



Embassy of Italy  
Dar es Salaam

## **SCHENGEN VISA FOR OFFICIAL INVITATION**

1. Visa application form duly completed in all its parts and printed from the following link: <https://e-applicationvisa.esteri.it>

NB: It is important that the barcode on the last page is clearly printed;

2. Original passport (or other travel document recognized by the Italian Government) and a copy thereof, valid for at least three months beyond the expiry date of the requested visa, containing at least two blank pages and issued no more than 10 years ago;
3. For non-Tanzanian nationals: original and copy of the valid work permit and residence permit;
4. One [ICAQ](#)-compliant passport photograph;
5. Proof of accommodation (e.g. hotel reservation);
6. Schengen travel medical insurance (covering emergency medical treatment, hospitalization and repatriation, with a minimum coverage of EUR 30,000), valid for all Schengen States and for the entire duration of the intended stay;
7. Round-trip flight reservation (purchase of the ticket is not mandatory);
8. Copies of any previously issued visas;
9. Consular fee, payable exclusively in Tanzanian Shillings and in cash on the day of the appointment. To verify the current amount, please consult the section "[cost for a visa and how to pay](#)" on the website;
10. Official invitation letter, Identification document (ID) of the inviting person and relevant documents related to the inviting company/Institution;
11. Bank statements for the last three months, together with a bank introduction letter (original, signed and stamped).
12. Documents relating to the applicant's employment or economic status:
  - Company owners/directors: TIN Number, business licence, TRA documents, BRELA extract, company registration documents and company bank statements for the last three months accompanied by a bank introduction letter (originals or certified copies).



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- Employees: original employer's letter, valid employment contract, salary slips for the last three months, and personal bank statements for the last three months accompanied by a bank introduction letter (all originals, signed and stamped).
13. Any other document in regards to the visa application.