# **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 or school zip code from your Syracuse Abroad application.

### Before you begin:

- Ensure you have a passport valid for at least 6 months after your program ends.
- Ensure you will not need your passport before the program starts.

  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 us immediately to verify your eligibility for the group submission process.
- Visa application due date: Monday, October 15, 2018
- Main contact:
  - Courtney Eppel, Italy Visa Coordinator 315-443-9428, cspencer@syr.edu
- 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. <u>Please submit a copy of your I-20 or Green Card with your other paperwork.</u> 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 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 second semester. <u>Please contact us if you are planning on staying for two semesters.</u>

### Mail or bring completed visa documents to:

Syracuse Abroad c/o Courtney Eppel 106 Walnut Place Syracuse, NY 13244

### Rules for Submitting Your Italian Visa Application:

### Make sure your passport is signed!

- Respect the deadline!
  - All documents must be received by the deadline, sent in one package. If you miss the deadline, we can't guarantee you to be part of the group submission and you may have to submit your application independently.
- Print all documents single-sided only.
- Do not use staples, paper clips, glue or tape on any portion of your application.
- All forms with handwritten sections must be legible and written in black or blue ink.
- All photos, photocopies and scans must be clear and easy to read.
- You may print and photocopy in black and white or color.
- You may use the forms in this packet or download them from your <u>OrangeAbroad Portal</u>.
- Make copies of all documents for your records and reference.
  - o **Note:** Especially keep a copy of the ID page of your passport.
- Send applications through a courier service (FedEx or UPS) as the US
   Postal Service (USPS) may take up to two days longer to reach the
   Syracuse Abroad office.

IMPORTANT: Please do <u>not</u>, under any circumstance, contact the consulate regarding your visa application.

As you are part of our group submission, the consulate requires that all contact regarding the group submission must come from Syracuse Abroad.

# **Checklist of Required Visa Documents**

These documents are mandatory, no exceptions will be made.

The fo	ollowing documents must be <b>mailed</b> or brought to Syracuse Abroad:
	1. Official <b>SIGNED</b> passport
	2. <u>Two</u> official passport photos
	3. Notarized photocopy of your driver's license or state ID
	<ul> <li>International students: copy of your I-20 form or your Green Card (both sides).</li> </ul>
	4. Italian visa application form with the <b>two (2) signature pages notarized</b>
	5. Official bank letter and (if applicable) <b>notarized</b> affidavit of support
	6. Enrollment verification letter from your home university (non-SU students only)
	7. Check payable to Syracuse University for \$70
	8. <b>Notarized</b> affidavit of health insurance
	9. Pre-Paid UPS label
	10. Copy of round-trip flight itinerary ( <b>Note:</b> if you are traveling on the group flight, Syracuse Abroad will get this for you)

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

### Note: What is a Notary?

You will notice at least one document requires 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.

### 1. 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!

Syracuse 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. If you do not use the expedited service and your passport does not arrive until after the deadline, we cannot guaranty that you will be able to be part of the group submission.

Applications for passports and passport renewal can be found online at <a href="Iravel.State.Gov">Iravel.State.Gov</a>.

Once you have applied for your passport, immediately begin working on the remainder of your visa application and submit it to Syracuse 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 Syracuse Abroad.

### 2. 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 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.

### 3. 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:

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

Copy your driver's license here 春	
Place and date	Signature of the student
Signature must be notarized by a լ	public notary:
Signature must be notarized by a page of the signed before me on:	public notary:
Signature must be notarized by a page of the public notary:	public notary:
Seal of the public notary	public notary:

### 4. Visa Application Form

You should have downloaded a blank application when you downloaded this packet. If you did not, please <u>click here</u> or in your <u>log into your OrangeAbroad Portal</u>.

Please fill out each page exactly as it is filled out on the sample (pages 7-10 in this packet) with your appropriate information. There are **three signatures** required on this application and you must complete all for the application to be complete.

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

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

Teamber of Edys for Opining 17 (question 25)	
Question 25: Program	Number of Days
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Design, Engineering	107 days
Sustainability Signature Seminar (with any program above)	
SU Florence Center & Intensive Language Program at University of Florence	<mark>116 days</mark>
Eco-City Signature Seminar with SU Florence Center	117 days
Eco-City Signature Seminar with SU Florence Center & Intensive Language Program	<mark>126 days</mark>
SU Florence Center & Direct Enrollment at University of Florence (courses taught in	
Italian)	147 days
SU Florence Center & Direct Enrollment at University of Florence (courses taught in	
Italian) with Sustainability Signature Seminar	<mark>156 days</mark>

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

Question 29: Program	Arrival Date
Signature Seminar- Sustainability	
SU Florence Center & Intensive Language Program at University of Florence	Arrive 6 January, 2019
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Design, Engineering	
SU Florence Center & Direct Enrollment at University of Florence (courses taug	ght
in Italian)	Arrive 15 January, 2019

Question 30: Program	Departure Date
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Design, Engineering	
SU Florence Center & Intensive Language Program at University of Florence	Depart 1 May, 2019
SU Florence Center & Direct Enrollment at University of Florence (courses taught	
in Italian)- exact date TBD	Depart 10 June, 2019
Eco-City Signature Seminar with any program	Depart 11 June, 2019





#### National (D) visa application form This form is free of charge



1. Surname (Family name)/ (x)				
LAST NAME (must match passport)				For official use only
2. Surname at birth (Former family name(s)) / (x)				Tor oricial use only
LEAVE BLANK				Data della domanda:
3. First name(s) / (x) FIRST and MIDDLE NAM	E (must match passnor	4)		Data della dollialida.
4. Date of birth (day-month-year)	5. Place of birth	7. Current	ationality	Numero della demanda di
4. Date of birth (day-month-year)	CITY and STATE of birth		TY (ex: USA, CHINESE)	Numero della domanda di visto:
DATE OF BIRTH- format:	6. Country of birth	TO THIS IS A	r (cx. oor ( orintede)	
day/month/year (29/05/1991)		Nationali	ty at birth, if different	Domanda presentata presso:
	COUNTRY of birth	if you were	born a different nationality	□Ambasciata/Consolato
8. Sex:	O Monited status			Centro comune
0. 364	9. Marital status: select appropriate t	OOX		☐Fornitore di servizi ☐Intermediario commerciale
☐Male ☐Female.	Single	☐ Mar		Altro
	Separated Widow(er)	☐ Divo	rced	
select appropriate box	Other (please specify)			Nome:
10. For minors: surname, first name, addres		d nationality	of narental authority/legal	1
quardiant		a mationality	parental admorty/legal	
LEAVE BLANK				Responsabile della pratica:
11. National identity number, where applica	LEAVE BLANK			Nome di chi ha ricevuto la pratica allo sportello:
12. Type of travel document:		1		- Practical and Sportensi
SELECT	"ORDINARY PASSPORT"	_		
Ordinary passport	☐ Diplomatic passp			Documenti giustificativi:
☐ Service passport. ☐ Official passport ☐ Special passport			☐Documento di viaggio	
☐ Other travel document (please specify):				☐Mezzi di sussistenza ☐Invito
	ssue.(day-month- 15. Valid until (day-	ay-month-yr)	16. Issued by	Mezzi di trasporto
document yr)	date of ex	oiration	COUNTRY of issue	Assicurazione sanitaria di
PASSPORT NUMBER date	e issued date of ex	ondion	(ex: USA, CHINA)	viaggio □Altro
17. Appplicant's home address and e-mail address Telephone number(s)				
Your PERMANENT ADDRESS and EMAIL ADDRESS  cell phone and home phone				Decisione relativa al visto:
Humbers				☐Rifiutato ☐Rifiutato per segnalazione
18. Are you residing in a country other than the country of your current nationality: Select "NO" unless applicable				SIS non cancellabile.
XN0   Select No unless applicable   Yes, Residence permit or equivalent:   No   Valid until   Yes, Residence permit or equivalent:   Yes, Yes, Yes, Yes, Yes, Yes, Yes, Yes,				□Pratica Sospesa □Rilasciato
				Kilasciato
19. Current occupation STUDENT			Tipo di visto:	
				□ Þ
20. Employer, employer's address and telephone number. For students, name and address of educational institution.			□Valido:	
List vour HOME UNIVERSITY name and its ADDRESS			dal	
1				1

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. Purpose of travel: Select "STUDY" only		al
Joining family member/ Accompanying family member		
Religious activity Sport Missio	n Diplomatic	Numero di ingressi:
] Medical reasons	ion Subordinate work	
Autonomous work Other (specify)/		Multipli
(x) Provide the information as indicated in the travel documen		
	chengen country of first entry	
FLORENCE, ITALY	ITALY	
	uration of stay. Indicate the number of days nax. 365 days)	
	EASE REFER TO DATES IN PACKET (ex: 107 days)	]
26. Schengen visas issued in the past three years:		
None Select "NONE" unless you have another Schen	gen Visa in your passport	
Yes. Date(s) of validity: from		
27. Fingerprints previously taken for a Schengen visa appli	ication: Select "NO" unless	7
No ☐ Yes. Indicate date if known:	applicable	
Tes. Indicate date ii known		
28. Number of the Nullaosta issued for a Joining family mer		
Subordinate work visa (only when required by the regulation LEAVE ALL BLAN		*
Issued by the SUI of the city of	Valid fromuntil	
29. Intended date of arrival in the Schengen area	30. Intended date of departure from the Schengen are	a
REFER TO DATES IN PACKET-MUST MATCH	(only for visas valid from 91days to 364 days)	
FLIGHT ITINERARY (day/ month/ year)	REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERAR	Y
31. Name of the person who requested the family reunion vi	sa, or the name of the employer. Indicate your address	_
in Italy, if it is visa for Adoption, Religious Activities, Medic		^
LEAVE	BLANK	
Address and e-mail address of the person(s) who requested	Telephone number and fax number of the person(s)	-
the family reunion visa, or the name of the employer.	who requested the family reunion visa, or the name of the employer.	r
LEAVE BLANK	LEAVE BLANK	
		╛
32. Name and address of the inviting company/	Telephone number and fax number of the company/	
organization. SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132	(39) 055-5031-31 PHONE (39) 055-5000-31 FAX	
Name, address, telephone number, fax number and e-mail a	ddress of the contact person of the company/	┥
organization. SASA PERUGINI- DIRECTOR SU FLOREN		
PERUGINI@SYR.EDU		
PIAZZA SAVONAROLA, 15, FLORENCE I-5		_
33. The applicant's expenses for travel and stay are the resp Check the following boxes indicate		
the applicant.	of the sponsor (host, company, organization),	⊢
the appreame.	specify: SYRACUSE UNIVERSITY	
Means of support:		
□ Cash	referred to in field n. 31 or 32.	
Traveller's cheques	other (specify)	
Credit cards		
Prepaid accomodation Prepaid transportation	Means of support:	
Other (specify)	Cash	
X Accommodation provided		
INFORMATION NOT NECESSARY FOR THE FOLLOWING VISAS:	All expenses covered during the stay	
Joining Family Member, Accompanying Family Member,	☐ Prepaid transportation ☐ Other (specify)	
Subordinate Work, Autonomous Work, Mission, Diplomatic,	_ oma (special)	
Adoption.		

ONL	Y IF APPLICABL	E, fill in this sect	ion (34 and 35)
34. Personal data of the family member v	who is a citizent of the	e EU, EEA or CH:	
Surname (family name).		First name(s)	
Date of birth	Nationality		Number of travel document or ID card
35. Family relationship with a EU, EEA o  spouse  other direct ascendant –grandchild	or CH citizen: son/daughte dependent a		
36. Place		37. Signature (Signature of paren minor)	t or legal guardian if applicant is a
CITY, STATE, DATE of	f signature	STUDE	ENT SIGNATURE

I am aware that the handling visa fee is not refunded if the visa is refused.

STUDENT SIGNATURE

I am aware of and consent to the following: that the collection of the data required by this application, the taking of my photograph and, if applicable, the taking of my fingerprints are mandatory for the examination of the visa application, and that the 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 those authorities for the purpose of a decision on my visa application.

Such data, as well data concerning the decision taken on my application or a decision whether to annul or revoke an issued visa will be entered into and stored in the visa information system of the Italian Embassy/Consulate and of the Italian Ministry of Foreign Affaire.

Such data will be accessible to the national authorities responsible for visas. Furthermore, 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 of the Member States (for the purpose of verifying whether the conditions for the legal entry into, the stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or no longer fulfil these conditions), to the authorities of the Member States responsible for examining of 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 other serious criminal offences.

I am aware that I have the right to obtain notification of the data relating to me recorded in the visa information system, and the right to request that inaccurate data relating to me be corrected and that data relating to me processed unlawfully be deleted. At myrequest, the authority examining my application will inform me of the manner in which I may exercise my right to verify my personal data, and have them corrected or deleted, including the related remedies according to the national legislation. The responsible national authority is the "Garante per la Protezione dei Dati Personali".

I declare that all the data provided by me are complete and correct. I am aware that 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 law of the Italian Representative (article 331 c.p.p.).

The mere fact that a visa has been granted does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5, paragraph 1 of Regulation EU n. 562/2006 (Schengen Borders Code) and of Article 4 of Italian Law 286/98 and for said reasons I will be refused entry.

.ANNOTAZIONI (riservato all'Ufficio)			
THE STATE OF THE S	Minnestone.		
Place	Signature		
	(Signature of parent or legal guardian if applicant is a minor)		
Date			
CITY CTATE DATE of signature	STUDENT SIGNATURE		
CITY, STATE, DATE of signature	OTOBERT ORDINATORE		

### **5. 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. Syracuse 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 in your own personal bank account, 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 also complete the Affidavit of Support on page 15, 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.

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.

### 



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 No.	Amount *	Date Opened
ends in xxxx	\$4,245.36	01/01/2000
ends in xxxx		01/01/2000
	ends in xxxx	ends in xxxx \$4,245.36

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 ar	nd clearly filled out by	the person providing	financial support.
- The affidavit must be signed and no	otarized.		
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I the affiant, First name Middle name	me Last name		City, State and Country
on Date of birth	_		
Date of birth			
BEING D	DULY SWORN ON OAT	H, DEPOSE AND SA	AY:
1 That the visa applicant		hor	n in
1. That the visa applicant First name	Middle Name	Last name	City, State and Countr
on		is	
on Date of	birth		
my son	my daughter	_	_ my
2. That the visa applicant intends to	pursue his/her education	on by attending	Name of academic
institution			Nume of academic
in Location of ins	, dur	ing the period	
Location of ins	titution in Italy		From To
of the academic year	·		
3. That I, the affiant, have full time 6	employment as a	Professi	and on
currently employed at			
with sufficient income and assets	to provide for the expe	enses the applicant m	nay incur while studying in Italy.
4. That I, the affiant will pay the app	plicant's expenses as ou	ıtlined above.	
	_		
Date		Affiant's s	signature
 Date	-	Signature + Seal	of Public Notary

### 6. Enrollment Verification Letter from Home University

**For Non-SU students only**. Obtain this letter from your school's registrar's office; it should confirm that you are enrolled full time at your home university, and should contain your anticipated graduation date.

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.

#### 7. Visa Fee

The Italian consulate charges a fee for a long stay student visa. Please submit a check for \$70 payable to Syracuse University and we will pay this fee to the consulate for you.

### 8. 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. Syracuse 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 (see note on page 3).
- 3. Send the original along with your visa application.

### AFFIDAVIT OF HEALTH INSURANCE COVERAGE

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II/La sottoscritto/a		nato/a a
on	residing at (permanent address	)
il	residente in	
	DECLARE	
	DICHIARA	
_	ht (8) days of my arrival in Italy, I will palth insurance carrier.	ourchase a heath insurance policy issued
Questura (Police	eipt of payment of such health insurance Dept.) of the city of destination to obt purpose of studying.	re policy has to be exhibited to the ain the "Permesso di Soggiorno" (Permit
Che, entro otto (8) gio	orni dal mio ingresso in Italia, acquistero' una polizza	a assicurativa da una societa' di assicurazioni italiane.
	gamento di detta polizza assicurativa dovra' essere p di Soggiorno per motivo di studio.	presentata alla Questura della citta' di destinazione, pe
Date (Data)	Sig	nature (Firma)
Date	$\frac{1}{\text{Sig}}$	nature + Seal of Public Notary

#### 9. Pre-Paid UPS Label

You must provide Syracuse Abroad with a pre-paid UPS label in order to have your passport and visa returned to you. You do not need to provide Syracuse 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
  - a. If you do not already have an account, create one
  - b. Under the Quick Start tab, select "Ship".
- 2. Where is this shipment going?
  - a. Enter your HOME ADDRESS details here. Include telephone and email so UPS can reach you in case there is a problem with delivery.
- 3. Where is this shipment coming from?
  - a. Syracuse University Abroad, 106 Walnut Place, Syracuse NY 13244
  - b. Telephone 315-443-9428
  - c. Email cspencer@syr.edu
- 4. What are you shipping?
  - a. Number of packages: 1
  - b. Packaging type: Select UPS letter
  - c. Weight: leave blank
  - d. Package declared value: \$128 (cost of passport replacement)
- 5. How would you like to ship?
  - a. Select UPS 2<sup>nd</sup> Day Air or Next Day Air, whichever you prefer
  - b. Check any additional services if desired (recommended: Send E-mail notifications and Receive Confirmation of Delivery)
- 6. Would you like to add reference numbers to this shipment?
  - a. You can skip this section
- 7. How would you like to pay?
  - a. Enter payment information
- 8. Would you like to schedule a pickup?
  - a. You can skip this section
  - b. Click 'Next'
- 9. Additional shipping options
  - a. If you selected 'Send E-mail notifications' enter email address(es) here
  - b. Delivery options: select delivery options from the drop-down menu if desired
  - c. Click 'Next'
- 10. Review shipment details
  - a. Make sure all information is correct and click 'Ship Now'
  - b. Print shipping label or save as PDF to print at a future date

**IMPORTANT**: Although we will do everything in our power to help you locate a missing package, Syracuse 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.

Syracuse 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: <a href="http://www.ups.com/content/us/en/bussol/browse/personal/delivery">http://www.ups.com/content/us/en/bussol/browse/personal/delivery</a> options/my choice.html. To sign up, use this link: <a href="http://www.ups.com/mychoice/welcome.html">http://www.ups.com/mychoice/welcome.html</a>

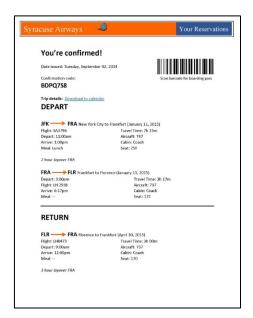
Please contact UPS Customer Service at 800-PICK-UPS (800-742-5877) with your tracking number if you have questions about the delivery of your package or to file a claim for a missing package. You may also file a claim from your online account.

### 10. 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). 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, we will get 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).

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.





### 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.

