



**Embassy of Italy
Mascate**

DEPENDENT WORK VISA – REMOTE WORKER

Documents required for Visa applications

	Application form – duly completed on line, printed and signed. The form can be download from the website of the Italian Embassy. Please note that for staying up to 90 days you should apply for a Schengen Visa, and for a National Visa for staying beyond 91 days.
	Passport – its validity must extend at least three months after the intended date of departure and it must contain at least two blank pages.
	Photocopy of relevant passport pages , such as: data page, previous Schengen, UK and USA visas.
	Copy of national ID/resident card.
	A recent passport sized color photograph with a white background (35–40mm in width). <u>Head covering are only accepted for religious reasons</u> . Please see the following link: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf
	If you had a visa refusal by an Embassy in the last two years, written explanation about reasons for trip and refusal.
	Documents proving the status of “highly skilled worker”, pursuant to art. 27-quater, paragraph 1, of the Legislative Decree no. 286/1998. In order to prove to be a “highly skilled worker”, in addition to prove an experience of at least six months in the selected field of work, the applicant must prove to hold the following alternatively: • Higher education degree of at least three years, issued by a University or higher education Institute accredited in the State where the degree was achieved, or a post-high school professional qualification of at least three years or corresponding at least to level 6 of the National Framework of the Qualifications referred to in the Decree of the Ministry of Labor and Social Policies dated 08th January 2018; • Certificates issued by the competent Italian Authority as mentioned in art. 5 of the Legislative Decree no. 206/2007, attesting that the applicant meets the requirements to perform a regulated profession; • Higher professional qualification achieved based on at least five years of professional experience. The applicant must submit the following documents issued by the competent Government Authority located in the State where the qualification was achieved (e.g. Chamber of Commerce, Municipality, Government Bodies, Social Security Bodies, etc.): – The Company’s identification data and the specific sector of activity; – The position held by the applicant within the Company (owner, partner, employee); – Photocopy of the employment contract and the pay slips (at least two pay slips for each year declared); – Certificate issued by the employer attesting the experience and skills gained within the Company, as well as the starting and ending dates of the professional experience. • Higher professional qualification achieved based on at least three years of relevant professional experience gained in the last seven years prior to the submission of the visa application, in case of IT and communications

managers and specialist, according to the ISCO-08 classification, no. 133 and no. 25. All the documents/certificates issued by foreign Government Authorities/Bodies/Universities/Institutions must be legalized by the competent Italian Diplomatic-Consular Mission accredited in the consular district of the State where the Government Authorities/Bodies which issued the documents/certificates is headquartered. As an alternative to the consular legalization, the Apostille can be applied on the documents/certificates if the Government Authorities/Bodies/Universities/Institutions which issued the documents/certificates is headquartered in the consular district of a State which is party to the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. With regard to the higher education certificates, the Declaration of Value shall be submitted. In order to obtain the DOV, the applicant must submit his/her certificates to the competent Italian Diplomatic-Consular Mission accredited in the consular district of the State where the educational Institution which issued the certificates is headquartered. All the documents must be legally translated into Italian language. All the documents must be submitted both original and photocopied. The photocopies must be submitted bearing the Consular certified copy attestation Documents to be provided by the hiring employer in Italy. • Employment contract detailing the work activity to be performed, based on the requirements referred to in article 27-quater, paragraph 1, of the Legislative Decree no. 286/1998. The amount of the annual salary must not be lower than the remuneration provided for in the national collective agreements stipulated by the trade unions, and in no case the annual salary can be inferior to the average gross annual salary as recorded by ISTAT and available at the following link: http://dati.istat.it/viewhtml.aspx?il=blank&vh=0000&vf=0&vcq=1100&graph=0&viewmetadata=%201&lang=en&QueryId=12006; • Self-declaration to be signed by the employer attesting that he/she has not been convicted in the last 5 years for the crimes referred to in article 22, paragraph 5-bis, of the Legislative Decree no. 286/1998; • Photocopy of the Chamber of Commerce Registration of the employer; • Photocopy of passport of the employer.	
Proof of an income relating to the previous financial year which must be higher than the minimum level required by law for exemption from health care contribution (approximately € 8,500), already acquired in the Country of residence.	
Health insurance covering a minimum of €30,000 for emergency hospitalization and repatriation expenses, valid throughout the Schengen area.	
Proof of accommodation in Italy. The availability of an appropriate accommodation can be proved as follows: • Rental contract of a residential property, legalized by a notary public accredited in Italy or by the competent Municipality; • Property deed legalized by a notary public accredited in Italy or by the competent Municipality;	

DECLARATION:

I have been informed that:

- An application without a complete set of documents according to the present checklist may lead to the refusal of my visa application;
- The submission of a complete file does not guarantee the issuance of a visa;
- The Embassy of Italy in Muscat reserves the right to ask for additional documents and personal

interview;

- Once the application is submitted the passport cannot be withdrawn.

I have read:

the information on the protection of individuals with reference to the processing of personal data for the issuance of an entry visa in Italy and in the Schengen area (General Data Protection Regulation (EU) 2016/679, art. 13).

Muscat, _____

Visa applicant's signature

Officer's signature