

## Visa Applications in Zambia

### List of supporting documents to be submitted by applicants for short stay visas

#### A. REQUIREMENTS FOR ALL TYPES OF TRAVEL

##### 1. General requirements

- ❖ Application form duly completed
- ❖ 2 **recent passport** size photos (white background)
- ❖ Passport and copies of previous visas – PLEASE NOTE the validity of the passport must be for a minimum of 3 months beyond return date, and must have at least two blank pages.
  
- ❖ for Zambian/Malawian citizens: Copy of the National Registration Card;
  - for non-Zambians living in Zambia/Malawi: work /residence permit valid for at least three months beyond the applicants' intended departure from the territory of the Member States.
  - if the non-Zambian/Malawi national does not intend to return to Zambia/Malawi, the applicant should present proof that entry to his/her country of origin or any other third country of destination is guaranteed
- ❖ Travel medical insurance valid **for the entire Schengen area** for a minimum coverage of €30,000 and repatriation
- ❖ flight reservation and complete intended itinerary, if possible covering the whole intended journey throughout the territory of the Member States, including return

##### 2. Verifiable evidence of sufficient means of subsistence during intended stay

- ❖ applicant's own means in Zambia:
  - original bank account statements stamped by the bank showing movements over the last 3 months; or
  - formal obligation by a third person to cover the applicant's stay, including proof of identity and of financial means of that person (e.g. bank account statements).
  
- ❖ other verifiable evidence such as:
  - if the applicant is employed: employment contract or recent employer statement, including information on monthly salary;
  - if the travel costs are covered by a company/organisation: Signed letter to that effect, certificate of registration, company bank statement of the past 3 months;
  - other means of Regular income, i.e. generated by property, social benefits.

##### 3. Proof of integration into the country of residence

- ❖ proof of employment/self-employment:
  - if the applicant is employed: Recent letter from employer indicating the employment status of the applicant within the company as well as the duration of the contract and duration of employment, salary slips stamped by the company (or equivalent), NAPSA;
  - if the applicant is a company owner or self-employed: Certificate of registration of the company as well as company shareholder certificate and update certificate of incorporation from PACRA2 (**issued in the past 10days**); tax return form.

- ❖ proof of family ties: marriage certificate, birth certificate of the children of the applicant to prove ties to the home country. If applicable: proof of other special circumstances, e.g. nursing care of family member due to serious illness/disability etc.

#### 4. **If the applicant is a minor**

- ❖ minor's birth certificate (certified copy)
- ❖ certified copies of ID/Passport of both parents
- ❖ the consent of a parent or legal guardian is required only if the minor is going to travel alone or with only one of the parents. Exceptions could be made, if the minor travels with the person who has exclusive parental authority (relevant court documents must be submitted).
  - if the child travels with only one parent, the other parent must produce the certified consent.
  - if only one parent has guardianship of the minor, the relevant court documents must be submitted.

### **B. ADDITIONAL REQUIREMENTS DEPENDING ON THE PURPOSE OF TRAVEL**

#### **1. Tourism**

- proof of accommodation for the whole duration of the intended stay, throughout the territory of Member States: document from the hotels/establishments providing accommodation or any other appropriate document indicating the accommodation envisaged, e.g. proof of real estate property.
- confirmation of the booking of an organized trip or any other appropriate document indicating the envisaged travel plans, e.g. individual booking of planned activities, guided tours, event tickets etc.

#### **2. Family or private visit**

- for family visits: proof of family ties with the referent/inviting person
- proof of accommodation for the whole duration of the intended stay in the territory of Member States:
  - in case of stay at a private address of family or a friend: a written and signed invitation. Some Member States require that a specific form be used for the invitation letter. For others, the signature on this invitation should be legalized by the competent authorities.
  - other document from the hotel/establishment providing accommodation or any other appropriate document indicating the accommodation envisaged, e.g. proof of real estate property abroad if staying in own holiday home.

#### **3. Business**

- invitation from a company or authority to attend a meeting, conference or event (including the purpose of invitation, the identity of invited person and the intended length of stay), or other proof of purpose of stay, e.g. entry ticket for fair/congress
- documents from employer confirming travel and showing purpose, business activities, applicant's position in the company.

#### **4. Medical treatment**

- a certificate from a local medical institution in Zambia confirming the need of specific medical treatment to be provided in the destination Country.
- an official document of the medical institution in the Member State of destination confirming that it has committed to performing the specific medical treatment and that the patient will be admitted accordingly and estimates of costs for the full treatment.
- an estimate of the estimated duration of hospitalization and subsequent observation before being allowed to return to Zambia.
- proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as additional insurance coverage.

## **5. Research or training**

- certificate of enrolment at an educational establishment in the Member State of destination for the purposes of attending vocational or theoretical courses within the framework of basic and further training.
- if applicable, work permit or other relevant permits in relation to the research or training.
- letter of the institution in Zambia sending the applicant in which it is mentioned: full address and telephone number, reason and permission for absence, name and function of the person signing the permission.

## **6. Official purposes**

- A letter issued by the Zambian authorities (Note Verbale) confirming that the applicant is a member of the official delegation travelling to a Member State to participate to a particular meeting/event, accompanied by a copy of the official invitation from the Organizers.

### **IMPORTANT NOTES**

- *The Italian Embassy in Lusaka will issue visas to travellers whose main destination is Italy;*
- *The Visa office reserves the right to request additional documentation and/or a further interview with the applicant;*
- *Presentation of all the requested documents does not necessarily guarantee issuance of a Visa;*
- *Submission of counterfeit or falsified documents will result in refusal of entry into the Schengen Area; such papers will not be returned and may be sent to the relevant local Judicial Authorities;*
- *Schengen Border Authorities are entitled to demand proof of requisites from all travellers and may refuse entry to Visa holders.*

**Visa fee: Zambia Kwacha 1.670,00**

***The Visa fee must be paid in full at the time of application by cash payment only and is not refundable.***

***Kindly ensure to bring the correct amount.***

***Please note that the visa fee is subject to variations depending on the current exchange rate.***