Embassy of Italy
Nairobi

CHECKLIST FOR **EMPLOYMENT** *(lavoro subordinato)*
SCHENGEN (C/VSU) or NATIONAL VISA (D/VN)

APPLICANT MUST APPLY IN PERSON - No stapling of documents - Screenshots or photos are inadmissible.
Original & 1 copy (originals and/or certified copies will be returned)

1.	☐	**VISA APPLICATION,** duly filled out in English and signed by the applicant (for minors: signed by both parents and legal guardian).
2.	☐	**ONE BIOMETRIC COLOUR PASSPORT PHOTO** (not older than 6 months) (35 mm x 45 mm), on white background, full face and front view, in colour. Scanned or photocopied photos will not be accepted.
3.	☐	**PASSPORT** – Original & One copy of biometric page and copies of previous Schengen, USA, or UK visas Valid for a period of *at least 3 months* after the applicant's last day of stay in the Schengen area and not older than 10 years. **Please ensure that the passport is signed and has 2 facing blank pages to affix visa**. p ***If Visas are in old passport*:** copy of the first page of the old passport and copies of relevant visas.
4.	☐	For non-Kenyans: **KENYAN ID – EVIDENCE OF LEGAL RESIDENCE** Kenyan resident permit; Permanent Residence; Student pass (*must provide official University's letter confirming course attended*); re-entry stamp in passport. ☝ *The validity of the permit must exceed the planned stay in the Member States by at least 3 months.* ☝ *Visitor's pass stamp on passport will not be accepted*
5.	☐	"**NULLA OSTA**" (*entry clearance*) Issued no more than 6 months earlier by the competent "*Sportello Unico*" (Unified Immigration Desk) ▪ **Sport Visas (SY)** "Nulla Osta" must be sent by the Italian National Olympic Committee (C.O.N.I.) to the Embassy of Italy in Kenya (from the email address visti@coni.it) ▪ **Entertainment (SX)** (*spettacolo*)**:** "Nulla Osta" must be issued by A.N.P.A.L. (*Agenzia Nazionale per le Politiche Attive del Lavoro/*National Agency for Active Labour Market Policies), to be sent directly to the Embassy of Italy in Kenya via PEC (Certified Electronic Mail)
6.	☐	**(FOR SHORT-TERM/SCHENGEN VISA) INDIVIDUAL TRAVEL MEDICAL INSURANCE** (Policy Certificate Page only) Purchased by an insurance company in Kenya or in the Schengen area; cover the whole period of stay; contain the full name of applicant as per passport; valid for the whole Schengen Area, with a minimum coverage of € 30.000 for urgent hospitalization or repatriation expenses; stamp and signature of the insurance company are mandatory. ▪ **Alternatively**, letter from existing Medical Insurance company (e.g., BUPA, Allianz, Cigna etc.) or employer confirming coverage in the Schengen area meeting the prerequisite requirements.
7.	☐	**TRAVEL DOCUMENTATION** **Flight** booking (return for Schengen visa – one way for National visa) - with PNR - issued by a dependable Travel Agent or Airline - indicating the applicant's full name as per passport, departure cities and destination(s).

IMPORTANT NOTE: Submission of **FALSE/COUNTERFEITED** documentation will automatically lead to a **VISA REFUSAL** and report will be filed immediately to the relevant Kenyan and/or Italian authorities.

IMPORTANT NOTES:

Citizens of Pakistan, Afghanistan, Iraq, Palestine, Yemen and Travel Documents Holders (with the three letters code XXA or XXB appearing in the ICAO) need to provide full names of mother and father from a birth certificate or Consular declaration + translation in English

- Visa applications must be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than six months before the start of the intended visit.
- **AVERAGE PROCESSING TIME FOR AN EMPLOYMENT VISA APPLICATION IS 90 CALENDAR DAYS (CAN BE LONGER DURING PEAK TIMES)**
- The Embassy and VFS cannot assume the responsibility to return original documents presented with the application.
- The Embassy may conduct an interview (in person or by phone).
- The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what has been submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.
- The Embassy will only process the application once the required documents have been submitted in full.
- Please *verify the accuracy of the visa sticker* and communicate any discrepancies/corrections within 5 working days. (Passport number, your full name, visa's start date, validity time and entries)
- Note that the visa's validity is based on the travel plans specified in the application's documentation (at the Embassy's Officials discretion).

I, the applicant, declare that I have been advised by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I received back all my original documents, which I had showcased as evidence to the VFS staff.

Date: _____

Name of Applicant: _____ Signature: _____

Name of VFS staff accepting the application: _____