



Italian Embassy
Tashkent

UNIFORM SCHENGEN BUSINESS VISA

Visa Type:	Uniform Schengen Visa (type "C")
Length of stay:	up to 90 days over a 180 days period
Entrances:	1, 2 or multiple entries
Time requirements for submitting the application:	no earlier than six months and at the latest 15 calendar days before the start of the planned trip
Deadline for completion of the procedure:	15 days extendable up to 45 in the cases provided for by Article 23 of the Visa Code
Reference legislation:	<ul style="list-style-type: none"> • art. 14 and Annex II of Regulation (EC) No. 810/2009 and subsequent amendments (Visa Code) • Part II, point 6 and Part III of the Practical Manual, as well as Annex 14 of the Practical Manual • Interministerial Decree No. 850/2011, Annex A, point 2

GENERAL OVERVIEW

Visa applicants are advised to consider the following:

- the visa applicant must be physically present at the Embassy at the time of submitting the application;
- The Embassy reserves the right to invite the applicant for a personal interview and/or to request additional documents to supplement the visa application, if deemed necessary for a more in-depth evaluation of the application;

CHECKLIST OF SUPPORTING DOCUMENTS

1	Uniform Schengen Visa Application Form duly completed online (https://e-applicationvisa.esteri.it/index.html), printed with barcode and signed in original by the interested party.
2	A recent (no older than six months) passport-sized photo with a white background ICAO
3	<p>Original passport.</p> <ul style="list-style-type: none"> • the passport issue date must not be older than 10 years; • the passport must be valid for at least 90 days from the expiry date of the requested visa; • The passport must contain at least two blank pages.
4	Photocopy of passport.
5	<p>Proof of residence documentation.</p> <p>The proof of residence documentation ONLY for Uzbek citizens is as follows:</p> <ul style="list-style-type: none"> • Uzbek identity card/domestic passport; • Certificate of residence downloadable from the portal https://my.gov.uz. <p>The proof of residence documentation ONLY for non-Uzbek citizens residing in Uzbekistan is as follows:</p> <ul style="list-style-type: none"> • A valid and up-to-date residence permit issued by the competent authorities of the Republic of Uzbekistan. The original residence permit must be presented at the visa counter, along with a photocopy to be attached to the visa application. It is preferable that the residence permit be valid for at least 90 days after the return date. • work permit issued by the "Migration Agency under the Cabinet of Ministers of the Republic of Uzbekistan"; • Employment certificate and salary downloadable from the portal https://my.gov.uz; • Certificate issued by the visa applicant's employer, with original signature and stamp, accompanied by a copy of the signatory's passport and Uzbek identity card. The signature on the certificate must match the signature on the Uzbek passport/identity document. The certificate must state the applicant's place of employment and residential address. If the visa applicant runs a business, a copy of the Chamber of Commerce registration and/or business license must be attached. However, if the visa applicant is not employed and is dependent on a family member, the same documents relating to the dependent family member must be attached to the application, along with a signed original statement from the family member certifying that the visa applicant is dependent, and a copy of the family member's Uzbek passport/identity document; • Rental agreement or property deed proving the visa applicant's residency in Uzbekistan, along with electricity and water bills for the



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	<p>last three months in their name. If the visa applicant is not a tenant or owner, they must submit the same documentation in the name of the family member with whom they live, in addition to a copy of the cohabiting family member's passport or identity card.</p>
6	<p>Photocopies of previous Schengen visas issued in the last 3 years.</p>
7	<p>Documents to be provided by the employer.</p> <ul style="list-style-type: none">• Letter signed and stamped in original by a legal representative of the local company (see "Template-Sponsor-Letter-Business") where the visa applicant is employed. The letter must contain the following:<ul style="list-style-type: none">– name of the signatory and position held;– name of the signatory legal representative, position held, telephone and email contact details;– monthly salary received by the visa applicant and date of employment in the Company;– the visa requirements for the applicant who will travel to Italy for business reasons on behalf of the Company;– company name and address of the Italian commercial counterpart;– purpose of the trip and type of activities to be carried out;– information regarding the assumption of travel and accommodation expenses of the foreign citizen (whether the expenses will be borne by the Uzbek or Italian company);– date of resumption of service in Uzbekistan.• Photocopies of passport/identity card of the signatory legal representative;• Photocopy of the company's company registration and/or commercial license• Certificate attesting the regularity of the Company's tax position, downloadable from https://my.gov.uz. <p>IMPORTANT: <u>If the visa applicant is the owner or shareholder of the company, the aforementioned letter must be drafted and signed by a legal representative or another partner/shareholder of the company. The visa applicant cannot draft and sign the letter on his or her own behalf.</u></p>
8	<p>Documents to be provided by the inviting Italian commercial counterpart.</p> <ul style="list-style-type: none">• Invitation letter written in Italian ((See "Italian company invitation letter"). The letter must contain the following:<ul style="list-style-type: none">– clear and detailed information regarding the commercial nature of the foreign citizen's visit (generic information will not be taken into consideration);– exact duration of the foreign citizen's stay for business reasons;– Information regarding the assumption of travel and accommodation expenses of the foreign citizen (whether the expenses will be borne by the Uzbek or Italian company).• Photocopy of the signatory's passport and/or identity card;• Photocopy of the recent company registration.
9	<p>Documents proving possession of adequate financial means in Uzbekistan.</p> <ul style="list-style-type: none">• A bank statement updated to the last three months for the personal account into which the salary is paid. If the visa applicant is self-employed or owns a business, a company registration certificate and/or a business license proving ownership of the business is required, in addition to personal and business bank statements. All bank statements must be printed on bank letterhead and bear the original bank stamp in liquid ink.• internationally accepted credit/debit card statement updated within the last three months;• Employment certificate and salary downloadable from the portal https://my.gov.uz;• any other document supporting proof of adequate financial means during the intended stay (e.g. bank statements from any additional current accounts). <p>IMPORTANT: <u>Only bank statements issued by credit institutions located in the Republic of Uzbekistan, with a liquid ink stamp, will be taken into consideration (bank statements must not be older than 10 working days from the date of submission of the visa application).</u></p>
10	<p>Additional documentation proving the existence of existing business relationships between the Uzbek company and the Italian counterparty, such as paper correspondence, contracts, purchase orders, estimates, entrance tickets to trade fairs and events, and any other document deemed useful and supportive for the purposes of processing the visa application.</p>



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11	<p>Certificate of health insurance coverage for the entire period of stay in the Schengen Area.</p> <p><i>The insurance policy must provide a minimum coverage of €30,000.00, valid throughout the Schengen Area, and must include emergency hospitalization, repatriation for medical reasons, urgent medical care, emergency hospital care, death, and repatriation of the deceased.</i></p>
12	<p>Proof of accommodation.</p> <p><i>Availability of accommodation can be proven as follows:</i></p> <ul style="list-style-type: none"> • <i>booking confirmation at the accommodation facility;</i> <p><i>If, based on the statements made in the employer's letter, the travel itinerary includes other Schengen states in addition to Italy, the visa applicant will have to demonstrate the availability of accommodation in the other Schengen states to which he or she intends to travel, presenting the same documentary evidence mentioned above.</i></p>
13	<p>Round trip flight booking.</p> <p><i>If the visa applicant intends to travel to other Schengen countries in addition to Italy, he or she must also attach flight and/or train reservations for travel to the other countries.</i></p> <p>IMPORTANT: <u>The Visa Office will only process applications submitted no more than six months before the intended travel date and no later than 15 calendar days before the intended travel date. Applications submitted outside the aforementioned time limits will be immediately rejected by the reception staff at the counter. If the application has already been entered into the IT system, the Visa Office will issue the citizen a simplified decision declaring the application inadmissible, return the attached documents, delete the biometric data from the system (if acquired), and refund any fees collected.</u></p>
14	<p>Checklist of supporting documents.</p> <p><i>The visa applicant must submit this checklist, written in both Italian and a foreign language they understand. The checklist must be printed by the visa applicant and signed in original.</i></p> <p><i>In the event of any discrepancies in interpretation between the version originally drafted in Italian and any other version drafted in any other language, the original Italian version shall prevail.</i></p>

DECLARATION:

I understand that failure to submit ALL the documents listed above may result in the denial of my visa application, and that submitting all the documentation listed herein does not automatically guarantee the issuance of a visa.

I understand that the Italian Embassy in Tashkent reserves the right to request additional documents to supplement the visa application, if deemed necessary for a more thorough evaluation of the application.

I understand that the administrative process for processing my visa application must be completed within 15 calendar days (45 days, where applicable, pursuant to Article 23 of the Visa Code) and that my passport will not be returned until the final decision on visa issuance or denial has been issued.

I am aware that, with regard to the interpretation of the contents of this document, in the event of any discrepancies in interpretation between the version originally drafted in Italian and any other version drafted in any other language, the original version in Italian shall prevail.

I, the undersigned, declare that I have read the information on the protection of personal data relating to the issuance of entry visas for Italy and the Schengen area (General Data Protection Regulation/GDPR (EU) 2016/679, art. 13) available on the website of the Ministry of Foreign Affairs and International Cooperation.	<u>Initials:</u>
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Email address (print)	Mobile number
Place and date	Visa applicant's signature