

LIST OF REQUIREMENTS FOR BUSINESS

1. Application form - Duly completed and signed on each page, including privacy page;
2. Passport - Valid a minimum of 3 months after the return date from their trip to the Schengen area and minimum of 3 blank pages + copy of passport;
3. 1 passport size photos
4. NRC + Copy – Foreign Citizens must be holders of Zambia's residence permit.
5. Copy of previous Schengen visas;
6. Medical insurance MUST CLEARLY state that it is valid for ALL SCHENGEN COUNTRIES for the duration of your trip with a minimum cover of Euros 30,000.00 for emergencies and include repatriation;
7. Verifiable evidence of sufficient means of subsistence during intended stay, original bank account statements stamped by the bank showing movements over the last 3 months;
8. For business reasons in Italy, the specific form "Invito per affari" must be completed by the Legal Representative of the inviting Company and sent directly to this visa office before the appointment, together with the signatory's ID/Passport and the relevant documents mentioned in the letter;
9. PACRA Certificate of your representing company (with details of shareholders) updated to the last 30 days;
10. Letter from employer stating your position, purpose of travel and details of sponsorship;
11. Return flight booking;
12. Hotel booking if not provided by the inviting Company;

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](#)