

# Italian Student Visa Packet

## Consulate General of Italy in Los Angeles

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Los Angeles. Your assignment is based on your home zip code from your SU Abroad application. If you have questions regarding your consulate assignment, please contact Gael Noyes or Marie Rauturier. Read this packet in its entirety and all instructions.

### Before you begin:

- Ensure you have a passport valid for at least six months after your program ends.
- Ensure you will **not need your passport** before the program starts.  
**Note:** If you will need your passport before the start of the program, we cannot guarantee you will receive your visa in time and you may need to apply independently. Contact Gael Noyes immediately to verify your eligibility for the group submission process.
- Visa application due date: **May 2nd, 2016**
- Main contacts:  
**Marie Rauturier**, Visa Coordinator: 315-443-9428, [mrauturi@syr.edu](mailto:mrauturi@syr.edu)  
**Gael Noyes**, Florence Admissions Counselor: 315-443-0252, [gknoyes@syr.edu](mailto:gknoyes@syr.edu)
- Do not send anything directly to the consulate. Send or bring all materials to:  
SU Abroad  
ATTN: Italy visas  
106 Walnut Place  
Syracuse, NY 13210
- **International students** may apply through the Los Angeles jurisdiction if your home school is in Arizona, New Mexico, Nevada and the following counties in the state of California: San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, San Diego, Imperial Valley, and Orange. Please submit a copy of your I-20 or Green Card with your other paperwork. If you are on a F1-visa, make sure it is valid at least 3 months after your Florence program ends.
- **Students with European Union citizenship** traveling with their EU passport do not need a visa.
- **Full year students:** If there is any chance that you may decide to stay in Italy for the academic year (fall 16/spring 17) with our program, you should get a visa to cover both semesters in advanced. If you do not, you will have to return to the US during the winter break and apply for a new visa for the spring semester. Please contact Marie Rauturier or Gael Noyes regarding this matter.

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## Rules for Submitting Your Italian Visa Application:

1. All documents must be submitted/postmarked by the deadline, sent in one package.
2. All documents must be printed **single-sided**.
3. Do not use any staples, paper clips, glue, or tape on any portion of your application.
4. All forms with handwritten sections must be legible and written **in black or blue ink**.
5. All photos, photocopies, and scans must be clear and easy to read.
6. You may print and photocopy in black and white or color.
7. You may use the forms provided in this packet or you can download them from your [SU Abroad Portal](#).
8. Make copies of all documents for your records and reference. Remember especially to keep a copy of the ID page of your passport.
9. Send applications through a courier service (FedEx, UPS) or registered mail (US Postal Service with a tracking number).

**Note:** We strongly recommend using FedEx or UPS. US Postal Service may take up to two extra days to reach the SU Abroad office.

10. **Make sure your passport is signed!**

## Checklist of Required Visa Documents

The following documents must be **uploaded** to your SU Abroad Portal:

- ☐ A scan of the ID page of your official passport
- ☐ Confirmed round-trip flight itinerary

The following documents must be **mailed** or brought to SU Abroad:

- ☐ Official **SIGNED** passport
- ☐ Two official passport photos
- ☐ Italian visa application form with the **two (2) signature pages notarized**
- ☐ **Notarized** photocopy of your driver's license or state ID
- ☐ **Notarized** affidavit of health insurance
- ☐ Official bank letter and (if applicable) notarized affidavit of support
- ☐ Money Order for \$55.10
- ☐ International students: copy of your I-20 form or your Green Card (both sides).
- ☐ Pre-Paid UPS label

### Note: What is a Notary?

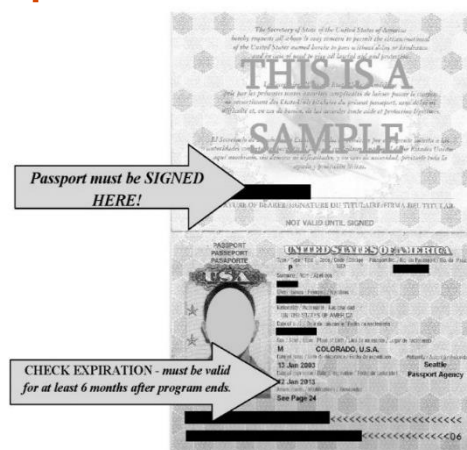
You will notice a few documents require notarization. A notary is a person authorized to perform legal formalities; in this case, authorization of a signature on an official document. This tells the consulate that it has been legally confirmed that YOU signed the document before him/her. You can find notaries at most banks. SU Abroad does not have an acting notary.

**Remember to keep a copy of all documents for your records!**

## UPLOAD: ID Page of Your Official Passport

You are required to provide a copy of the identification page of your passport. Please scan and upload a copy of this page to your SU Abroad Portal. Ensure the copy is clear and legible and you can clearly view all numbers and letters. Please see the sample on the right.

Please be sure that your passport is signed on the page opposite your photograph and check again that your passport is valid for at least six months after your program ends.



## UPLOAD: Confirmed Round-Trip Flight Itinerary

To obtain a visa, students must provide proof of exit from the country. You must provide confirmation that you have purchased a round-trip ticket to Italy and out the Schengen area (explanation on the following page). Upload a copy of the flight confirmation from the airline, agent or travel agency. This must include all legs of your flight and confirmation that you purchased the flight.

If you are traveling on the group flight and/or booking your flight through Advantage Travel, please inform Marie Rauturier via email and Advantage Travel will send SU Abroad all confirmed itineraries. Please ensure that you **purchase** this flight before the visa deadline. If you have questions regarding group flights, call Advantage Travel (315-471-2222).

You are responsible for researching whether you need a visa for any independent travel before, during or after the program. International students are strongly advised to check tourist visa requirements thoroughly as there may be restrictions.

Syracuse Airways
Your Reservations

**You're confirmed!**

Date issued: Tuesday, September 02, 2014

Confirmation code:  
**BDPQ758**

Scan barcode for boarding pass

[Trip details: Download to calendar](#)

**DEPART**

**JFK → FRA** New York City to Frankfurt (January 11, 2015)

Flight: SA3796	Travel Time: 7h 25m
Depart: 11:00am	Aircraft: 747
Arrive: 1:00pm	Cabin: Coach
Meal: Lunch	Seat: 25F

2 hour layover FRA

**FRA → FLR** Frankfurt to Florence (January 11, 2015)

Depart: 3:00pm	Travel Time: 3h 17m
Flight: 142938	Aircraft: 737
Arrive: 6:17pm	Cabin: Coach
Meal: ---	Seat: 17C

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**RETURN**

**FLR → FRA** Florence to Frankfurt (April 30, 2015)

Flight: LH8473	Travel Time: 3h 00m
Depart: 9:00am	Aircraft: 737
Arrive: 12:00pm	Cabin: Coach
Meal: ---	Seat: 17D

3 hour layover FRA

Syracuse Airways
Your Reservations

**FRA → JFK** Frankfurt to New York City (April 30, 2015)

Flight: SA2846	Travel Time: 7h 45m
Depart: 3:00pm	Aircraft: 747
Arrive: 4:55pm	Cabin: Coach
Meal: Dinner	Seat: 30C

**Total travel cost**  
(1 passenger)

Fare	Adult:
JFK to FLR	\$650
FLR to JFK	\$700
Taxes and fees	\$50
Total	\$1,430

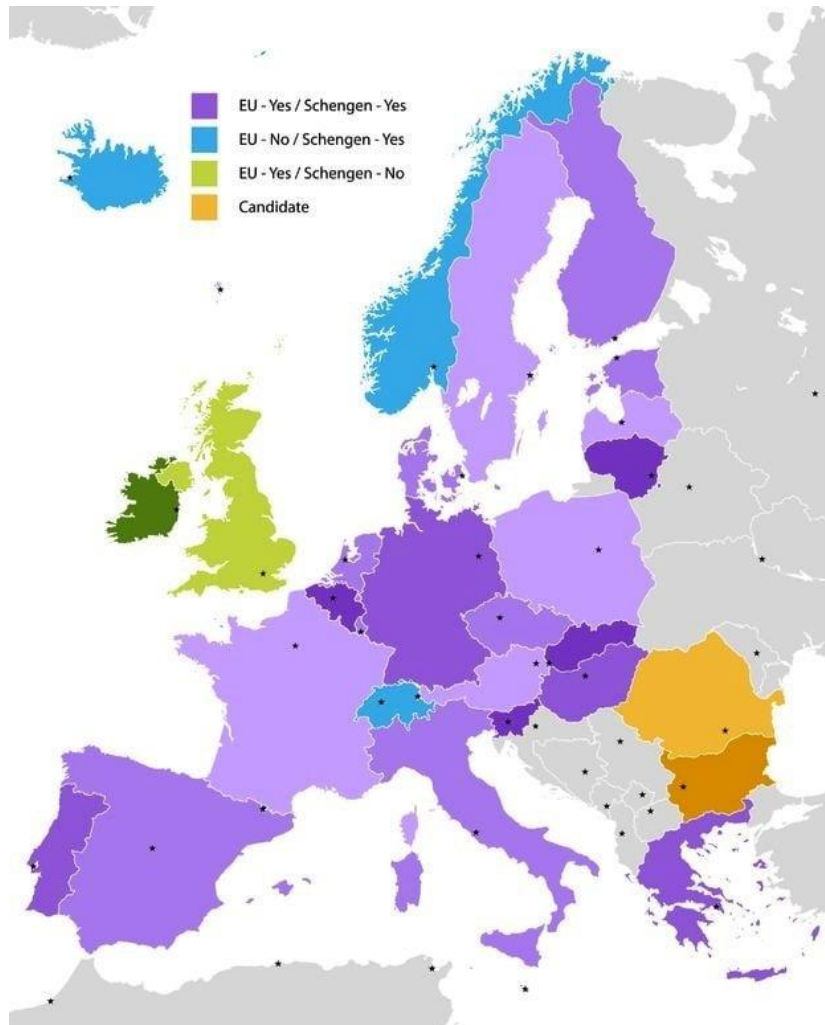
Charged to Jenny C. Doe  
\*\*\*\*\*7328 (Visa)

**You paid \$1,430**

## What is the Schengen Area?

The Schengen Area includes the countries listed below. You will be able to travel freely in these countries within the dates of your program and/or visa.

- Austria
- Belgium
- Czech Republic
- Denmark
- Estonia
- Finland
- Germany
- Greece
- Hungary
- Iceland (not EU)
- Italy
- Latvia
- Liechtenstein (not EU)
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway (not EU)
- Poland
- Portugal
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland (not EU)



## MAIL: Your Official Passport

The consulate requires your official passport in order to place the visa inside as a permanent page. This visa confirms the official approval of your stay in your host country and is required for any student not of European Union citizenship.

**If you do not have a passport or your passport will expire within six months of your program ending, apply for or renew your passport immediately!** SU Abroad strongly recommends that you have your passport application expedited to ensure your new passport arrives in time to apply for your visa with the group. Applications for passports and passport renewal can be found online at [Travel.State.Gov](https://travel.state.gov).

Once you have applied for your passport, contact Marie Rauturier or Gael Noyes and immediately begin working on the remainder of your visa application and submit it to SU Abroad by the published deadline. Do not fill out ANY passport information, we will fill that in when your new passport arrives. Add a note with your submitted documents detailing the date you submitted your passport application. Once you receive your new passport, do not forget to sign it before sending it to SU Abroad.

## MAIL: Two Official Passport Photos

The consulate requires two separate photos to create your visa. The photo does not need to be the same as the photo in your passport. You may have official passport photos taken at various copy centers, drugstores and other stores (i.e., CVS) for a fee. The photos should be 1.77 inches by 1.37



inches and feature only you in front of a white background. You may not take the photos yourself. Only send two photos with your visa application, but keep the extra photos and bring them with you to Italy. **Please write your name clearly on the back of the photos.** Please see the samples above.

## MAIL: Notarized Photocopy of Your Driver's License

Your driver's license or state ID confirms your residence in the United States and/or your residence within the consulate's jurisdiction. When photocopying your driver's license card please follow these steps:

1. Photocopy your driver's license or state ID onto the template on the following page.  
**\*DO NOT SIGN YET\***
2. Take the sheet to a notary and have the document notarized.
3. Send the original to SU Abroad (no copy of the stamp will be accepted).

Copy your driver's license here ↑

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature of the student

**Signature must be notarized by a public notary:**

Signed before me on: \_\_\_\_\_

Signature of the public notary: \_\_\_\_\_

Seal of the public notary

On this day, before me, the undersigned, a Notary Public in and for said state, personally appeared this individual, proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual, acted, executed the instrument.

## MAIL: Visa Application Form

You must submit a paper application for your visa. Please fill out the application based on the sample provided on the following pages. Fill out each page exactly as it is filled out on the sample with your appropriate information. There are **two signatures** required on this application and you must complete both for the application to be complete. **The two signatures must be completed in the presence of a notary.**

You should have downloaded a blank application when you downloaded this packet. If you did not, please visit the SU Abroad website and enter your zip code to access the appropriate application. You can also find it in your [SU Abroad Portal](#).

Please refer to this page when answering **questions 25, 29 and 30** of your visa application.  
Note:

### Number of Days for Fall 2016 (question 25)

Question 25: Program	Number of Days
SU Florence Center (includes Studio Arts, Architecture, Engineering, Intensive Language, Florence Center & University of Florence (courses taught in English)	107 days
SU Florence Center (includes Studio Arts, Architecture, Engineering, Intensive Language, Florence Center & University of Florence (courses taught in English) + <b>Greek Odyssey</b>	118 days
Direct enrollment at University of Florence (courses taught in Italian)	113 days
Direct enrollment at University of Florence (courses taught in Italian) + <b>Greek Odyssey</b>	124 days

### Program Dates for Fall 2016 (questions 29 and 30)

Question 29: Program	Arrival Date
Pre-Semester Seminar: The Greek Odyssey Arrive: August 19, 2016	Arrive August 19, 2016
All programs	Arrive August 30, 2016

Question 30: Program	Departure Date
SU Florence Center (includes Studio Arts, Architecture, Engineering, Intensive Language and University of Florence (courses taught in English)	Depart December 14, 2016
Direct enrollment at University of Florence (courses taught in Italian)	December 20, 2016



Consolato Generale d'Italia  
Los Angeles

FOTOGRAFIA

LEAVE BLANK

1. Cognome /Surname (x) <b>LAST NAME (must match passport)</b>				Spazio riservato all'amministrazione	
2. Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x) <b>LEAVE BLANK</b>					
3. Nome/i / First names (given name(s)) (x) <b>FIRST and MIDDLE NAME (must match passport)</b>					
4. Data di nascita (giorno-mese-anno) Date of birth (day/month/year) <b>Date of birth - format:</b> <b>day/month/year (29/05/1991)</b>		5. Luogo di nascita/Place of birth <b>CITY and STATE of birth</b>		7. Cittadinanza attuale/current nationality <b>NATIONALITY (ex: USA, CHINESE)</b> Cittadinanza alla nascita, se diversa Nationality at birth, if different .....	
8. Sesso /Sex: <b>select appropriate box</b> <input type="checkbox"/> Maschile/Male..... <input type="checkbox"/> Femminile/Female.....		6. Stato di nascita /Country of birth <b>COUNTRY of birth</b>		9. Stato civile/marital status..... <b>select appropriate box</b> <input type="checkbox"/> Non coniugato/a/.single <input type="checkbox"/> Separato/a /Separated <input type="checkbox"/> Vedovo/a /widow(er) <input type="checkbox"/> Altro (precisare) /Other (please, specify):..	
10. Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale/In case of minors: Surname, first name, address (if different from the applicant's) and nationality of parental authority/legal guardian..... <b>LEAVE BLANK</b>				Nome:	
11. Numero d'identità nazionale, ove applicabile /.. / national identity number, where applicable..... <b>LEAVE BLANK</b>				Responsabile della pratica:	
12. Tipo di documento/type of passport: <b>Select "Ordinary Passport"</b> <input checked="" type="checkbox"/> Passaporto ordinario /Ordinary passport <input type="checkbox"/> Passaporto di servizio / Service passport <input type="checkbox"/> Passaporto speciale / Special passport <input type="checkbox"/> Documento di viaggio di altro tipo (precisare) /Other travel document (please, specify)				Nome di chi ha ricevuto la pratica allo sportello:	
13. Numero del documento di viaggio /Number of travel document..... <b>Passport Number</b>		14. Data di rilascio /Date of issue..... <b>Date issued</b>		15. Valido fino al /Valid until .. <b>Date of expiration</b>	
16. Rilasciato da/ Issued by..... <b>COUNTRY of Issue (ex: USA, CHINA)</b>		17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente Applicant's home address and e-mail address ..... <b>Your PERMANENT ADDRESS and EMAIL ADDRESS</b>		18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality <input checked="" type="checkbox"/> No <b>Select "No" unless applicable</b> <input type="checkbox"/> Sì. Titolo di soggiorno o equivalente/ Yes, Residence permit or equivalent n. .... Valid until	
19. Occupazione attuale / ... Current occupation..... <b>STUDENT</b>				Decisione relativa al visto: <input type="checkbox"/> Rifiutato <input type="checkbox"/> Rifiutato per segnalazione SIS non cancellabile. <input type="checkbox"/> Pratica Sospesa <input type="checkbox"/> Rilasciato	
20. Datore di lavoro, indirizzo e numero di telefono. Per gli studenti nome e indirizzo dell'istituto di insegnamento/Employer and employer's address and telephone number. For students, name and address of school <b>List your HOME UNIVERSITY name and its ADDRESS</b>				Tipo di visto: <input type="checkbox"/> D	
21. Scopo del viaggio /Main purpose(s) of the journey ..... <b>Select "Study" only</b> <input type="checkbox"/> Ricongiungimento Familiare/Familiare al Seguito / Family reunion visa <input type="checkbox"/> Motivi Religiosi/ Religious reasons <input type="checkbox"/> Sport/..Sport <input type="checkbox"/> Missione./Mission..... <input type="checkbox"/> Diplomatico/Diplomatic <input type="checkbox"/> Cure Mediche./ Medical reasons <input checked="" type="checkbox"/> Studio/Study <input type="checkbox"/> Adozione/Adoption <input type="checkbox"/> Lavoro subordinato/Subordinate work <input type="checkbox"/> Lavoro autonomo /self-employment <input type="checkbox"/> Di altro tipo / Other (please, specify).....				Valido: dal ..... al..... Numero di ingressi: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multipli	

(x) Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio. Questions 1 through 3 must be completed according to the information listed in the travel document.

22. Città di destinazione/City of destination <b>FLORENCE, ITALY</b>	23. Eventuale Stato membro di primo ingresso/Member State of first entry (if applicable) <b>ITALY</b>	
24. Numero di ingressi richiesti/Number of entries <input type="checkbox"/> Uno/..... <input type="checkbox"/> Due/..... <input checked="" type="checkbox"/> Multipli/.....	25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay (maximum 365 days) <b>PLEASE REFER TO DATES IN PACKET (ex: 107 days)</b>	
26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years <input checked="" type="checkbox"/> No <b>Select "No" unless you have another Schengen Visa in your passport</b> <input type="checkbox"/> Sì. Data/e di validità / Yes, date of validity from.....to.....		
27. Impronte digitali rilevate in precedenza ai fini della presentazione di una domanda di visto Schengen/ Fingerprints collected previously for the purpose of applying for a Schengen Visa. <input checked="" type="checkbox"/> No. <input type="checkbox"/> Sì. Yes <b>Select "No" unless applicable</b> Data, se nota/ Date if known		
28. Numero del Nullaosta rilasciato ai fini del Ricongiungimento Familiare/Familiare al Seguito/Lavoro Subordinato (solo ove richiesto dalla normativa disciplinante il tipo di visto richiesto)/ "Nulla Osta" ref. n. <b>LEAVE BLANK</b> for "Family Reunion Visa" / Subordinate work (only if requested by the law regarding the specific type of visa requested) Rilasciato dal SUI di/Issued by the "Sportello Unico per l'Immigrazione" of (specify the city) <b>LEAVE BLANK</b> Valida dal/Valid from <b>LEAVE BLANK</b> al/to <b>LEAVE BLANK</b>		
29. Data di arrivo prevista nell'area Schengen Intended date of arrival in the Schengen area <b>REFER TO DATES IN PACKET</b> <b>MUST MATCH FLIGHT ITINERARY</b>	30. Data di partenza prevista dall'area Schengen (solo per i visti aventi durata compresa tra i 91 ed i 364gg.) Intended date of departure from the Schengen Area (only for visa of 91 days and up to 364 days) <b>REFER TO DATES IN PACKET</b> <b>MUST MATCH FLIGHT ITINERARY</b>	
31. Cognome e nome della persona che ha richiesto il ricongiungimento o del datore di lavoro. Altrimenti, nel caso di visto per Adozione, Motivi religiosi, Cure Mediche, Sport, Studio, Missione: indirizzo di recapito in Italia. Surname and name of the person in Italy who applied for "family reunion" or surname and name of the employer in Italy <b>LEAVE BLANK</b> For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy: <b>LEAVE BLANK</b>		
Indirizzo e indirizzo di posta elettronica della o delle persone che chiedono il ricongiungimento o del datore di lavoro Address and email address of the person(s) who applied for Family reunion or of the employer <b>LEAVE BLANK</b>	Telefono e fax della o delle persone che chiedono il ricongiungimento o del datore di lavoro./Telephone or fax number of the person(s) who applied for Family reunion or of the employer <b>LEAVE BLANK</b>	
32. Nome e indirizzo dell'impresa/organizzazione che invita /Name and address of host company/organization SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132	Telefono e fax dell'impresa/organizzazione Telephone and fax of the Company/ organization (39) 055-5031-31 PHONE (39) 055-5000-31 FAX	
Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa/organizzazione / Surname, first name, address, telephone, fax and email address of contact person in Company/organisation SASA PERUGINI - DIRECTOR SU FLORENCE PERUGINI@SYR.EDU PIAZZA SAVONAROLA, 15, FLORENCE I-50132		
33. Le spese di viaggio e di soggiorno del richiedente sono a carico/ Cost of travelling and living during the applicant's stay is covered by: <b>Check the following boxes indicated and write in the following:</b>		
<input checked="" type="checkbox"/> del richiedente/Myself  Mezzi di sussistenza/means of support  <input checked="" type="checkbox"/> Contanti/cash <input type="checkbox"/> Traveller's cheque <input checked="" type="checkbox"/> Carte di credito/credit card <input type="checkbox"/> Alloggio prepagato / prepaid accommodation <input checked="" type="checkbox"/> Trasporto prepagato/prepaid transport <input type="checkbox"/> Altro (precisare/Other)  INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonoma, Missione, Diplomatico, Adozione.  INFORMATION NOT NECESSARY IF APPLYING FOR THE FOLLOWING TYPES OF VISAS: Family reunion/Subordinate work /self-employment/Mission/Diplomatic/Adoption	<input checked="" type="checkbox"/> del promotore(ospite, impresa, organizzazione), precisare/a sponsor(host,company,organisation),please specify <b>SYRACUSE UNIVERSITY</b> di cui alle caselle 31 o 32 / referred to in question n. 31 or 32  <input type="checkbox"/> altro(precisare/Other (please, specify)  Mezzi di sussistenza/Menas of support  <input type="checkbox"/> Contanti/cash <input checked="" type="checkbox"/> Alloggio fornito / Accomodation provided <input type="checkbox"/> Tutte le spese coperte durante il soggiorno/ All expenses covered during the stay <input type="checkbox"/> Trasporto prepagato/prepaid transport <input type="checkbox"/> Altro (precisare/ Other (please specify)	

34. Dati anagrafici del familiare che è cittadino UE, SEE o CH / Personal data of the family member who is an EU, EEA or CH citizen <b>ONLY IF APPLICABLE, fill in this section (34 and 35)</b>		
Cognome /Surname		Nome/i / First name(s)
Data di nascita / Date of birth	Cittadinanza /nationality	Numero del documento di viaggio o della carta d'identità Number of travel document or ID card
35. Vincolo familiare con un cittadino UE, SEE o CH / Family relationship with an EU, EEA or CH citizen <input type="checkbox"/> coniuge/spouse <input type="checkbox"/> figlio/a /son/daughter <input type="checkbox"/> altri discendenti diretti/ other descendants <input type="checkbox"/> ascendente a carico / dependent ascendant		
36. Luogo e data / Place and date  <b>CITY, STATE, DATE of signature</b>		37. Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian)  <b>STUDENT SIGNATURE</b>

Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti pagati per la trattazione della pratica

I am aware that the visa fee is not refunded if the visa is refused **LEAVE BLANK**

Sono informato/a del fatto e accetto che la raccolta dei dati richiesti in questo modulo, la mia fotografia e, se del caso, la rilevazione delle mie impronte digitali sono obbligatorie per l'esame della domanda di visto e che i miei dati anagrafici figuranti nel presente modulo di domanda di visto, così come le mie impronte digitali e la mia fotografia, saranno comunicati alle competenti autorità italiane e trattati dalle stesse ai fini dell'adozione di una decisione in merito alla mia domanda.

Tali dati, così come i dati riguardanti la decisione relativa alla mia domanda o un'eventuale decisione di annullamento o revoca di un visto rilasciato, saranno inseriti e conservati nel sistema informatico della Rappresentanza diplomatico consolare e del Ministero degli Affari Esteri. Tali dati saranno accessibili alle autorità nazionali competenti per i visti. Inoltre, saranno accessibili alle autorità Schengen competenti ai fini dei controlli sui visti alle frontiere esterne, alle autorità degli Stati membri competenti in materia di immigrazione e di asilo (ai fini della verifica dell'adempimento delle condizioni di ingresso, soggiorno e residenza regolari nel territorio degli Stati membri e dell'identificazione delle persone che non soddisfano, o non soddisfano più, queste condizioni), alle autorità degli Stati membri competenti ai fini dell'esame di una domanda di asilo. A determinate condizioni, i dati saranno anche accessibili alle autorità designate degli Stati membri e a Europol ai fini della prevenzione, dell'individuazione e dell'investigazione di reati di terrorismo e altri reati gravi.

Sono informato/a del mio diritto di ottenere la notifica dei dati relativi alla mia persona registrati nel sistema informatico e del diritto di chiedere che i dati inesatti relativi alla mia persona vengano rettificati e che quelli relativi alla mia persona trattati illecitamente vengano cancellati. Su mia richiesta espressa, l'autorità che esamina la domanda mi informerà su come esercitare il mio diritto a verificare i miei dati anagrafici e a rettificarli o sopprimerli, così come delle vie di ricorso previste a tale riguardo dalla legislazione nazionale. L'autorità di controllo nazionale dei dati è il Garante per la Protezione dei Dati Personali.

Dichiaro che tutti i dati da me forniti sono completi ed esatti. Sono consapevole che le dichiarazioni false comporteranno il respingimento della mia domanda o l'annullamento del visto già concesso e comporteranno la richiesta di avvio di azioni giudiziarie da parte della Rappresentanza ai sensi della legislazione dello Stato (articolo 331 c.p.p.).

La mera concessione del visto non dà diritto ad alcun tipo di risarcimento qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dell'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.

I am aware of and consent to the following: the collection of the data required by this application form, submission of my photograph and, if applicable, the taking of fingerprints are mandatory for the examination of the visa application; and any personal data concerning me which appears on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant Italian Authorities and processed by these Authorities for the purposes of a decision on my visa application.

Such data as well as data concerning the decision regarding my application or a decision whether to annul or revoke a visa issued will be entered into and stored in the Visa Information System of the diplomatic/consular mission and the Ministry of Foreign Affairs. Such data will be accessible to the National Visa Authorities. Moreover, such data will be accessible to the Schengen Authorities competent for carrying out checks on visas at external borders, to the immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence in the territory of the Member States are fulfilled and of identifying persons who do not or who no longer fulfill these conditions) to the Member States authorities competent for examining an asylum application. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences.

I am aware that I have the right to obtain the notification of the data relating to me recorded in the Visa Information System and to request that the data relating to me which is inaccurate be corrected and that the data relating to me unlawfully processed be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have it corrected or deleted, including the related appeal procedures according to the National Law. The competent authority in charge for personal data is "Garante per la protezione dei dati personali".

I declare that to the best of my knowledge all the information supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution, under the National Law, with proceedings initiated by the Embassy/Consulate of Italy which deals with the application (Article 331 Penal Code).

The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and Article 4 of the Decree no. 286/98 and I am therefore refused entry.

**ANNOTAZIONI/NOTES** (riservato all'Ufficio/ for office use only)

**LEAVE WHOLE AREA BLANK**

Luogo e data / Place and date.....

**CITY, STATE, DATE of signature**

Firma (per i minori, firma del titolare della potestà genitoriale/  
tutore legale) /Signature (for minors, signature of parental  
authority/legal guardian)

**STUDENT SIGNATURE**

## MAIL: Bank Letter (Proof of Financial Means)

The consulate requires proof that you have financial means to reside in Florence by presenting the consulate with an original, signed bank letter from a US bank or financial institution. SU Abroad cannot waive or alter this requirement. All students must provide documentation of their funding. See the requirements below and sample bank letter on the following page.

If you are unable to provide proof of the required amount, you may submit **a bank letter in a parent or guardian's name supporting you**. If you wish to do this, the account holder must complete the Affidavit of Support on page \_\_, have it notarized and submit it with your visa materials. **Please note you may only use the Affidavit of Support provided for you in this packet**. You may not use a form from another jurisdiction as they are different. If you have questions regarding this, please contact Gael Noyes.

You may also submit a **financial aid letter from your university** as long as it meets the requirements detailed below. The letter should be signed by your financial aid office, and must show clearly that you have at least \$4,000 available, after all your fees are deducted. No screenshot will be allowed.

Statements from retirement accounts, 401k and stock portfolios are NOT accepted by the Italian consulates in lieu of a bank letter.

Accessible amounts required:

- Semester students: \$4,000
- Academic year students: \$8,000
- Fine Arts Graduate students: \$12,000

**\*\*NOTE:** Some programs vary in length. If your program is longer than four or eight months, you will need to add \$1,000 per month to the amount.

The format of the letter is basic, but should convey the following:

- YOU (the student) OR the specified person in support of the student are the account holder
- The specified funds are present in your account at the time the letter is generated

Guidelines for the bank letter:

- The document must come from a **United States bank or financial institution**.
- Letter(s) must be original. Copies, scans, emails, and faxes are unacceptable.
- Letter(s) must be on the bank or school original letterhead and have a signature of a representative. Electronic signatures are unacceptable.
- Bank statements are unacceptable.
- Letter(s) must be dated as close to the visa deadline as possible.
- You may combine two accounts from different institutions to reach your required amount.

## United States Bank of Syracuse

123 Main Street  
Syracuse, NY 13210

April 15, 2016

To The Honorable Italian Consulate General:

This letter certifies that the title of the following accounts reflects [your name here] as an account holder.

Account Type	Account No.	Amount *	Date Opened
Checking	ends in xxxx	\$4,245.36	01/01/2000
Savings	ends in xxxx	In excess of \$8,000.00	01/01/2000

The above mentioned balance(s) is accurate as of [today's date].

Sincerely,  
John Doe  
Bank Teller and Customer Service Representative  
(315) 555-2252  
John.Doe@USBS.com



## Affidavit of financial support (Study program in Italy)

**Please note:**

- The affidavit must be completely and clearly filled out by the person providing financial support.
- The affidavit must be signed and notarized.

I the affiant, \_\_\_\_\_, born in \_\_\_\_\_  
First name Middle name Last name City, State and Country

on \_\_\_\_\_  
Date of birth

**BEING DULY SWORN ON OATH, DEPOSE AND SAY:**

1. That the visa applicant \_\_\_\_\_ born in \_\_\_\_\_  
First name Middle Name Last name City, State and Country  
\_\_\_\_\_ on \_\_\_\_\_ is  
Date of birth

\_\_\_ my son

\_\_\_ my daughter

\_\_\_ my \_\_\_\_\_

2. That the visa applicant intends to pursue his/her education by attending \_\_\_\_\_  
Name of academic institution

\_\_\_\_\_ in \_\_\_\_\_, during the period \_\_\_\_\_  
Location of institution in Italy From To  
of the academic year \_\_\_\_\_.

3. That I, the affiant, have full time employment as a \_\_\_\_\_ and  
Profession  
currently employed at \_\_\_\_\_,  
with sufficient income and assets to provide for the expenses the applicant may incur while studying in Italy.

4. That I, the affiant will pay the applicant's expenses as outlined above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affiant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature + Seal of Public Notary

## MAIL: Money Order

Applicants are required to pay a processing fee in the form of a personal money order of \$55.10 made out to **Consulate General of Italy**, 1900 Avenue of the Stars #1900, Los Angeles, CA 90067

Please make sure you write your name, home address and phone number on your money order. You can purchase one at your local U.S. post office, in a bank, or at the offices of Money Gram, Western Union or Currency Exchange. Some pharmacies may also sell money orders. **Any alteration to the money order (i.e. Whiteout) will render it unacceptable.**

UNITED STATES POSTAL SERVICE® **POSTAL MONEY ORDER** 15-830 030

SERIAL NUMBER: 0101010100

DATE: [ ] POST OFFICE: 555555 U.S. DOLLARS AND CENTS: \$55.10

AMOUNT: FIFTY FIVE DOLLARS AND TEN CENTS \*\*\*\*\*

PAY TO: CONSULATE GENERAL OF ITALY

NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS SEE REVERSE WARNING

ADDRESS: 1900 AV, OF THE STARS #1900 FROM: YOUR NAME CLERK 0011

LOS ANGELES, CA 90067 ADDRESS: YOUR ADDRESS

C.D. NO. OR USED FOR: ITALIAN VISA PROCESS FROM: YOUR PHONE NUMBER

## MAIL: Notarized Affidavit of Health Insurance Coverage

As part of the visa process, the Italian Consulate General requires that all students purchase an insurance policy with I.N.A. ASSITALIA for the duration of their stay as a student in Italy. SU Abroad purchases this insurance for every student once they arrive in Florence. Therefore, this affidavit is the documentation acknowledging that the student is aware they will have this coverage. You do not need to send any money with this application. This insurance covers only emergency care and alone is not enough medical insurance for a student for the entire semester. Students and their families are responsible for ensuring that they are adequately covered while abroad.

The notarization should be completed at the bottom of the page or as the notary sees fit. Do not sign the document until you are in the presence of the notary. The actual form is on the following page. Please ensure this form has NOTHING printed on the back when you complete it.

1. Print out the form on the following page. **\*DO NOT SIGN YET\***
2. Take the sheet to a notary and have the document notarized.
3. Send the original along with you visa application.

## AFFIDAVIT OF HEALTH INSURANCE COVERAGE

I, \_\_\_\_\_ born in \_\_\_\_\_  
Il/La sottoscritto/a nato/a a \_\_\_\_\_  
on \_\_\_\_\_ residing at (permanent address) \_\_\_\_\_  
il \_\_\_\_\_ residente in \_\_\_\_\_  
\_\_\_\_\_

### DECLARE

DICHIARA

That, within eight (8) days of my arrival in Italy, I will purchase a health insurance policy issued by an Italian health insurance carrier.

That proper receipt of payment of such health insurance policy has to be exhibited to the Questura (Police Dept.) of the city of destination to obtain the “Permesso di Soggiorno” (Permit of Stay) for the purpose of studying.

Che, entro otto (8) giorni dal mio ingresso in Italia, acquistero' una polizza assicurativa da una societa' di assicurazioni italiane.

Che la ricevuta di pagamento di detta polizza assicurativa dovra' essere presentata alla Questura della citta' di destinazione, per ottenere il Permesso di Soggiorno per motivo di studio.

\_\_\_\_\_  
Date (Data)

\_\_\_\_\_  
Signature (Firma)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature + Seal of Public Notary

## MAIL: Pre-Paid UPS Label

You must provide SU Abroad with a pre-paid UPS label in order to have your passport and visa returned to you. You do not need to provide SU Abroad with an envelope, just the label. Following are directions on how to create one. The label is available for printing for 24 hours. If you do not have immediate access to a printer, you can save the label as a PDF file and print it later.

1. Go to [www.ups.com](http://www.ups.com) and select the “New User” tab. Complete the sections if you do not have a UPS account:
  - a. Contact name: your first and last name
  - b. Email: the email you will check regularly
  - c. User ID (create one)
  - d. Passport (create one)
  - e. Technology Agreement
  - f. Terms and Conditions: Agree
2. Enter your new profile information
  - a. The “address” must be your home/permanent address OR where you will be during the academic break. *Please ensure that this is a secure location with someone available to sign for the package*
3. Communication preferences: Select your own options. Click “Create a shipment.”
4. “Where is this Shipment Going?”
  - a. Select “Address Book”
  - b. Select “profile address”
5. “Where is this Shipment Coming From?”
  - a. Select “Edit”
  - b. Company or Name: SU Abroad
  - c. Contact: Gael Noyes
  - d. Address Line 1: 106 Walnut Place
  - e. City: Syracuse
  - f. State: NY
  - g. Zip Code: 13210
  - h. Telephone: 315-443-0252
  - i. Email: gknoyes@syr.edu
  - j. Click “Update”
6. “What are you shipping?”
  - a. Select “UPS Letter”
7. “How would you like to ship?”
  - a. Service: UPS 2<sup>nd</sup> Day Air or UPS Next Day Air
  - b. Select “Send email notifications”
  - c. **DO NOT** select “Deliver without signature”

8. “Would you like to add a reference number to this shipment?”
  - a. Leave this section blank
9. “How would you like to pay?”
  - a. Select “Use Another Payment Card”
  - b. Enter your credit card information
  - c. Specify your billing address
10. “Would you like to schedule a pickup?”
  - a. Leave this section blank
11. Review that the information is correct, and make sure that box is checked for “Review Shipping details, including price, before completing this shipment”
12. Click “Next”
13. Enter any email address(es) you’d like to be notified upon shipment, and a personal email message if desired (e.g., “John Smith’s passport”)
14. Click “Next”
15. Review the shipping information and click “Ship Now” if correct
16. Print or save the label.

**IMPORTANT:** Although we will do everything in our power to help you locate a missing package, SU Abroad cannot be responsible for shipments that are wrongfully delivered or lost by UPS. It is UPS policy to require a signature for a package unless otherwise instructed and to leave packages in a secure location. However, we unfortunately have no control over individual drivers and whether they adhere to UPS policy.

SU Abroad recommends that you track your package when you are notified that your passport has been sent. If you have special requirements for delivery (a specific door, ringing the doorbell, etc.), these must be addressed by you as the customer with UPS.

For greater control over how your UPS shipment is delivered, please consider signing up for the UPS My Choice service. You can receive alerts regarding the package and can provide further instructions how you would like the package delivered (leave inside a side door, reschedule, bring to a different address, etc.). Read about this service here: [http://www.ups.com/content/us/en/bussol/browse/personal/delivery\\_options/my\\_choice.html](http://www.ups.com/content/us/en/bussol/browse/personal/delivery_options/my_choice.html). To sign up, use this link: <http://www.ups.com/mychoice/welcome.html>

Please contact UPS Customer Service at 800-PICK-UPS (800-742-5877) with your tracking number if you have questions about the delivery of your package or to file a claim for a missing package. You may also file a claim from your online account.