

# Independent Italian Student Visa Packet

## Before you begin:

- Ensure you have a passport valid for at least six months after your program ends. If not, you must apply for/renew your passport immediately in order to have it in time to apply for your visa!
- Ensure you are able to be without your passport during the visa application period. Most independent applicants receive their visa within 2-3 weeks from the date of their application appointment. Make an appointment as soon as possible for a date from **June 6 - August 2**.
- Do not apply for your visa outside of the US. Students who have attempted this experienced difficulties (extra background checks, longer processing periods, etc.).
- You must apply in person at the consulate unless the consulate instructs you otherwise. Most visa applications cannot be mailed.
- There are 10 Italian consulates in the US and the visa requirements may vary, so please check your consulate's website. Do not compare notes with other students applying through the Syracuse Abroad group submission as their instructions may differ.
- International students contact [cspencer@syr.edu](mailto:cspencer@syr.edu) before applying for your visa.
- 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 a second semester with our program, you should get a visa to cover both semesters in advance. If you do not, you will have to return to the US during the break and apply for a new visa for the next semester. Please contact [cspencer@syr.edu](mailto:cspencer@syr.edu) regarding this matter.
- **WAIVER NOTICE:** By applying independently for your visa, you accept full responsibility for the application process. Syracuse Abroad cannot work with the Italian Consulates on behalf of independent visa applicants. If you experience difficulty or errors with your visa, you must work directly with the Italian Consulate to have them solved. Syracuse Abroad can provide advice and guidance, but is not liable or responsible for independent visa applicants.

Questions? We would be happy to assist you. Please email: [cspencer@syr.edu](mailto:cspencer@syr.edu)

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**Make copies of all forms and documents for your personal records and reference.**

## Preliminary steps for Independent Visa Applicants

Before you begin, **please note that you will need a valid passport with an expiration date no less than six (6) months after your program ends.** If your passport does not comply with this requirement, you need to apply for a new one immediately using the expedited service.

Step 1. Determine which Italian Consulate you need to apply to

You may submit your application to the Consulate presiding over your permanent address or your campus address.

- US citizens: Go to [www.ambwashingtondc.esteri.it/ambasciata\\_washington](http://www.ambwashingtondc.esteri.it/ambasciata_washington), and click on “Consulates in the USA” (under the Information and Services tab) to determine which Consulate presides over your county/state. Please note that Honorary Vice Consulates may be able accept your visa application. Consulate Correspondents cannot. Please check their websites for more information.

STEP 2: Schedule an appointment

Review the consulate’s website. Most consulates have an online appointment system. Make an appointment **ASAP** for some time **between June 6 - August 2**. Appointments fill up quickly and early, so if you wait too long there will be no appointment available.

STEP 3: Tell us the date of your visa appointment

In your [OrangeAbroad portal](#), go to Questionnaires > Visa Appointment Information for Independent Submissions (Italy) and fill out the date, time, and consulate location of your appointment.

STEP 4: Review the consulate’s website and go to appointment

You need to ensure you have all of the documentation you need for your appointment. Follow the instructions on the consulate website for a **Long Stay Student Visa**. Syracuse Abroad will provide you with enrollment letters from Syracuse Abroad and SU Florence, which include information on proof of lodging. We will also send you an insurance letter. Please note that it takes between 1 and 2 weeks to collect the documentation and prepare for your visa application appointment. Plan ahead!

STEP 5: Once you have your visa, upload a scan of your visa and a copy of the stamped SU Florence letter which will be returned to you with your passport and visa.

In your [OrangeAbroad portal](#), go to Questionnaires > Student Visa Upload- Independent Submissions (Italy) to upload images of these documents. Syracuse Abroad maintains electronic copies of these documents in case of loss or emergency. Take the original stamped SU Florence letter with you to Italy as you will need this for your Permesso di Soggiorno (permit of stay).

## Visa Documents

Your consulate will require some or all of the documents listed below as part of your application. **Please refer to the consulate website for a current and accurate list.**

**THE LIST BELOW IS A GUIDE ONLY.**

PRINT DOCUMENTS SINGLE-SIDED. COMPLETE IN BLACK INK AND CAPITAL LETTERS.

- Official Passport
  - Signed and valid for at least 6 months past the program end date.
- One photocopy of the ID page of your passport
- Long Stay Visa Application Form with photo attached
  - Go to consulate's website, click on "Visas" and download the Long Stay Visa Application form (over 90 days)
  - Refer to the enclosed SAMPLE when filling out the application form
  - Attach an official passport photo to the front page where designated (**Note:** Los Angeles Consulate requires TWO passport photos)
- Photocopy of your driver's license or state ID card, plus photocopies
- Photocopy of your F-1 or J-1 visa and a copy of your I-20 (international students)
- Photocopy of your university ID card
- Official university transcript (usually obtained through your university registrar)
- Enrollment verification letter from your university (usually obtained through your university registrar)
  - Letter must confirm status as a full-time student and anticipated graduation
- Syracuse Abroad Enrollment letters (English and Italian)
  - Letters confirm the following:
    - admission into the program
    - housing accommodations
    - confirmation you will register for your Permesso di Soggiorno
    - confirmation you will purchase Italian National Health Insurance
  - We will mail your letters when you confirm the date of your visa appointment
  - You must bring both letters and photocopies to your appointment.
- Affidavit of Health Insurance Coverage -- use the blank form enclosed in this packet

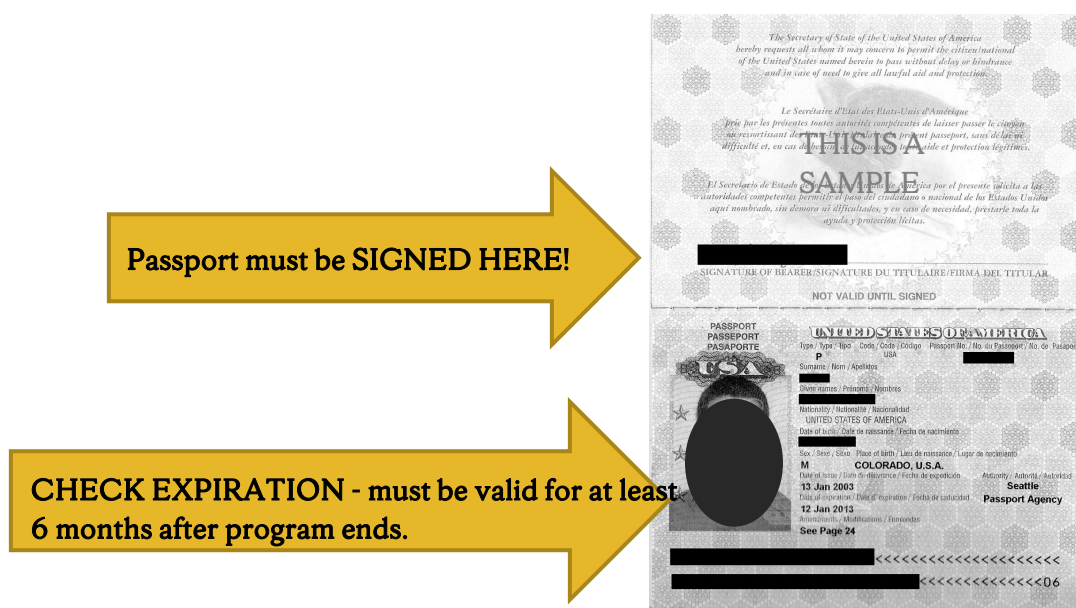
- Verifies that you will purchase Italian National Health Insurance upon arrival in Italy. All students obtain this through our program and the cost is included in the program fee). While the Italian insurance is helpful to have as a back-up, all students are mandated to carry their own health insurance policy for the semester.
- Proof of health insurance coverage
  - you must show verification (policy number & expiration date) that you have purchased health insurance coverage for the duration of your semester
- Bank Documents (proof of financial means)
  - Formal letter from your **US bank account** confirming you have at least \$4,000 to \$6,500 in your bank account. **For New York consulate, please make sure that you have at least \$6500 in your account and that your bank letter is in your name only.**
  - Letter must be original, no faxes or photocopies
  - Affidavit of Support, if necessary (not accepted at the New York consulate)
  - Please refer to the enclosed “Guidelines for Bank Documents” and the FAQ for specific instructions.
  - Credit card statement (**New York consulate only**). Please refer to the website for more information.
- Confirmed Round-Trip Flight Itinerary
  - Group flight travelers: request your confirmed itinerary from Advantage Travel (315-471-2222).
  - Independent travelers need to purchase a round trip ticket and bring a confirmed itinerary to their visa appointment.
    - There are restrictions dictating how long you can be in the EU beyond the official program dates. Please refer to the FAQ (“Flight Itineraries”) for specific information and book your travel accordingly.
- Visa fee - usually only money orders are accepted.
  - Check the consulate website for exact amounts and to whom you should make the money order payable.
  - Please note that the consulates update their visa fees quarterly (January 1, April 1, July 1, October 1). You must take the correct fee for the quarter of your visa appointment or it will be rejected, so make sure to check this.

## Passport and photocopy of ID page

You must submit your official passport and a photocopy of the ID page (and of your US visa if applicable) with your visa application.

1. Your passport must be **SIGNED**
2. Your passport must be valid for at least six months after the program end date
3. Make 2 copies of your passport ID and keep one for your records. **DO NOT** submit your passport to the Italian consulate without making a photocopy for yourself first.

Photocopy your ID page just as you see below on an 8 ½ x 11 sheet of paper. Do not photocopy any other items onto the page.



## Enrollment Verification Letter from Home University

This letter confirms that you are enrolled full time at your home university.

The letter should contain your anticipated graduation date and can generally be obtained from your school's registrar's office. Send the original letter with a stamp or seal, copies will not be accepted. If your school would rather send your letter directly to Syracuse Abroad, please contact Courtney Eppel at [cspencer@syr.edu](mailto:cspencer@syr.edu).

## 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 three signatures required on this application and you must complete all for the application to be complete.

Blank application forms are available on your consulate's website or by choosing your consulate [here](#).

Please refer to this page when answering questions 25, 29 and 30 of your visa application (Philadelphia application: questions 24 and 25).

### Number of Days for Fall 19 (question 25)

Question 25: Program	Number of Days
SU Florence Center	
SU Florence Center: Studio Arts, Architecture	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & University of Florence (courses taught in English)	
SU Florence Center & Direct Enroll at University of Florence (courses in Italian)	107 days
Sustainability Signature Seminar (with any program above)	116 days

### Program Dates for Fall 19 (questions 29 and 30)

Question 29: Program	Arrival Date
Sustainability Signature Seminar	Arrive 25 August, 2019
SU Florence Center	
SU Florence Center: Studio Arts, Architecture	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & University of Florence (courses taught in English)	
SU Florence Center & Direct Enroll at University of Florence (courses in Italian)	Arrive 3 September, 2019

Question 30: Program	Departure Date
SU Florence Center	
SU Florence Center: Studio Arts, Architecture	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & University of Florence (courses taught in English)	
SU Florence Center & Direct Enroll at University of Florence (courses in Italian)	Depart 18 December, 2019





Consolato Generale d'Italia

**SAMPLE**

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) Date of birth - format: day/month/year (29/05/1991)		5. Luogo di nascita/Place of birth CITY and STATE of birth		7. Cittadinanza attuale/current nationality NATIONALITY (ex: USA, CHINESE) Cittadinanza alla nascita, se diversa Nationality at birth, if different ..... If you were born a different nationality	
8. Sesso /Sex: select appropriate box <input type="checkbox"/> Maschile/Male..... <input type="checkbox"/> Femminile/Female.....		9. Stato civile/marital status..... select appropriate box <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):..		Domanda presentata presso: <input type="checkbox"/> Ambasciata/Consolato <input type="checkbox"/> Centro comune <input type="checkbox"/> Fornitore di servizi <input type="checkbox"/> Intermediario commerciale <input type="checkbox"/> Altro	
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>					
11. Numero d'identità nazionale, ove applicabile /.. national identity number, where applicable..... <b>LEAVE BLANK</b>					
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) <input type="checkbox"/> Passaporto diplomatico/ Diplomatic passport <input type="checkbox"/> Passaporto ufficiale / Official passport					
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..... COUNTRY of Issue (ex: USA, CHINA)		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>			
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>					
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"/> Diplomatic/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).....					

Numero della domanda di visto:

Nome:

Responsabile della pratica:

Nome di chi ha ricevuto la pratica allo sportello:

Documenti giustificativi:

☐ Documento di viaggio  
☐ Mezzi di sussistenza  
☐ Invito  
☐ Mezzi di trasporto  
☐ Assicurazione sanitaria di viaggio  
☐ Altro

Decisione relativa al visto:

☐ Rifiutato  
☐ Rifiutato per segnalazione SIS non cancellabile.  
☐ Pratica Sospesa  
☐ Rilasciato

Tipo di visto:

☐ D

☐ Valido:

dal .....  
al.....

Numero di ingressi:

☐ 1  
☐ 2  
☐ 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 <b>(39) 055-5031-31 PHONE</b> <b>(39) 055-5000-31 FAX</b>	
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 accomodation <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

**STUDENT SIGNATURE**

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**



## Money Order

Applicants are required to pay a processing fee in the form of a personal money order. Please check the exact amount on your consulate's website, keeping in mind that fees change every 3 months. You're your money order out to Consulate General of Italy in [City] and use the address of the consulate.

Please make sure you write your name, home address and phone number on your money order. You can purchase one at a U.S. post office, bank, or 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** 15-800 000

SERIAL NUMBER: 01010100 YEAR, MONTH, DAY: [DATE] POST OFFICE: 55555 U.S. DOLLARS AND CENTS: [CHECK THE AMOUNT]

AMOUNT: ONE HUNDRED DOLLARS & 00¢

PAY TO: CONSULATE GENERAL OF ITALY OF... NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS SEE REVERSE WARNING

ADDRESS: CONSULATE ADDRESS FROM: YOUR NAME CLERK: 0011

CITY STATE ZIPCODE ADDRESS: YOUR ADDRESS

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

## Affidavit of Health Insurance Coverage

As part of the visa process, the Italian consulate requires that all students will purchase an insurance policy with I.N.A ASSITALIA for the duration of their stay as a student in Italy.

This insurance only covers emergency care and in itself is not enough medical insurance for a student for the semester (students should definitely have their own additional insurance for other medical needs and for any travel outside Italy).

However, it does meet the consulate's insurance requirement and Syracuse Abroad will purchase this insurance for every student once they arrive in Florence. Therefore, please complete the Affidavit of Health Insurance Coverage form as part of the visa process to fulfil this part of the required visa documentation.

## What is a Notary?

You will notice a few documents may 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. If you are a Syracuse University student, you can [make an appointment](#) to have documents notarized at our office.

## ITALIAN STUDENT VISA AFFIDAVIT FOR HEALTH INSURANCE COVERAGE

**I,** *(first, middle, last name)* \_\_\_\_\_

**born in** *(town/state)* \_\_\_\_\_ **on** *(day-month-year)* \_\_\_\_\_

**residing at** *(permanent address)* \_\_\_\_\_

**Phone number (area code-number)** \_\_\_\_\_

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

- That within eight days of my arrival in Italy I will report to the Italian QUESTURA for the issuance of my PERMESSO DI SOGGIORNO (residence permit) as requested by the Italian Government of all foreigners residing in Italy for an extended period of time
- That prior to appearing at the Questura, I will have purchased a policy with I.N.A. ASSITALIA, Via del Tritone 181, Rome - Bank account n.7127003 - which can be purchased at any Post Office upon arrival in Italy or with any other Italian insurance company of my choice,
- That the above mentioned coverage will be for my entire stay in Italy and will be granted without any sort of limitation and deduction.

**Place and date:** \_\_\_\_\_  
(Signature of the student)

*SIGNATURE MUST BE NOTARIZED BY NOTARY PUBLIC*

**SIGNED BEFORE ME ON** \_\_\_\_\_

**Signature of notary public** \_\_\_\_\_

**Seal of the notary public**

## Guidelines for Bank Documents

Italian Visa law mandates that students must have a specific amount of available funds on an US account in order to be issued a student visa. Please note that Syracuse Abroad does not have the ability to waive/alter this requirement. All students must provide bank documentation as part of their visa application.

Amount required: \$35- \$50 per person on the account per day abroad, which is approximately:

- \$4000 (semester students) **New York Consulate only - \$6500 \$50 per day**
- \$8000 (academic year)
- \$12000 (Fine Arts Graduate students)

If you do not currently have the required funds in your account, refer to the “Bank Documents” section of the FAQ and contact [Courtney Eppel](#) if you need further clarification.

Depending on the consulate, students may submit bank documentation from a parent or guardian’s bank account. Students who do so must also submit a notarized Affidavit of Support, completed by the parent or guardian (account holder). A blank Affidavit of Support is enclosed in this packet for you to use. The New York Consulate will not accept an Affidavit of Support.

### Sample Text for Bank Documents

Some Consulates require a formal letter while others accept a bank statement letter.

- Double check the Consulate’s website to confirm!
- Syracuse Abroad advises you to bring a bank letter as they are accepted by all consulates

Bank statements must clearly show the bank logo, your name and the amount of funds present in the account. An online statement is acceptable provided it has these items.

Bank letters must confirm that you are the account holder, and that the specified funds are present in your account at the time the letter is generated. If you choose to submit the bank letter, please note the following:

- Letters must be on bank letterhead & must have a signature of a bank representative. Form letters with electronic signatures (such as ones provided by Bank of America) are acceptable
- Letters must be originals, no faxes or photocopies
- Sample text is provided below. Your bank may deviate from the suggested format as long as the primary information requested is included.

**For the New York consulate only:** the consulate is asking for specific requirements:

- The bank letter should be in your name only (no joint account, and no affidavit of support accepted)
- It needs to show at least \$50 per day abroad
- You may also need to provide a credit card statement showing your credit limit.

For more information, please go to:

[http://www.consnewyork.esteri.it/consolato\\_newyork/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/studenti.html](http://www.consnewyork.esteri.it/consolato_newyork/en/i_servizi/per_chi_si_reca_in_italia/studenti.html)

United States Bank of Syracuse



123 Main Street  
Syracuse, NY 13210

September 20, 2015

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





# ITALIAN STUDENT VISA AFFIDAVIT OF SUPPORT

*Required ONLY if bank letter is not in student's own name. Must be completed by the parent/guardian of the visa applicant and must accompany parent/ guardian's official bank documents.*

To Whom It May Concern:

I, \_\_\_\_\_, born in \_\_\_\_\_  
(name of parent/guardian) (city, state, country)

on \_\_\_\_\_, being duly sworn on oath, depose and say:  
(date of birth)

- That the visa applicant, \_\_\_\_\_, born in \_\_\_\_\_  
(name of student visa applicant) \_\_\_\_\_, on \_\_\_\_\_,  
(city, state, country) (date of birth)  
is my: Son/Daughter/Dependent (circle one).
- That the applicant intends to pursue his/her education by attending Syracuse University in Florence between the dates of \_\_\_\_\_ and \_\_\_\_\_.  
(date of arrival) (date of departure)
- That I have sufficient income/assets to responsibly cover the visa applicant's expenses during his/her entire stay in Italy AS WELL AS any and all other unforeseen expenses the applicant may incur during his/her time in Italy.

- That I, the affiant, will pay for the applicant's expenses as outlined above. As proof of my ability to do so, I attach original bank documentation, stating that I have at least \$ \_\_\_\_\_ in my account. (\$4,000 for semester abroad, \$8,000 for academic year, or \$12,000 for FIA Graduate students)

***Further, Affiant Sayeth Not.***

Affiant Signature: \_\_\_\_\_

Place and Date: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

Sworn and Subscribed to before me on: \_\_\_\_\_

***<Seal of Notary Public>***


## Confirmed Round-Trip Flight Itinerary

To obtain a visa, students must provide proof of entry and 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). Make 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, request your itinerary directly from them.** Please ensure that you purchase this flight before the visa deadline. If you have questions regarding group flights, call Advantage Travel (315-471-2222).


Please be sure to research any laws or guidelines prior to scheduling outside travel before, during, or after your program.

International students, make sure your travel dates match your start and end program dates. Do not enter Italy before your visa period begins. It is your responsibility to check to see if you can stay after the visa expires.

Syracuse AirwaysYour Reservations

**You're confirmed!**  
Date issued: Tuesday, September 02, 2014  
Confirmation code:  
**BDPQ758**  
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: LH 2938      Aircraft: 737  
Arrive: 6:17pm      Cabin: Coach  
Meal: --      Seat: 17C  
**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*

  
Scan barcode for boarding pass

Syracuse AirwaysYour Reservations

**FRA → JFK** Frankfurt to New York City (April 30, 2015)  
Flight: SA2846      Travel Time: 7h 45m  
Depart: 3:00pm      Aircraft: 747  
Arrive: 4:45pm      Cabin: Coach  
Meal: Dinner      Seat: 30C  
**Total travel cost**  
(1 passenger)  

Fare	Adult
JFK to FLR	\$650
FLR to JFK	\$700
Taxes and fees	\$80
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
- France
- 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)

