



TLSCONTACT VISA APPLICATION CENTRE – LEBANON

LIST OF DOCUMENTS

SELF EMPLOYMENT VISA (LESS THAN 90 DAYS)

The self-employment visa allows entry into Italy, short-term stays, for foreign citizens who intend to perform self-employment activities in Italy (get paid for it or get an income).

All documents should be translated into English, French or Italian.

The application must be submitted at least 15 days before the intended travel date. Failing to do so may result in the application to be returned. Please note that an application without a complete set of documents may result in the refusal of the visa application.

Applicants should lodge their visa applications in their country of residence.

If you need to travel within 15 days from the date of submission of your visa application, you can keep your passport only if you attach a copy of your ticket and a copy of each page of your passport, including the blank ones. Once submitted, your passport will NOT be returned until the final decision on the visa is adopted.

Italy operates a quota-system, fixed annually. Professions are divided into those who fall into the Quota and those that are so-called “outside Quota

Within the “Quota” fall the following professions:

- 1) Business Owners;
- 2) Freelancers;
- 3) Corporate roles;
- 4) Very famous or highly qualified artists.
- 5) Start-up.

Outside-quota professions are:

- 1) Managers or highly qualified employees.
- 2) university exchange lecturers or native speakers.
- 3) university professors destined to carry out an academic assignment in Italy.
- 4) Translators and interpreters.

GENERAL DOCUMENTS FOR ALL APPLICANTS:



Short stay Schengen visa application form

Complete the application form in full. Print a copy of all pages, sign it and submit it with your application documents. The original application form needs to be signed by the applicant (or the legal guardian for minors) in the signature box at the bottom of the third page.

Note: it is preferable that you provide the application form typed and printed out rather than filled by hand.

Checklist

This checklist is mandatory and should be filled by each applicant. [click here](#)

Two identical ID photos

*Two identical ID photos less than 3 months old and meeting set standards.
Size 3.5 cm x 4.5 cm, with white background, taken within 3 months. [More information.](#)*

Passport

Passport, original.

A full national private passport or official travel document valid for at least more than 3 months beyond the validity of the requested visa, with two blank visa pages with the mention "visa" to affix the visa sticker. It should be issued in less than 9 years and 9 months after the expiry date of your requested Schengen visa. The photo used on the passport must resemble its holder at the time of submitting the file.

Passport, copy.

One Copy of the passport page containing personal identity information, one copy of the page containing the validity extension information, and all the pages which contain Schengen visas issued during the last 10 years with all the stamps.

*Note: **holders of a special or diplomatic passport** should provide a verbal note from the Lebanese ministry of Foreign Affairs*

Proof of suitable accommodation

Flight ticket booking:



Extract of family register (ekhraj kaid aily): *original and a copy. This document should be issued within the last 6 months and translated into English, French or Italian.*

ONLY FOR NON-LEBANESE NATIONALS RESIDING IN LEBANON

Resident Permit: Resident Permit (copy), valid beyond the return date from the Schengen area.

Proof of entry to the Lebanese territory: *Proof of entry to the Lebanese territory, copy. This document can be a stamp on the passport or the white entry card if you cross the border with your ID.*

A)GENERAL DOCUMENTS FOR “IN-QUOTA” PROFESSIONS

Nulla osta (authorisation) from the relevant Questura to be submitted within 90 days from date of issue **(not required for startup);**

Declaration of “no impediments”, issued by the competent Italian administrative authority, if the possession of authorizations or licenses, reports of activities or registrations in special registers or registers is required. The date of the declaration must not be less than three months.

Attestation of the parameters of reference regarding the financial resources necessary for the business or activity, issued by the competent Chamber of Commerce **(not required in case of corporate role);**

Proof of an income, generating from legal sources, higher than the minimum amount provided by the Italian law for the exemption from the payment of medical assistance services.

Additional documents may be requested depending on the self-employment category.

1) BUSINESS OWNER

(activity should be of interest for the Italian economy- **DPCM March 12,2019**): Business plan investing **at least EURO 500.000** in Italy and creating at least 3 new jobs.



2) FREELANCERS

This type of category addresses to professionals who intend to perform self-employment activities for regulated or unregulated professions in Italy.

Regulated professions are activities that, to be performed, require for the registration to a specific register or professional order.

Unregulated professions are activities that do not require any specific authorization or registration to be performed in Italy. Nevertheless, they must be represented by trade or professional associations at national level.

Within this category of Freelancers, there is a new group of professions that are identified as "non-regulated nor supervised professions". For this group of professions, please refer to the macro categories list issued by UNI (Unione Normativa Italiana) at www.uni.com.

Additional requisites:

- *to be in possession of the requisites established by Italian law for the exercise of the single activity, including, where required, the requisites for enrollment in rolls and registers.*
- *pre-existing professional experience in the Country of residence or origin.*
- *professional certification valid internationally and related to the activity intended to pursue in Italy.*
- *adequate language background (Italian or English) that allows to perform the profession and understand the technical regulations.*

*For medical professions, **recognition of the medical degree by the Italian Ministry of Health is mandatory.***

3) CORPORATE ROLE

Full copy of the company enrollment in the local Chamber of Commerce Business Registry (Visura Camerale), specifying the registration number and position held by the visa applicant within the company organization (Chairman OR member of the Board of Directors OR member of the Board of Auditors).

Copy of an official declaration of responsibility - issued by the local Direzione Territoriale del Lavoro (County Labor Office)– stating that, in virtue of the position conferred to the foreign citizen within the company (Chairman, Board of Directors and Board of Auditors), the visa applicant will not be engaged as a subordinate employee.

4) VERY FAMOUS OR HIGHLY QUALIFIED ARTISTS



- Copy of work contract.

- Copy of an official declaration of responsibility - issued by the lawyer of the local Direzione Territoriale del Lavoro (County Labor Office) – stating that the visa applicant will not be engaged as a subordinate employee.

5) STARTUP

- Nulla osta (authorisation) issued by the Comitato tecnico “Italia Startup Visa”.

- Documents proving the availability of financial resources, dedicated to the innovative start-up, not less than 50,000 euros.

- A signed declaration of commitment by the legal representative of the certified incubator (In case the visa applicant has an available certified incubator in Italy).

B)GENERAL DOCUMENTS FOR “OUTSIDE-QUOTA” PROFESSIONS

- Nulla osta (authorisation) from the relevant Questura to be submitted within 90 days from date of issue.

- Certificate- issued by the local Direzione Territoriale del Lavoro (County Labor Office) – stating that, the scheme of the professional work contract doesn’t constitute a subordinate work.

- Copy of work contract.

- Proof of an income, generating from legal sources, higher than the minimum amount provided by the Italian law for the exemption from the payment of medical assistance services.