



Embassy of Italy
Kuala Lumpur

Remote Worker visa (for subordinate workers only) (Schengen Visa/National Visa)

General Documents Required

1. National Visa Application Form (For long stay visas beyond 90 days)

OR

-Schengen Visa Application Form (VSU) (For short stay visas up to 90 days)

2. One recent [ICAO](#)-compliant photograph.

3. Proof of residence within the consular jurisdiction:

-Proof of legal residence in Malaysia, as long-term stay visa, must have a remaining validity of at least three (3) months beyond the last day of your trip in the Schengen Area for short stay visas up to 90 days

OR

- For long stay visas beyond 90 days three (3) months of remaining validity.

4. Valid passport, original plus one photocopy, with an expiry date at least three months beyond the expiry date of the requested visa.

5. Proof of transportation arrangements:

-Confirmed flight reservation (one way) for long stay visas beyond 90 days.

OR

- Confirmed flight reservation (round trip) for short stay visas up to 90 days.

Note: If the trip includes multiple stops, provide reservations for any intra-stop (trains, flights, car rentals).

6. Availability of a suitable lodging, which must be coherent with the period of stay of your visa application:

- Ownership of a property in Italy;

OR

- Rental agreement registered with Agenzia delle Entrate;

7. Travel medical insurance policy.

Note:

-A complete coverage table of the insurance must be provided. Insurance presented without this document will be considered incomplete.

Additional mandatory documentation:

8.Proof of annual income/salary, which must be at least triple the prevailing minimum amount (€8,500.00) level set by the current national legislation for the exemption from participation in medical and health public assistance. Supportive evidence of current and/or recent offer of employment must be provided by documentation such as (but not limited to):

-Contract of employment, Company information, Employment letter confirming detailed job description in turn signed by senior line manager/HR confirming role, duties and responsibilities, Tax Returns, P60, payslips etc.). Remuneration must not be lower than the average equivalent net salary within the sector of employment, which can be checked on the following link:

<http://dati.istat.it/viewhtml.aspx?il=blank&vh=0000&vf=0&vcq=1100&graph=0&viewmetadata=1&lang=it&QueryId=12006>

9. Previous relevant work experience;

Note:

-Supportive documentation must prove at least 6 months of minimum work experience in the currently proposed sector or field of work for which you are applying for.

10.Proof of annual income derived from legitimate sources of income, which must be at least triple the prevailing minimum amount level (€8.500,00), set by the current national legislation for the exemption from participation in medical and health public assistance. Supportive evidence should include as much information deemed fit to prove steady income sources declared in the Malaysia as self-employed;

11. Written declaration by the employer (including his/her passport copy), declaring that he/she has no past or pending convictions within the last 5 years, pertaining to Legislative Decree of the Italian Consolidated Text on Immigration art.22, comma 5-bis del Testo Unico.

Note:

-The abovementioned declaration, is only applicable to business entities/employer(s) formally resident in Italy.

12. Being a high qualified professional under Article 27 quater paragraph. 1 of Legislative Decree 286/98:

-Holding a Bachelors' Degree or recognised post-secondary professional qualification (lasting at least 3 years). If these are issued by NON EU entities (like Malaysia), a Declaration of Value and/or a CIMEA statement/attestation must be enclosed.

OR

-Submitting an officially regulated professional qualification and/or “attestation of competence” issued by the competent Italian regulated professional body or association (Elenco Professioni regolamentate e autorità competenti) which can be found on the link: www.impresainungiorno.gov.it as per art 5, of the Legislative Decree Dlgs 206/2007. Please note that any certified supportive evidence (i.e. equivalent attestations from the Italian regulated professional bodies & associations Elenco Professioni regolamentate e autorità competenti), must be obtained/dated prior to the date of your visa application.

OR

-Having acquired a professional qualification through at least 5 years of proven work experience, which must equate to comparable tertiary level educational qualification pertaining to the profession or specific sector of the contract or offer of employment. This must be supported by documentations such as (but not limited to): contract of employment, company information, employment letter(s) confirming detailed job description(s) signed by senior line manager/HR confirming role, duties and responsibilities, Tax Returns, P60, payslips etc.,

OR

[Only applicable to IT & Communication professionals or Senior Management applicants categorised as per ISCO-08, n.133 & n.25]

-At least 3 years of relevant professional work related experience gained within a 7 years period, prior to the date of the visa application.

The Embassy reserves the right to request any additional documentation deemed necessary.