



Ambasciata d'Italia in Etiopia

BUSINESS VISA

The business visa allows entry into Italy and the Schengen Area, for a short stay of up to 90 days within any 180-day period, to foreign nationals intending to travel for business purposes.

To apply, applicants must submit the completed and signed Schengen application form ([Schengen Form](#)) together with the following documents, based on the harmonized checklist agreed upon by the Schengen Countries for Ethiopia (to consult the harmonized checklist click here [Ethiopia harmonized checklist](#)).

For invitation letters issued by companies in Italy, applicants are invited to use the following template ([modulo invito per affari](#))

Please note that the Embassy reserves the right to request additional documentation.

The required documents for applying for a visa are:

- Original Schengen visa application form, duly completed and signed.
- Recent photograph (3.5 x 4.0 cm, light background, ICAO format; for further information please consult the following link: [ICAO Photograph Guidelines](#)).
- Valid passport + 1 copy, valid for at least 3 months after departure from the Schengen area and containing at least 2 blank pages.
- Proof of residence in Ethiopia through presentation of a valid residence permit in the country where the visa application is submitted.
- Round-trip flight reservation.
- Proof of accommodation, such as hotel reservation or invitation letter;
- Travel itinerary with detailed program of the stay.
- Proof of financial means: bank statements covering the last 6 months.
- Proof of ties and financial situation in the country of origin (property ownership, rental agreements, marital status, children, etc.).

- Family certificates (marriage certificate / legalized birth certificates of children).
- **Employment certificate**, such as a letter from the employer stating position, salary and approved leave, together with the company's business licence.
- **Invitation letter from the registered Italian company** and employer's letter. It must clearly indicate who will cover travel, accommodation and insurance expenses.
- **Employer confirmation letter** explaining the purpose of the trip. The invitation letter must:
 - be issued by a company legally operating in Italy and registered with CNEL (www.cnel.it),
 - specify the duration and validity of the visa requested and the purpose of the trip,
 - indicate compliance with legal obligations concerning social security and insurance,
 - declare awareness of criminal liabilities under Article 12 of Legislative Decree No. 286/1998,
 - include a copy of the identity document of the signatory.
- Chamber of Commerce registration certificate (Visura Camerale), issued no more than 6 months earlier.
- Travel medical insurance with minimum coverage of €30,000.
- Previous Schengen visas, if available.
- Additional requirements for applicants residing in Ethiopia (copy of Ethiopian residence permit valid for at least 3 months beyond the intended stay, or proof of entry into another third country).