# 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: Friday, October 11<sup>th</sup>, 2019
- Main contact:
  - Courtney Eppel, Italy Visa Coordinator 315-443-9428, <u>cspencer@syr.edu</u>
- 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 ATTN: Italy Visas 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</u>
  <u>Portal</u>.
- Make copies of all documents for your records and reference.
  - 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 following documents must be mailed or brought to Syracuse Abroad:

- □ 1. Official **SIGNED** passport
- □ 2. <u>**Two**</u> official passport photos
- $\hfill\square$  3. Notarized photocopy of your driver's license or state ID
  - International students: copy of your I-20 form or your Green Card (both sides).
- $\Box$  4. Italian visa application form with the two (2) signature pages notarized
- □ 5. Official bank letter and (if applicable) **notarized** affidavit of support
- □ 6. Enrollment verification letter from your home university (non-SU students only)
- □ 7. Visa fee- Money order made out to Consulate General of Italy in Los Angeles
- $\Box$  8. Notarized affidavit of health insurance
- □ 9. Pre-Paid UPS label
- □ 10. Copy of round-trip flight itinerary (**Note:** 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 Travel.State.Gov.

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 the post office, drugstores and other stores 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.
  \*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	
Place and date	Signature of the student
Signature must be notarized by a publi	ic notary:
Signed before me on:	
Signature of the public notary:	
Seal of the public notary	
proved to me on the basis of satisfactory evidence instrument and acknowledged to me that he/she	V Public in and for said state, personally appeared this individual, e to be the individual whose name is subscribed to the within executed the same in her capacity, and that by her signature on the
instrument, the individual, or the person upon beha	alf of which the individual, acted, executed the instrument.

### 4. Visa Application Form

You should have downloaded a blank application when you downloaded this packet. If you did not, please <u>click</u> <u>here</u> or in your log into your <u>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 20 (question 25)

Question 25: Program	Number of Days	
SU Florence Center		
SU Florence Center: Studio Arts, Architecture, Design, Engineering	<mark>108 days</mark>	
Sustainability Signature Seminar (with any program above)	<mark>117 days</mark>	
SU Florence Center & Intensive Language Program at University of Florence	<mark>116 days</mark>	
SU Florence Center & Direct Enrollment at University of Florence (courses taught		
in Italian)	<mark>149 days</mark>	
SU Florence Center & Direct Enrollment at University of Florence (courses taught		
in Italian) with Sustainability Signature Seminar	<mark>158 days</mark>	
SU Florence Center & Culinary Crossings Seminar	<mark>118 days</mark>	

#### Program Dates for Spring 20 (questions 29 and 30)

Question 29: Program	Arrival Date
Signature Seminar- Sustainability	Arrive 5 January, 2020
SU Florence Center & Intensive Language Program at University of Florence	Arrive 6 January, 2020
SU Florence Center SU Florence Center: Studio Arts, Architecture, Design, Engineering SU Florence Center & Direct Enrollment at University of Florence (courses	
taught in Italian)	Arrive 14 January, 2020

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	<mark>Depart 30 April, 2020</mark>
Culinary Crossings Seminar	<mark>Depart 10 May, 2020</mark>
SU Florence Center & Direct Enrollment at University of Florence (courses	
taught in Italian)- exact date TBD	<mark>Depart 10 June, 2020</mark>





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

1. Surname (Family name)/ (x)		<u></u>	
LAST NAME (must match	LAST NAME (must match passport)		
2. Surname at birth (Former family name(s)	)/ (x)	For official use only	
LEAVE BLANK			
		Data della domanda:	
3. First name(s) / (x)		Data dena domanda:	
FIRST and MIDDLE NAM	ie (must match passport)		
4. Date of birth (day-month-year)	5. Place of birth 7. Current nationality	Numero della domanda di	
	CITY and STATE of birth NATIONALITY (ex: USA, CHINESE)	visto:	
DATE OF BIRTH- format:	6. Country of birth		
day/month/year (29/05/1991)	Nationality at birth, if different	Domanda presentata presso:	
	COUNTRY of birth if you were born a different nationality		
		Ambasciata/Consolato	
8. Sex:	9. Marital status: select appropriate box	Fornitore di servizi	
		Intermediario commerciale	
☐ Male □ Female.	Single Married	Altro	
	Separated Divorced		
select appropriate box	□Widow(er) □Other (please specify)	Nome:	
	s (if different from the applicant's) and nationality of parental authority/legal		
guardian: LEAVE BLANI	7	Responsabile della pratica:	
		Responsable dena pratica.	
11. National identity number, where applica		Nome di chi ha ricevuto la	
The transman fuction of the model, where apprea	ble: LEAVE BLANK	pratica allo sportello:	
12. Type of travel document:	1		
	"ORDINARY PASSPORT"		
Ordinary passport	Diplomatic passport	Documenti giustificativi:	
	Service passport. 🗌 Official passport		
Special passport	Documento di viaggio		
Other travel document (please specify):		□Invito	
	ssue.(day-month- 15. Valid until (day-month-yr) 16. Issued by	Mezzi di trasporto	
document yr)	date of expiration	Assicurazione sanitaria di	
PASSPORT NUMBER date	e issued date of expiration (ex: USA, CHINA)	viaggio □Altro	
17. Appplicant's home address and e-mai	l address Telephone number(s)		
	cell phone and home phone	Decisione relativa al visto:	
Your PERMANENT ADDRE	SS and EMAIL ADDRESS	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.	
X N O		Pratica Sospesa	
Yes. Residence permit or equivalent:		Rilasciato	
19. Current occupation	Tipo di visto:		
19. Current occupation STUDENT			
20. Employer, employer's address and tele	1		
	□Valido:		
List vour H	dal		
1		1	

21. Purpose of travel:		1
21. Purpose of travel: Select "STUDY" only		al
Joining family member/ Accompanying family member		
□ Religious activity □ Sport □ Missio	n 🔲 Diplom atic	Numero di ingressi:
☐ Medical reasons		
		2
		🗖 Multipli
(x) Provide the information as indicated in the travel documen		
	hengen country of first entry	
FLORENCE, ITALY		
	uration of stay. Indicate the number of days	
🔲 One 🔲 Two 🔀 Multiple. 🗰	nax. 365 days)	
PLE	EASE REFER TO DATES IN PACKET (ex: 107 days)	1
26. Schengen visas issued in the past three years:		
None Select "NONE" unless you have another Scheng	gen Visa in your passport	
☐ Yes. Date(s) of validity: from	. to	
27. Fingerprints previously taken for a Schengen visa appli	cation: Select "NO" unless	
	applicable	
No 🔲 Yes. Indicate date if known:		
28. Number of the Nullaosta issued for a Joining family men	nher visa/Accompanying family member visa/	
Subordinate work visa (only when required by the regulatio		
LEAVE ALL BLAN		
Issued by the SUI of the city of		
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 IT INERARY (day/ month/ year)	REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERAR	<u>7</u>
31. Name of the person who requested the family reunion vi in Italy, if it is visa for Adoption, Religious Activities, Medic		
in naiy, i it is visa for Adoption, Rengious Activities, Metic	ar Reasons, sport, study, mission.	
LEAVE	BLANK	
		_
Address and e-mail address of the person(s) who requested the family reunion visa, or the name of the employer.	Telephone number and fax number of the person(s) who requested the family reunion visa, or the name o	r
the family feation visa, of the name of the employer.	the employer.	
	·	
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	organization	
PIAZZA SAVONAROLA, 15	(39) 055-5031-31 PHONE (39) 055-5000-31 FAX	
FLORENCE I-50132		
Name, address, telephone number, fax number and e-mail a		
organization. SASA PERUGINI- DIRECTOR SU FLORENCE	DE	
PERUGINI@SYR.EDU	0122	
PIAZZA SAVONAROLA, 15, FLORENCE I-5		
33. The applicant's expenses for travel and stay are the resp Check the following boxes indicate		
X the applicant.	of the sponsor (host, company, organization),	-
ine applicant.	specify: SYRACUSE UNIVERSITY	
Means of support:	referred to in field n. 31 or 32.	
Cash Traveller's cheques		
X Credit cards	Dother (specify)	
Prepaid accomodation		
X Prepaid transportation	Means of support:	
Other (specify)	Cash	
INFORMATION NOT NECESSARY FOR THE	Accommodation provided	
FOLLOWING VISAS:	All expenses covered during the stay	
Joining Family Member, Accompanying Family Member,	Other (specify)	
Subordinate Work, Autonomous Work, Mission, Diplomatic,	(F =, /	
Adoption.		

ONLY IF APPLICABLE, fill in this section (34 and 35)				
34. Personal data of the family member v	who is a citizent of th	EU, EEA or CH:		
Surname (family name).	urname (family name). First name(s)			
Date of birth	Nationality	Number of tr	avel document or ID card	
35. Family relationship with a EU, EEA or CH citizen:      spouse    son/daughter      other direct ascendant -grandchild    dependent ascendant				
36. Place 37. Signature (Signature of parent or legal guardian if applicant is a minor)				
Date  STUDENT 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.

ANN	TAZIONI (riservato all'Ufficio)

Il sottoscritto dichiara di aver preso visione dell'informativa sulla protezione dei dati personali riguardante il rilascio dei visti,

ai sensi del Regolamento Generale sulla Protezione dei Dati (UE) 2016/679. The undersigned declares that he/she has read the privacy statement concerning the issuance of visas, in accordance with the General Data Protection Regulation (EU) 2016/679.

Place	Signature
CITY, STATE (location) at time of signature	(Signature of parent or legal guardian if applicant is a minor)
Date DATE in day/month/year format	STUDENT SIGNATURE

### 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 <u>also</u> 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.

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	01/01/2000
		\$8,000.00	

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

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#### 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 mymy
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 aand 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

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- Money Order

The Italian consulate charges a fee for a long stay student visa. Please submit a money order made out to the Consulate General of Italy in Los Angeles for the exact fee amount (fees change quarterly based on exchange rate; new fee info will be available October 1. You will receive an email in early October with details). Money orders can be purchased at your local post office or at some drugstores.

### 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

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 heath 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

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### 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.

#### Go to www.ups.com

Select "ship" from the quick start menu

- 1. Where is your shipment coming from?
  - a. You are shipping FROM Syracuse Abroad, 106 Walnut Place, Syracuse NY 13244, 315.443.9428, <u>cspencer@syr.edu</u> (check the box to send status updates to this email address)
  - b. Continue

Where are you shipping to?

- c. You are shipping TO your home address. Enter those details here.
- d. Continue
- 2. What kind of packaging are you using?
  - a. From the drop down list, select "UPS LETTER", weight 1lb, replacement value \$170 USD
  - b. You can add a reference number or other options if you like, but it's not required
  - c. Continue
- 3. How would you like to ship?
  - a. Select "I'll drop off my shipment or include it in another pickup." Skip the estimated ship date.
  - b. From the selection of boxes shown, disregard the dates listed and choose the box that says "UPS 2<sup>ND</sup> DAY AIR". You can choose next day air if you prefer.
  - c. Continue
- 4. Almost done. Let's check a few more details.
  - a. What are you shipping? Enter a descriptor such as "Italian visa"
  - b. Add your personal email address so you can receive notifications of your passport's whereabouts. Select any other options you wish.
  - c. Continue
- 5. How would you like to pay?
  - a. Select payment card and fill out your billing information.
- 6. Review the details; if everything is correct, click "PAY AND GET LABEL".
  - a. If you can't print the label out right away, save it as a PDF so you can print it later. The label is available for printing for 24 hours. If you wait longer than 24 hours, you will have to call UPS customer service for assistance to print the label.

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:

http://www.ups.com/content/us/en/bussol/browse/personal/delivery\_options/my\_choice.html. To sign up, use this link: <u>http://www.ups.com/mychoice/welcome.html</u>

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.

Syracuse Airways	Your Reservations	Syracuse Airways		Your Reservations
You're confirmed! Date issued: Tuesday, September Confirmation code: BDPQ758		FRA JFK Frankl Flight: SA286 Depart: 500pm Arrive: 445pm Metal: Dinner	furt to New York City (April 30,2015) Travel Time: 7h 45m Aircraft: 747 Cabin: Coach Seat: 30C	
Trip details: Download to calend DEPART	<u>ar</u>	Total travel co	ost	
JFK	y to Frankfurt (January 11, 2015) Travel Time: 7h 25m Aircraft 177 Calim: Coach Seut: 25F	Fare JFK to FLR FLR to JFK Taxes and fees Total Charged to Jenny C. Doe	Adult \$650 \$700 \$80 \$1,430	
FRA ——> FLR Frankfurt to F Depart: 3:00pm Flight: LH 2938 Arrive: 6:17pm Meal:	Horence (January 11, 2015) Travel Time: 3h 17m Aircraft: 737 Cabin: Coach Seat: 17C	7328 (Visa)	) You paid \$1,430	
RETURN				
FLR FRA Piorence to I Filipht: LUB473 Departy 12:00am Arrive: 12:00am Medi 3 hour layoner FRA	ranklut (April 30, 2015) Travel Time: 3b.00m Avrault 757 Gabin: Coach Seut: 170			

### 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)

