# Italian Student Visa Packet

## Consulate General of Italy in Philadelphia

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Philadelphia. 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 11th, 2019
- Main contact:
  - Courtney Eppel, Italy Visa Coordinator 315-443-9428, <u>cspencer@syr.edu</u>
- International students may apply through the Philadelphia jurisdiction if your home school is in Delaware, Maryland (except Montgomery and Prince Georges Counties), some New Jersey counties (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem), Pennsylvania, North Carolina, Virginia (except Arlington and Fairfax counties), or West Virginia. <u>Submit a copy of your I-20 or Green Card with your other paperwork.</u> If you are on an F1-visa, make sure it is valid at least 3 months after your 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 <u>received</u> 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
- $\Box$  2. One official passport photo
- $\Box$  3. Photocopy of your student ID card and driver's license or state ID both on one page
  - International students: copy of your I-20 form or Green Card (both sides)
- □ 4. Italian visa application form (with 3 signatures)
- □ 5. Enrollment verification letter from your home university (non-SU students only)
- □ 6. Visa fee- money order made out to Consulate General of Italy in Philadelphia
- □ 7. Official bank letter and (if applicable) **notarized** affidavit of support
- □ 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 a few documents require notarization. A notary is a person authorized to perform legal formalities; in this case, authorization of a signature on an official document. This tells the consulate that it has been legally confirmed that YOU signed the document before him/her. You can find notaries at most banks.

## 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. One Official Passport Photo



The consulate requires a separate photo to create your visa. This does not need to be the same photo in your passport. You may have official passport photos taken at the post office, drugstores and other stores for a fee. The photo should feature only you in front of a white background. You may not take the photo yourself. Only send one photo 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 photo. Please see the sample at left.

## 3. Photocopy of Your Student ID and driver's license

Your university ID card provides proof that you are a full-time student at an accredited university. Your driver's license or state ID confirms that you live in the region served by the Philadelphia consulate.

Please photocopy both on the same blank page, with nothing written on the back. See sample to the right.

**International students**: please make a copy of your I-20 or green card (both sides).



## 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 6-9 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 24 and 25 of your visa application.

#### Number of Days for Spring 20 (question 24)

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 (question 25)

Question 29: Program	Arrival Date
Signature Seminar- Sustainability	<mark>Arrive 5 January, 2020</mark>
SU Florence Center & Intensive Language Program at University of Florence	<mark>Arrive 6 January, 2020</mark>
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	Depart 10 May, 2020
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)- exact date TBD	Depart 10 June, 2020



Modulo gratuito

#### COMPLETE THIS FORM IN ALL ITS PARTS. FAILING TO DO SO MAY RESULT IN LONGER PROCESSING TIMES SI PREGA DI COMPILARE IL PRESENTE FORMULARIO IN TUTTE LE SUE PARTI. UNA COMPILAZIONE INCOMPLETA POTREBBE COMPORTARE UN ALLUNGAMENTO NEI TEMPI DI TRATTAZIONE.

1. Surname (Family name) (*) Cognome LAST NAME (must match passport)	Spazio riservato all'Amministrazione
	For Office use only
2. Surname at birth (Former family name/s) (*) Cognome alla nascita (Cognome/i precedente/i) LEAVE BLANK	Data di presentazione della
3. First name/s (Given name/s) (*)	domanda:
Nome/i	Numero della domanda:
4. Date of birth (dd/mm/yy) Data di nascita (gg/mm/aa) 5. Place of birth / Luago di nascita 7. Current nationality / Cittadinanza attuale NATIONALITY (ex: USA, CHINESE)	
DATE OF BIRTH- format: 6. Country of birth / State di nascita Nationality at birth, if different	Domanda presentata presso:
day/month/year (29/05/1991) COUNTRY of birth COUNTRY of birth COUNTRY of birth	☐ Ambasciata/Consolato ☐ Fornitore dei servizi ☐ Altro (precisare):
8. Gender 9. Marital Status / Stato civile select appropriate box	
Seeso   Seeso   Single / Non coningato/a   Single / Non coningato/a  Separated / Separated	Responsabile della pratica:
Maschile Femminule Select appropriate box Altro (precisare)	Nome di chi ha ricevuto la pratica allo sportello:
10. In case of minors: surname, first name, address (if different from applicant's) and nationality of the holder of	
parental responsibility/legal guardian / Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinarza del titolare della	Documenti giustificativi:
potestà genitoriale/tutore legale)	□ Documento di viaggio □ Mezzi di sussistenza
11. Type of travel document / Tipo di documento SELECT "ORDINARY PASSPORT"	□ Invito
Ordinary Passport / Passaporto ordinario	□ Mezzi di trasporto □ Assicurazione sanitaria di
Service Passport / Passaporto di servizio	viaggio
Special Passport / Passaporto speciale	□ Altro:
Other travel document (pls. specify)     Documento di viaggio di altro tipo (precisare)	Decisione relativa al visto:
12. Number of travel document         13. Date of issue         14. Valid until / Valido fino a         15. Rilasciato da / Issued by           Numero documento di viaggio         Data di rilascio         Issue for somira di viaggio         15. Rilasciato da / Issued by	🗖 Rifiutato
Mumero documento di viaggio         Data di rilascio         COUNTRY of issue           PASSPORT NUMBER         date issued         date of expiration         COUNTRY of issue	🗖 Rilasciato
16. Applicant's home address and e-mail address / Indirizzo del domicilio e di posta elettronica del richiedente Numerol di telefono	Tipo di visto:
Your PERMANENT ADDRESS and EMAIL ADDRESS [cell phone and home phone numbers]	
17. Residence in a country other than the country of current nationality / Residenza in un Paese diverso dal Paese di cittadinanza	Valido:
attuele Select "NO" unless applicable	dal//
Ves. Residence permit or equivalent / Si. Titolo di soggiorno di soggiorno o equivalente	al//
n. /n. Valid until /Valido fino al	Numero di ingressi:
STUDENT	
19. Employer and employer's address and telephone number. For students, name and address of educational institute Datore di lavoro, indirizzo e telefono. Per gli studenti, nome e indirizzo dell'istituto di insegnamento.	🗖 Multipli
List vour HOME UNIVERSITY name and its ADDRESS	Numero di giorni :
20. Main pour pose/s of the jour ney / Scopoli principale/i del viaggio Select "STUDY" only	]
Family reunification/following family member / Ricorg agrimmento familyare/Familyare al seguito	
Religious reasons / Mathir religion     Sport / Sport      Mission / Mission / Missione     Diplomatic / Diplomatico     Study / Studio     Adoption / Adaption     Salaried employment / Lavoro subordinato	
Self-employment / Lavoro autonomo	
Other (pls. specify) / Di altro tipo (precisare)	

(\*) As specified in the travel document / Come indicate nel documento di viaggio

1

21. Your destination in Italy / Destinazione in Italia		22. Schengen State of first entry (if applicable)	OSSERVAZIONI
FLORENCE, ITALY		Eventuale Stato Schengen di primo ingresso	E ANNOTAZIONI
23. Numer of entries requested / Numero di ingressi rich	uesti	24. Number of days of intended stay (max. 365)	4
1 2 Multiple entries / Multipli ingress		Indicare i giorni di soggiorno previsti (massimo 365) PLEASE REFER TO DATES IN PACKET (ex: 107 days)	
25. Intended date of arrival in Schengen area		PACKET- MUST MATCH	
Data di arrivo prevista nell'area Schengen	FLIGHT ITINERA	RY (day/ month/ year)	
26. Surname and name of the person in Italy who Cognome e name della persona che ha richiesto il Ricongiungim	applied for Fan	nily Reunification, or surname and name of the Employer in Italy.	
		LEAVE ALL BLANK	
		idy, Mission, please specify the address in Italy	
Nel caso di visto per Adazione, Mativi Religiosi, Cure Mediche,	Sport, Studio, Missione	r, indicare l'indirizzo di recapito in Italia	
Address and e-mail of the person(s) who apllied f Reunification or the Employer /Indirizzo e indirizzo di p		Telephone and fax number of the person(s) who applied for Family Reunification or the Employer / Numero di Telefono e di fax della/e	
della/e persona/e che chiede/ono il Ricongiugnimento Familiare o de		personale che chiede/ono il Ricongiugnimento Familiare o del Datore di Lavoro	
LEAVE BLANK		LEAVE BLANK	
27. Name and address of host Company/Organiza	ation	Telephone and fax number of the Company /Organization /	1
Nome e indirizzo dell'impresa/organizzazione che invita SYRACUSE UNIVERSITY IN FLORENCE		Telefono e fax dell'impresalorganizzazione (39) 055-5031-31 PHONE	
PIAZZA SAVONAROLA, 15 FLORENCE I-50132		(39) 055-5000-31 FAX	
Surname, first name, address, telephone, fax and Cognome, name, indirizzo, telefono, fax e indirizzo di posta elettronic			
SASA PERUGINI- DIRECTOR SU FLOREN		NI@SYR.EDU	
PIAZZA SAVONAROLA, 15, FLORENCE I-5	and the second se		
28. Cost of traveling and living during the application Check the following boxes indicated an	d write in the followin	rred by / Le spese di viaggio e soggiorno del richiedente sono a carico	
the applicant / del richiedente	a sponsor	(host, company, organization), please specify (copite, impresa, organizzazione, precisare	
Means of support / Mezzi di sussistenza	- des promotore	ACUSE UNIVERSITY	
Cash / Contanti			
Traveller's Cheques	referred to	o in box n. 26 or 27 / di cui alle caselle 26 o 27	
Credit Cards / Carte di credito	□ Other (pls	. specify) / Altro (precisare)	
Prepaid transport / Trasporto prepagato			
□ Other (pls. specify) / Altro (precisare)			
	Means of sup	port / Mezzi di sussistenza	
THIS INFORMATION IS NOT NECESSARY	Cash / Cont		
FOR THE FOLLOWING TYPES OF VISA: Family Reunification, Following Family		accomodation / Alloggio prepagato es covered during the stay / Tutte le spese coperte durante il soggiorno	
Member, Salaried Employment, Self		ansport / Trasporto prepagato	
Employment, Mission, Diplomatic, Adoption		. specify) / Altro (precisare)	
INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro			
Subordinato, Lavoro Autonomo, Missione, Diplomatico, Adazione	I FU FFA or CH	I citizen / Dati anagrafici del familare che è cittadino UE, SEE o CH	
Surname / Cognome ONLY IF APPLICABLE		First Name/s / None/i	
section (29 and	30)	Fil St I value, S / Women	
Date of birth / Data di nascita Nationality	<b>y</b> / Cittadinanza	Number of travel document or ID card	1
		Mumero del documento di viaggio o della carta d'identità	
30. Family relation with an EU, EEA or CH citize	on (Recall Control		
Spouse / Contage Son/Daughter / Fi	iglio/a	Other descendant / Altri discendenti diretti	
Dependent ascendant / Ascendente a carico			
Other (pls. specify) / Altro (precisare)			
CITY, STATE, DATE of			
signature STUDENT SIGNATURE			
Signature			

INFORMATION ON THE PROCESSING OF PERSONAL DATA / INFORMATIVA SUL TRATTAMENTO DEI DATI PERSONALI The collection of data required in this form, your photograph and, if applicable, the detection of your fingerprints, are mandatory for the examination of the visa application and your personal details which appear on this visa application form, as well as your fingerprints and your photograph will be supplied to the competent Italian authorities and processed by those authorities, for the adoption of a decision on your application. La raccida dei dati richnesi in questo modulo, la sua facegrafa e, sed el caso, la rilevatione delle sue improve deglati e no obbligatoria per Veame della domarda di visto e i suo dati angrafici che figurano rel presente modulo di domarda di visto, cost come le sue improve deglati e la sua facegrafa, sarario comencati alle autorità competenti italiane trattati dalle stesse, ai fini dell'adazione di una decisione ni merito alla sua domarda. Such data as well as data concerning the decision on this application, or any decision to annul or revoke a visa issued will be entered and stored in the computer system of the diplomatic-consular mission and the Ministry of Foreign Affairs and International Cooperation. These data will be accessible to I am aware of the fact that the refusal of a visa does not give rise to the reimbursement of fees paid STUDENT SIGNATURE

the competent national authorities for visas. In addition, they will be accessible to the competent authorities for the purposes of Schengen visa checks at external borders, to the authorities of Member States responsible for immigration and asylum (for the purpose of verifying whether the conditions for entry, stay and regular residence in the territory Member States and the identification of persons who do not, or no longer fulfill these conditions), to the authorities of Member States responsible for the purposes of examining an asylum application. Under certain conditions the data will be also available to designated authorities of Member States and to Europol for the purposes of prevention, detection and investigation of terrorist offenses and other serious crimes.

Other Serious crimes. Tali dat, coi: come i dati riguardanti la decisione relativa a questa domanda, o un everaude decisione di annallamento o revoca di un visto rilazciato, saranno inserti e conservati nel sistema informatico della Rappresentanza diplomatico-consolare e del Ministero degli Affari Biseri e della Cooperazione Internazionale. Tali dati saranno accessibili alle autorità inzionali competenti per i visti. Indire, saranno accessibili del autorità Abergen competenti al fini dei controlli su visti alle fontere esterne, alle autorità degli Mati membri competenti ne metta di unnigrazione e di auto i fini della verifica dell'adapmento della condizioni di vigresso, soggiorno e residenza regolari nel territorio degli Stati membri e dell'individuazione delle persone che non soddisfano, non soddisfano più, queste condizioni), alle autorità degli Stati membri competenti al fini dell'ascendi di una davanda di autorità degli Stati membri e dell'individuazione e dell'individuazione e dell'individuazione e dell'individuazione e dell'individuazione e dell'investigzzione di reati di terrorismo e altri reati gravi.

The Ministry of Foreign Affairs and International Cooperation (Piazzale della Farnesina 1, 00135 Roma, www.esteri.it, dgit6@esteri.it) is the The Multisury of Foregre Anteria and the second sec

You have the right to obtain notification of the data relating to you registered in the informatic system and request that in accurate data relating to you to be corrected and that data relating to you that is processed unlawfully be deleted. For information on the exercise of your right to check your personal details and to have them corrected or deleted, including ways of appeal provided in this regard by the national legislation of the State

concerned, see <u>www.esterl.it</u> and <u>http://vistoperitalia.esterl.it</u> Lei ha i diritto di atterere la natifica dei dati relativi alla sua persona registrati nel stema informatico e di chiedere che i dati inesatti relativi alla sua persona vengano rettificati e che quelli relativi alla sua persona trattatti liectamente vergenno consellati. Fer informationi all'aserizioni all'aserizio a vengiano rettificati i con e di chiedere che i dati inesatti relativi alla sua persona vengano rettificati e che quelli relativi alla sua persona trattatti liectamente vergenno consellati. Fer informationi all'aserizio a venficare i suoi dati anagrafici e a rettificarii o sapprimerii, così come sulle vie di ricorso previste a tale riguando dalla legislazione nazionale dello Stato interessato, vedi <u>uminesteri it e http://vistoperitalia.esteri.it</u>

Further information will be provided upon request by the authority examining your application. The Italian national supervisory authority competent for the protection of personal data is the Guarantor for the Protection of Personal Data (Piazza di Montecitorio 121, 00186 Roma,

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I declare that all information supplied by me are correct and complete. I am aware that false statements will lead to my application being rejected or to the annulment of a visa already granted and will result in the request for the prosecution by the Representation under the law of the State (Article

331 Code of Criminal Procedure). Dichiaro che tutti dati da me forniti sono completi ed esatti. Sono consequevole 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 legisfazione dello Stato (articolo 331 c.p.p.).

The mere granting of a visa does not entitle me to any compensation if I fail to meet the conditions of Article 5, paragraph 1 of Regulation (EU) No. 562/2006 (Schengen Borders Code) and Article 4 of Legislative Decree no. 286/98, and for these reasons my entry is refused. La mera concessione del visto non dà diritto ad alcun tipo di ristarcimento 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. 28698 e per tali motivi mi venga rifutato l'ingresso.

Place and date / Luogo e data

CITY, STATE, DATE of signature

Signature (for minors, signature of parental authority/legal guardian) STUDENT SIGNATURE

ANNOTAZIONI (riservato all'Ufficio) / REMARES (for Office use only)

### 5. 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.

#### 6. Visa Fee

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 Philadelphia 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). They will only accept money orders purchased at the post office.

## 7. 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 12, 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.

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's 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

#### AFFIDAVIT OF FINANCIAL SUPPORT (Must be presented together with a recent Bank letter/Bank statement)

I, the undersigned,

Name and Last Name

born in \_\_\_\_\_\_on \_\_\_\_\_\_

Place

Date

residing at

Street Address, City and State

I depose and say that

I will take financial responsibility for my son / daughter / wife / husband / parents :

Name and Last Name( of the applicant)

regarding all the expenses which he/she may incur during his/her stay in Italy.

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

Print name and last name:

Sworn and subscribed to before me on (date)\_\_\_\_\_

U.S Notary Public Signature and Seal: \*notarization must be done within this page

#### 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.

Below is what the form will look like. 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 you visa application.

	AFFIDAVIT OF HEALTH INSURANCE	
	ONLY FOR LONG STAY VISA	
	OVER 90 DAYS	
	DICHIARAZIONE DI IMPEGNO	
	DICHIARAZIONE DI IMPEGNO	
Fill out in the presence of notary	Il sottoscritto	
The but in the presence of notary	(Last name and first name)	
	nato/a ail	
	(place of birth) (date of birth: dd/mm/yy)	
	DICHIARA	
	di impegnarsi ad acquistare al suo arrivo in Italia una polizza assicurativa con societa' di assicurazioni	
	italiane che prevedano il pagamento diretto alle Unita' Sanitarie Locali delle spese per cure urgenti ospedaliere, accompagnata da dichiarazione che tale polizza 'hon contiene limitazioni od eccezioni per le	
	tariffe previste per il ricovero ospedaliero urgente per tutta la durata del ricovero stesso".	
	Prende inoltre atto che la ricevuta di pagamento della polizza assicurativa dovra' essere presentata alla	
	Questura o Posto di Polizia della citta' di destinazione, competente a rilasciare il "permesso di soggiorno". STATE	
	I, the undersigned, hereby swear that upon arrival in Italy I will purchase a health insurance policy issued by	
	an Italian Health Insurance carrier that will pay directly the Italian hospitals belonging to the national health	
	care system. I will obtain a written statement to the effect that the policy I have purchased has no limitations or exceptions to the rates established by the Italian public hospitals for emergency medical care or	
	hospitalization, no matter for how long (please, note that the statement should be worded in Italian as it	
	appears written above in the Italian portion between quotes).	
	I have been also informed that proper receipt of payment for such health policy has to be exhibited to the "QUESTURA" or "POSTO DI POLIZIA", as supporting document to my application for "PERMESSO DI	
	SOGGIORNO" (permit to stay) and that is not later than eight days from my arrival in Italy.	
	Letto, confermato e sottoscritto.	
	(Read, confirmed and signed)	
Sign in the presence of notary	Il Dichiarante	
Sign in the presence of notary	Firma (Signature)	
	If you mail this statement remember to have your signature notarized by a Notary Public:	
	Signature & stamp of the Notary Public:	1
		<ul> <li>Notarization here</li> </ul>
		Notarization here
	NOTE	
	Major Italian Health Insurance companies offer policies with health coverage; for instance, the "ISTITUTE	J
	NAZIONALE DELLE ASSICURAZIONI INA-ASSITALIA" offers a student health insurance policy with the	
	required coverage. The cost for INA's policy is subject to change and payment should be made through a postal money order (CONTO CORRENTE POSTALE) to the account n. 7127000 under the name of	
	AGENZIA GENERALE DI ROMA INA ASSITALIA, Via del Tritone n. 131, Roma.	

#### AFFIDAVITOFHEALTHINSURANCE ONLYFORLONGSTAYVISAOVER90DAYS DICHIARAZIONEDIIMPEGNO

#### Ilsottoscritto\_

(Last name and first name)

#### nato/aa\_

(place of birth) (date of birth: dd/mm/yy)

\_il \_

#### DICHIARA

di impegnarsi ad acquistare al suo arrivo in Italia una polizza assicurativa con societa ' di assicurazioni italiane che prevedano il pagamento diretto alle Unita ' Sanitarie Locali delle spese per cure urgenti ospedaliere, accompagnata da dichiarazione che tale polizza *"non contiene limitazioni od eccezioni per le tariffe previste per il ricovero ospedaliero urgente per tutta la durata del ricovero stesso".* 

Prende inoltre atto che la ricevuta di pagamento della polizza assicurativa dovra` essere presentata alla Questura o Posto di Polizia della citta` di destinazione, competente a rilasciare il "permesso di soggiorno".

#### STATE

I, the undersigned, hereby swear that upon arrival in Italy I will purchase a health insurance policy issued by an Italian Health Insurance carrier that will pay directly the Italian hospitals belonging to the national health care system. I will obtain a written statement to the effect that the policy I have purchased has no limitations or exceptions to the rates established by the Italian public hospitals for emergency medical care or hospitalization, no matter for how long (please, note that the statement should be worded in Italian as it appears written above in the Italian portion betweenquotes).

I have been also informed that proper receipt of payment for such health policy has to be exhibited to the "QUESTURA" or "POSTO DI POLIZIA", as supporting document to my application for "PERMESSO DI SOGGIORNO" (permit to stay) and that is not later than eight days from my arrival inItaly.

#### Letto, confermato e sottoscritto.

(Read, confirmed and signed) IIDichiarante Firma(Signature)

If you mail this statement remember to have your signature notarized by a Notary Public: Signature & stamp

of the Notary Public:

#### NOTE

Major Italian Health Insurance companies offer policies with health coverage; for instance, the "ISTITUTO NAZIONALE DELLE ASSICURAZIONI INA-ASSITALIA" offers a student health insurance policy with the required coverage. The cost for INA's policy is subject to change and payment should be made through a postal money order (CONTO CORRENTE POSTALE) to the account n. 7127000 under the name of AGENZIA GENERALE DI ROMA INA ASSITALIA, Via del Tritone n. 131, Roma.

## 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	S	yracuse Airways	<b>.</b>	Your Reservations
You're confirmed! Date issued: Tuesday, September 02, : Confirmation code: BDPQ758	2014 Scan barrode for barring pass		FRA JFK Frankfur Flight: SA2846 Depart: 3:00pm Arrive: 4:45pm Meal: Dinner	rt to New York City (April 30,2015) Travel Time: 7h 45m Aircraft: 747 Cabin: Coach Seat: 30C	
Trip details: <u>Download to calendar</u> DEPART			Total travel cos (1 passenger)	st	
JFK	Frankfurt (January 11, 2015) Travel Time: 7h 25m Alrcraft: 747 Cabin: Coach Seat: 25F		Fare JFK to FLR FLR to JFK Taxes and fees Total	Adult \$650 \$700 \$80 \$1,430	
2 hour layover FRA FRA	Travel Time: 3h 17m Aircraft: 737 Cabin: Coach		Charged to Jenny C. Doe	You paid \$1,430	
RETURN	Seat: 17C				
FLR	rfurt (April 30, 2015) Travel Time: 3h D0m Aircraft: 737 Cabin: Coach Seat: 170				
3 hour layover FRA					

#### 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)

