



EMPLOYMENT VISA

SCHENGEN TYPE C (UP TO 90 DAYS) OR NATIONAL VISA TYPE D (MORE THAN 90 DAYS)

Applications for employment visas require the prior issuance of a work authorisation (*nulla osta*) by the *Sportello Unico per l'Immigrazione* (Single Immigration Desk – SUI). **This procedure does not involve the Embassy in any way.** Once issued, the *nulla osta* is subsequently transmitted electronically to the Embassy or Consulate with jurisdiction over the applicant's place of residence.

Please note that the *nulla osta* issued by the SUI must be used by the applicant to obtain the visa within six (6) months from the date of issue for applications falling within the quotas established under the *Decreto Flussi* (Articles 22 and 24 of Legislative Decree No. 286/1998), or within four (4) months for the specific cases referred to in Article 27. The relevant validity date is the date on which the *nulla osta* was issued.

The SUI *nulla osta* is not required only in the following cases:

1. Seafarers and crew members of cruise ships;
2. Sports professionals;
3. Private domestic staff employed by diplomatic officials and by administrative and technical staff referred to in Article 1(h) of the 1961 Vienna Convention;
4. Private domestic staff employed by consular officials and by administrative and technical staff referred to in Article 1(i) of the 1963 Vienna Convention;
5. Foreign media correspondents.

Maximum processing time: 30 days.

CHECKLIST

1. **VISA APPLICATION FORM:** Download and complete the appropriate application form. Do not leave any fields blank; where a field is not applicable, indicate "N/A".
 - a. **For a Schengen Visa – Type C** (stay of up to 90 days): [Schengen Visa Application Form](#)
 - b. **For a National Visa – Type D** (stay exceeding 90 days): [National Visa application form](#)
2. **PHOTOGRAPH:** One (1) recent colour passport-sized photograph (3.5 × 4.0 cm) compliant with [ICAO](#) standards, with a white background and both ears visible.
3. **TRAVEL DOCUMENT:** A valid current passport (and any previous passports, if applicable). The passport must remain valid for at least three months beyond the expiry date of the requested visa. A remaining validity of at least six months is recommended, in accordance with the requirements of the Philippine Bureau of Immigration.
 - a. A photocopy of the passport's biographical data page.
4. **ENTRY CLEARANCE (NULLA OSTA):** A valid *Nulla Osta* (Entry Clearance) issued by the One-Stop Immigration Desk (*Sportello Unico per l'Immigrazione*) in Italy.
5. **PROOF OF ACCOMMODATION:** Confirmation of a hotel reservation, hotel voucher, or a letter from the host guaranteeing accommodation.
6. **INVITATION LETTER:** A personalised invitation letter containing the invited person's personal details and role, together with the name, contact details, and position of the signatory, as well as the purpose and duration of the visit or activity.
7. **TRAVEL MEDICAL INSURANCE (Schengen visas only):** Insurance with a minimum coverage of EUR 30,000, valid throughout the entire Schengen Area, covering emergency medical treatment, hospitalisation, and repatriation.
8. **VISA FEE:** Payment of the applicable visa application processing fee.

Visa applications cannot be accepted if the intended date of travel is more than six months after the date on which the application is submitted.