



Embassy of Italy
Lusaka

Requirements for Official/Mission - Schengen Visa

1. Duly completed application form (free of charge);
2. One recent passport-size color photograph (white background), ICAO standard;
3. Original passport (valid for at least six months beyond the expiry date of the requested visa and with a minimum of 3 blank pages), along with copies of previous Schengen visas;
4. Copy of the National Registration Card (NRC) for Zambian citizens, or ID document for other nationalities;
5. For non-Zambian citizens, non-Malawian citizens: copy of a valid residence permit with a minimum validity of 3 months beyond the expiry date of the visa;
6. Formal request from the reference Organization (when applicable);
7. Note Verbale from the Ministry of Foreign Affairs (MOFA) of Zambia;
8. Letter from the employer certifying sponsorship (coverage of expenses);
9. Proof of accommodation;
10. Travel medical insurance;
11. Round-trip flight reservation.
12. For minors:
 - Both parents must sign the visa application forms;
 - Duly legalized/apostilled birth certificate (original documents will be returned after the assessment of the application);
 - Letter from the school confirming enrollment and/or attendance.

IMPORTANT NOTES

- The Visa Section reserves the right to request additional documentation and/or a subsequent interview with the applicant;
- The submission of all required documents does not necessarily guarantee the issuance of the visa;
- The submission of forged or falsified documents will lead to the visa refusal; such documents will not be returned and may be forwarded to the competent local Judicial Authorities;
- The Schengen Border Authorities have the right to request proof of requisites from all travelers and may refuse entry to visa holders.