



Embassy of Italy
Lusaka

Requirements for a Schengen Visa – MISSION FOR INTERNATIONAL ORGANIZATIONS (I.I.O.O.)

- Application form: Duly completed (free of charge) with ONE recent color photograph (white background), ICAO format. DO NOT attach the photo to the application form;
- Original passport: Valid for at least 3 months after the expiry date of the visa and containing at least 2 blank pages, along with copies of any previous Schengen, United Kingdom (UK), Canada, or USA visas;
- Identity documents: Copy of the applicant's National Registration Card (NRC) or Identity Document. *(Non-Zambian/Malawian citizens must hold a valid residence permit and an exit/re-entry visa. For refugees: New refugee identity card dated 01.12.2000 and a letter from the Ministry of Home Affairs authorizing departure from and re-entry into Zambia);*
- Proof of travel arrangements: Proof of valid means of travel (e.g., round-trip flight reservation or proof of sufficient funds to purchase a return ticket in the case of long-term visas);
- Official invitation letter: Must be sent via email DIRECTLY to the Visa Section of the Embassy by the International Organization (I.I.O.O.). The following details must be clearly specified by the host organization:
 - a. Details regarding the duration of the meeting or course and the associated costs;
 - b. Confirmation of accommodation availability (including the exact physical address);
 - c. Whether all expenses are covered for the entire duration of the stay in the Schengen Area;
 - d. Specific expenses covered by the sponsor and those covered by the applicant;
- Travel medical insurance: Valid for all Schengen countries with a minimum coverage of €30,000 for emergency hospitalization and repatriation expenses for the duration of the stay, unless otherwise stated in the invitation letter;
- Proof of applicant's financial means: Bank statements covering the last 3 months;
- Employment letter: A letter from the employer in Zambia/Malawi (e.g., company or institution) confirming the applicant's position, approved leave/permission, etc. Applicants employed in the government sector must submit a Note Verbale from the Ministry of Foreign Affairs.

IMPORTANT NOTES

- Additional requests: The Visa Office reserves the right to request additional documentation and/or a subsequent interview with the applicant.
- No guarantee: The submission of all required documents does not automatically guarantee the issuance of the visa.
- Fraudulent documents: The submission of forged or falsified documents will result in the refusal of the visa; such documents will not be returned and may be forwarded to the competent local judicial authorities.
- Border control: Schengen Border Authorities have the right to request proof of requirements from all travelers and may refuse entry to visa holders.