



Ambasciata d'Italia  
Tallinn

### **Remote Worker visa (for subordinate workers only)**

Applicants should always appear in person. All documents must be printed out and presented as original plus a photocopy where required.

**Please note: Applications for Remote Worker visas may require up to 30 days to process without exceptions.**

**It will not be possible to return the passport to you while the application is under review, unless you formally withdraw/cancel you application completely.**

Applicants must provide:

- An application form which must be **duly signed by the applicant, completed in its entirety** and in English [click here](#):
- A valid passport or travel document **duly signed** (*original plus a photocopy*), valid **at least 3 months beyond the return date of your trip** and must contain **at least two blank visa pages**. Passport(s) have to remain at the Embassy for the whole duration of the application process, and will be returned to you once the visa is approved and/or in case of refusal;
- A valid Estonian Residence Permit.
- One recent passport-size photo: **must be recent** (*not older than 6 months*) and compliant with the international ICAO standards (*white background only*);
- **Proof of a recognised highly qualified profession\*\*\*** [please refer to additional notes]
- 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>

- Availability of suitable lodging, which **must be coherent** with the period of stay of your visa application, **must be provided**.
  1. Proof of Rental agreements registered with *Agenzia dell'Entrate*
  2. Or proof of property ownership (*deeds*) registered with *Agenzia dell'Entrate (Visura catastale dell'immobile)*
- Proof of valid health insurance covering all hospital and medical costs for the entire duration of your stay.



Ambasciata d'Italia  
Tallinn

- Previous relevant work experience

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.

- Travel tickets reservation (***NO mobile screenshots allowed***)
  1. If travelling by plane, train, bus, Eurotunnel or ferry, all ticket(s) must be printed directly from the operator website (***no third party agencies***), showing passenger's name, dates, from/to.
    1. **For short stay visas applications [up to 90 days]** Round-trip travel ticket reservation must be provided
    2. **For long stay visas applications [more than 90 days]** Single-trip travel ticket reservation must be provided
- **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 e. **art.22, comma 5-bis del Testo Unico.**

**\*\*[Please note that the abovementioned declaration, is only applicable to business entities/employer(s) formally resident in Italy]**

**\*\*\*Proof of a recognised highly qualified profession:**

*This has to be proven by either one or more of the following conditions:*

- I. *Bachelors' Degree or **recognised** post-secondary professional qualification (lasting at least 3 years). If these are issued by **NON EU entities (like the UK)**, a Declaration of Value and/or a CIMEA statement/attestation must be enclosed. For further information please refer to the [Traduzione e legalizzazione dei documenti – Ambasciata d'Italia Tallinn \(esteri.it\)](http://esteri.it) section for qualifications obtained in Estonia. For qualifications obtained elsewhere, please refer to the competent Italian consular authorities.*

**OR**

- II. *Via an **officially regulated professional qualification** and/or “**attestation of competence**” issued by an Italian regulated professional bodies & associations (**Elenco Professioni regolamentate e autorità competenti**) which can be found on the link: [www.impresainungiorno.gov.it](http://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**



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Tallinn

- III. *Via a professional qualification **acquired and attested via at least 5 years proven work related experience**, which **must equate** to comparable tertiary level educational qualification pertaining to the profession or specific sector of the contract of employment or irrevocable offer of employment. These must be supported by documentation such as (but not limited to): Contract of employment(s), Company information, Employment letter(s) confirming detailed job description(s) signed from senior line manager/HR confirming role(s), 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]***

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

**Note:** *Whereby supportive evidence as per point i) iii) & iv) are issued by **NON EU** entities, these must be submitted in certified copy (or copy conforming to the original), legalized or apostilled by the competent authorities in the country of issue and translated into Italian. The translation must be certified as faithful to the original text.*

PLEASE NOTE

THE INFORMATION OUTLINED ABOVE MAY BE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE. NO LIABILITY CAN BE ACCEPTED FOR THE CONSEQUENCES OF SUCH CHANGES.

THIS CONSULAR ADMINISTRATION HAS FULL AUTHORITY TO EVALUATE AND REQUEST ADDITIONAL DOCUMENTATION, IF DEEMED NECESSARY, IN ADDITION TO WHAT HAS BEEN SUBMITTED. FURTHERMORE, THE APPLICANT, IS HEREBY INFORMED THAT SUBMITTING ALL THE REQUIRED DOCUMENTATION, DOES NOT GUARANTEE THE ISSUANCE OF ANY PARTICULAR VISA.