Residence and not the Nationality of passport holder (check the website for more information)**