



**Italian Embassy in Colombo**  
VISA CHECKLIST

<b>EMPLOYMENT – LAVORO SUBORDINATO</b>		yes	no	n/a
1)	<b>Application Form</b> • Completed visa application signed by the applicant.			
2)	<b>One recent passport size in color photograph</b> • Full face on white background.			
3)	<b>Current Passport</b> • Passport must contain two blank pages; • Passport must be valid for a period of at least 3 months beyond the date of return to Sri Lanka; • Copy of current and previous Passport bio-data page.			
4)	<b>NULLA OSTA Lavoro Subordinato</b> • Original certificate (plus a copy) through which the competent ‘Prefettura’ (Sportello Unico per l’Immigrazione - S.U.I.), in Italy, authorizes the employer who requests it to hire the applicant.			
5)	<b>WORK CONTRACT</b> • <b>Work contract</b> from the Italian employer/company or <b>Hiring proposal / employment contract proposal</b> (proposta di assunzione / proposta di contratto di lavoro) signed by the representative of the Italian company, showing the duties the employee is required to perform in Italy. • Copy of Passport Bio page and National Identity card of the representative of the Italian company requesting the Nulla Osta • Copy of company’s registration with the Italian Chamber of Commerce (‘Visura camerale’).			
6)	• <b>Proof of previous employment in Sri Lanka</b> (if any) in order to demonstrate previous work experiences in the sector required for employment in Italy			
7)	• <b>Certificates attesting the professional qualifications</b> (if any) in order to demonstrate consistency with the sector required for employment in Italy			
8)	<b>SEASONAL EMPLOYMENT ONLY</b> • In case of seasonal employment (‘Lavoro Stagionale’), applicants must include a confirmed flight reservation issued by an airline or travel agency.			

Please note:

- The Embassy reserves the right to request further documentation if and when required;
- All documents should be provided in original accompanied with a set of photocopies in A4 size;
- Documents in Sinhalese, Tamil or any other language must be presented with an official English or Italian translation and must be legalized by the Embassy of Italy in Colombo. In case of non-Sri Lankan nationals, documents must be certified by the respective Embassy / High Commission / Consulate based in Colombo.

Any Comments (include any explanations for missing documents): .....

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Please sign below that you have read and seen this checklist

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**Applicant’s Signature**  
**Date** ...../...../.....

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**Submission Officer**  
**Date** ...../...../.....