



Embassy of Italy
Lusaka

Requirements for Schengen Visa I.I.O.O.

*Visa Applications must be submitted a minimum **of 15 days prior to departure.***

Kindly note that documents listed under 2 and 3 must be submitted in both original and photocopy

1. Duly **completed application form** (free of charge) complete with **ONE** recent colour photograph (white background). **DO NOT** attach photo to application form.
2. Original passport (with a validity of at least 3 months after the visa's expiry date and at least 2 blank pages), together with copies of any previous Schengen, UK, Canadian or USA visas.
3. Copy of applicant's NRC - Non-Zambian/Malawi citizens must hold a valid residence permit and exit/re-entry visa (For Refugees – New Refugee ID Card 01.12.2000 and letter from Home Affairs authorizing departure and re-entry into Zambia);
4. Proof of valid means of travel (i.e. return flight booking or proof of sufficient funds for a return ticket for long term visas)
5. The Invitation letter has to be sent by email DIRECTLY to the Visa Section of the Embassy from the I.I.O.O. The following details must be clearly stated by the Inviting Organization:
 - a. Details of meeting duration or length of course and costs
 - b. Confirmation of availability of lodging (with exact physical address)
 - c. Whether all expenses are covered for the full duration of the stay in the Schengen Area;
 - d. Specific expenses covered by sponsor and those covered by applicant;
6. Travel medical insurance for all Schengen Countries with a minimum coverage of €30,000 for emergency hospitalization and repatriation expenses for the duration of your stay (up to 90 days) unless otherwise stated in the invitation letter.
7. Proof of applicant's financial means (Bank Statements of the past 3 months)
8. Letter from employer in Zambia/Malawi (i.e. Company or Institution) confirming applicant's position, leave granted etc. - Applicants employed in the Government sector must submit a *Note Verbale* from Ministry of Foreign Affairs.

IMPORTANT NOTES

- *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: [Tariffario-2025-IV-Trimestre.pdf](#)