



Embassy of Italy  
Dar es Salaam

## **SCHENGEN VISA FOR OFFICIAL MISSION**

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 [ICAO](#)-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 from the inviting institution;
11. Original introduction letter from the employer; if Government entity, the applicant is requested to submit copy of the Note Verbal issued by the Ministry of Foreign Affairs; the NV must indicate the mission programme and the authority covering the expenses related to the assignment in Italy.  
N.B. For FAO, IFAD, WFP, Bioversity International and IDLO: the Note Verbale must be sent to the Embassy of Italy by email (or through PRISMA) via the Permanent Mission to the United Nations Organizations in Rome (FAO–IFAD);
12. Any other document in regards to the visa application;



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