

LIST OF DOCUMENTS REQUIRED FOR A WORK VISA (NATIONAL VISA)

Application Form

The application form should be filled in **ENGLISH or ITALIAN and signed PERSONALLY by the Applicant**. Each applicant including minors have to fill out separate application form. In case of minors application form can be signed **only by parents**.

Please pay attention: application forms are signed by third parties, even if there is a power of attorney, are not considered by the Italian Embassy.

Photo

The size of the photo is **35 mm x 45 mm** with the head in the center of the frame. the face should cover 70-80% of the photo area. The photo must be taken recently within the last six months. The background color of photo should be **plain white**. You should be looking directly at the camera with no other objects obstructing the face (except glasses or etc for the medical reasons).

Unclear, too dark, too light, too contrasting, too pale photos, as well as photos with an image modified using electronic image editors, are not accepted. Your entire face including forehead, ears and eyebrows should be visible in the photo. It is allowed to wear a head covering for religious reasons, however, your face should be fully visible. The photographs mismatching mentioned requirements are not considered.

Travel document/ Passport

The passport must be valid for the next 3 months after intended trip. The passport must have at least two blank pages to affix visa and for border stamps. The passport in original with copies of pages containing personal information and copies of all pages with visas and stamps on them must be submitted.

For not citizens of the Republic of Kazakhstan

Foreign citizens should provide the proof of legal long-term stay in Kazakhstan (residence permit/temporary residence permit). It must be valid for more than 6 months before the time of submission.

Medical Insurance

Medical insurance coverage should meet following criteria:

- 1) - name and surname of person insured (according to the passport);
- 2) - the insured period of travel (the period of first travel to Schengen area);
- 3) - number of days for the insured period (number of travel days according to the tickets
- 4) provided);
- 5) - the territory insured (Worldwide or Schengen countries);
- 6) - amount insured (not less than 30.000 euro or 50.000 dollars)

Insurance policies of Russian companies are not considered.

One –way ticket Reservation

Applicants must provide a one-way airline ticket reservation. It is also recommended to provide ticket reservations (Air/railway transport/Buses) when traveling on the territory of Italy and the countries of the Schengen Agreement.

Official permission "Nulla Osta"

Applicants must submit "Nulla Osta" (copy) issued by the competent authority of Italy (Sportello Unico Immigrazione) by the Italian Immigration Service.

Other documents

Documents representing evidence of family ties (including marriage certificate, documents confirming family composition, birth certificate of children, documents confirming the existence of family or other personal ties in the states of the Schengen zone).

If you are requesting a multi entry visa you are advised to also bring copies of any commercial correspondence, contracts or recent invoices.

Notification: Digital documents are not considered.

The Visa Section of the Embassy of Italy may request additional documents at its Discretion.