



*Embassy of Italy*

*Wellington*

## VISA CHECKLIST

### SELF-EMPLOYMENT VISA

(SHORT STAY, UNDER 90 DAYS OR LONG STAY, OVER 90 DAYS)

In order to lodge an appointment, applicants are required to attempt to book an appointment using the [PRENOT@MI](mailto:PRENOT@MI) application available on our website.

| <b>BASIC REQUIREMENTS</b> (for all visas) |  | <b>CHECK</b> |
|---|--|--------------|
| 1   | Applicants must be citizens or permanent residents of New Zealand, Tuvalu, Samoa, Tonga, Niue, Cook Islands, Kiribati, and Pitcairn. |              |

| <b>ADDITIONAL REQUIREMENTS</b> (self-employed professionals and entrepreneurs) |  | <b>CHECK</b> |
|--|--|--------------|
| 1  | Self-Employed professionals are those mentioned in the list of the Italian Ministry of Justice “Associazione delle Professioni non Regolamentate” according to D. Lgs 206/2007 art. 26 comma 3 and according to “Elenco Professioni Vigilate” are included in ordini, collegi e albi professionali (professional orders, professional boards and bulletin boards). For medical professions the applicant will need to provide proof of inscription in the national register. |              |
| 2  | Entrepreneurs are considered those business operators who intend to perform in Italy a commercial activity that is considered significant for the Italian economy.   |              |

| <b>ADDITIONAL REQUIREMENTS</b> (Partners and Chairmen of Italian Companies) |  | <b>CHECK</b> |
|---|--|--------------|
| 1   | Partners and Chairmen (listed in D.I. 850/2001) in Italian S.p.A., S.r.l. and SAPA, which must have been operating for at least three years. |              |

| <b>ADDITIONAL REQUIREMENTS</b> (Managers or highly qualified employees, university language tutors and university professors, translators and interpreters) |   | <b>CHECK</b> |
|---|---|--------------|
| 1   | Managers or highly qualified employees of companies based in Italy or with branches in Italy, or of branch offices of foreign companies headquartered in a member country of the World Trade Organisation, or managers of main offices in Italy of Italian firms or firms of another EU member.<br><u>OR</u><br>University language tutors and university professors intending to fill an academic position in Italian universities or in an educational institute.<br><u>OR</u><br>Translators and interpreters. |              |

| <b>ADDITIONAL REQUIREMENTS</b> (Artists and entertainment industry personnel: well renown artists and his/her entourage or artists invited by renown Italian institutions or theatres) |                     | <b>CHECK</b> |
|--|---------------------|--------------|
| 1  | Schengen Visa only. |              |

| <b>BASIC DOCUMENTS</b> (for all visas) |  | <b>CHECK</b> |
|--|--|--------------|
| 1                                      | For short stay: printed and completed <a href="#">Schengen Visa</a> .<br>For long stay: printed and completed <a href="#">National Visa Application Form</a> .   |              |
| 2                                      | Current passport with at least 3 months' residual validity after the visa expiry date and 2 blank pages (original plus one photocopy).   |              |
| 3                                      | Valid NZ Residence Permit (for applicants that are not NZ citizens).   |              |
| 4                                      | 1 recent passport-size photo. <a href="#">ICAO</a>   |              |
| 5                                      | Availability of a suitable lodging.  |              |
| 6                                      | Full flight itinerary including border of entry into Italy.<br>WITH<br>Return-trip booking from/to NZ for Schengen Visa Applications (short stay).<br>OR<br>One way travel ticket reservation for National Visa Applications (long stay).  |              |
| 7                                      | Travel insurance: minimum coverage of €30,000 for medical reasons, emergency hospital, repatriation expenses including for body remains, valid for all Schengen countries and for the whole duration of the stay in the Schengen area policy (ONLY from European and local NZ insurance companies). (Only for short stay visas i.e. under 90 days) |              |
| 8                                      | Proof of payment of the visa processing fee (i.e., screenshot of your bank account). Payment is required by bank transfer. Please note that the amount of the visa processing fee changes from quarter to quarter, details <a href="#">here</a> (please pay amount for the required visa).   |              |
| 9                                      | Prepaid self-addressed courier envelope with attached "Courier with Signature" label (to be purchased separately). For Rural deliveries please include also a "Rural Delivery label" (also purchased separately).  |              |

| <b>ADDITIONAL DOCUMENTS</b> (self-employed professionals and entrepreneurs) |   | <b>CHECK</b> |
|---|---|--------------|
| 1   | Declaration by the Office authorized to issue any required certification, license and authorization, to receive notices of commencement of business activity, or by the Body which supervises professional associations. Such declarations should be issued within the previous three months.                       |              |
| 2   | Nulla Osta (authorization) issued within the previous 90 days by the competent Italian Questura (Police Commissary).  |              |
| 3   | Proof of income earned during the preceding fiscal year in the country of residence, higher than the minimum level provided by the law for exemption from participation in medical and health public assistance (8.500 Euro).   |              |
| 4   | Declaration of parametri di riferimento (list of specific assets to perform different commercial or professional activities) issued by the local Chamber of Commerce or by the pertinent professional order. Such amount cannot be lower than the triple of the minimum social welfare yearly income (24.000 Euro). |              |

| <b>ADDITIONAL DOCUMENTS</b> (Partners and Chairmen of Italian Companies) |  | <b>CHECK</b> |
|--|--|--------------|
| 1  | Certification of enrolment of the firm in the Business Registry (Visura Camerale).   |              |
| 2  | Nulla Osta (authorization) issued within the previous 90 days by the competent Italian Questura (Police Commissary).   |              |
| 3  | Copy of the declaration of responsibility sent by legal representative of the Italian company to the local Italian DTL (Territorial Labour Office) stating that, in virtue of the contract stipulated, the applicant will not be employed as a subordinate worker. |              |

| <b>ADDITIONAL DOCUMENTS</b> (Managers or highly qualified employees, university language tutors and university professors, translators and interpreters) |  | <b>CHECK</b> |
|--|--|--------------|
| 1  | Certification, issued by the competent Labour Territorial Service of the Italian DTL (Territorial Labour Office) stating that, in virtue of the contract stipulated, the applicant will not be employed as a subordinate worker. |              |
| 2  | Nulla Osta (authorization) issued within the previous 90 days by the competent Italian Questura (Police Commissary).   |              |
| 3  | A contract showing a yearly income higher than the minimum level provided by the law for exemption from participation in medical and health public assistance (8.500 Euro).  |              |

| <b>ADDITIONAL DOCUMENTS</b> (Sport personnel and Athletes) |  | <b>CHECK</b> |
|--|--|--------------|
| 1  | Declaration of consent by CONI (Italian National Olympic Committee sent directly to the competent Italian Diplomatic/ Consular Representation, indicating the athlete's personal data, sport practiced, and details and address of the team/club of destination. |              |
| 2  | Nulla Osta (authorization) issued within the previous 90 days by the competent Italian Questura (Police Commissary).   |              |

| <b>ADDITIONAL DOCUMENTS</b> (Artists and entertainment industry personnel: well renown artists and his/her entourage or artists invited by renown Italian institutions or theatres) |   | <b>CHECK</b> |
|---|---|--------------|
| 1   | Job contract ensuring the self-employee's compensation is higher than the amount provided by the Italian national contracts for the same category of employees. |              |