



Ambasciata d'Italia in Etiopia

Visa for OFFICIAL VISITS / MISSION

The visa for mission/official visit allows entry into Italy and the Schengen Area in order to participate in institutional meetings, official missions, or government-related activities.

To apply, it is necessary to complete and sign the Schengen ([Schengen Form](#)) or National application form ([National Form](#)) and provide the documentation indicated in the following checklist, based on the harmonized list agreed upon by the Schengen countries for Ethiopia. ([Lista Armonizzata](#))

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

The required documents to apply for a visa are:

- Original Schengen or National visa application form, completed and signed. The form must be signed by the applicant; for minors, it must be signed by a parent or legal guardian.
- Recent ICAO-format photograph (3.5 x 4.0 cm), with a light background, taken within the last 6 months. For more information: [ICAO Photograph Guidelines](#).
- Valid passport and copy, with validity of at least 3 months beyond the date of departure from the Schengen Area, issued within the last 10 years, and containing at least 2 blank pages.
- Travel health insurance with minimum coverage of €30,000, valid for all Schengen countries.
- **Official Note Verbale** issued by the Ministry of Foreign Affairs, an international organization, or an embassy.
- **Official invitation letter** from the inviting institution or organization, which must also be sent directly to the Visa Office before the appointment.

- Round-trip flight reservation. It is not necessary to purchase the airline ticket before the visa decision is made.
- Copy of previous Schengen visas, if available.
- Copy of the applicant's Ethiopian residence permit. If the applicant intends to return to Ethiopia, the permit must be valid for at least 3 months beyond the intended stay in the Schengen Area. If the applicant does not intend to return to Ethiopia, proof of entry into the country of origin or another third country must be provided.