

# Italian Student Visa Packet

## Consulate General of Italy in San Francisco

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in San Francisco. 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** 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 for international travel 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, May 1, 2020**
- Main contact:
  - **Courtney Eppel**, Italy Visa Coordinator  
315-443-9428, [syrflorence@syr.edu](mailto:syrflorence@syr.edu)
- International students may apply through the group submission when residing in Alaska, California (except the following counties: Imperial Valley, Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo, Ventura), Hawaii, Idaho, Montana, Oregon, Utah, Washington, Am. Territories of Samoa, Am. Territory of Guam, Northern Mariana Islands, Johnston Atoll, Wake Island, Midway Islands. Submit a copy of your I-20 or Green Card with your other paperwork. If you are on a F1-visa, make sure it is valid at least 3 months after your Florence program ends.
- Students with European Union citizenship traveling with their EU passport do not need a visa.
- Full year students: If there is any chance that you may decide to stay 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. Please contact us if you are planning on staying for two semesters.

### 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 [OrangeAbroad Portal](#).
- 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 not, 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. One official passport photo with your name written on back
- 3. A copy of your driver's license
  - International students:** a copy of your I-20 form or Green Card (both sides)
- 4. Italian visa application form (with 3 signatures)
- 5. Official bank letter and (if applicable) **notarized** affidavit of financial support
- 6. Enrollment verification letter from your home university (non-SU students only)
- 7. Visa fee- money order payable to the Consulate General of Italy in San Francisco
- 8. **Notarized** Affidavit of Health Insurance
- 9. Pre-Paid shipping label (for us to ship your passport back to you)
- 10. Declaration for mailing passports
- 11. Copy of round-trip flight itinerary (**Note:** if you are traveling on the group flight, Syracuse Abroad will get this for you)
- 12. Visa application authorization form

**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](http://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. Copy of your Driver's License or State ID

Your driver's license or state ID confirms that you live in the region served by the San Francisco consulate. Please copy it onto a blank sheet of paper and ensure the copy is clear and legible. See sample at 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 [click here](#) or in your log into your [OrangeAbroad Portal](#).

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 25, 29 and 30 of your visa application.

### Number of Days for Fall 20 (question 25)

Question 25: Program	Number of Days
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Design, Engineering	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & Direct Enrollment at University of Florence	108 days
Signature Seminar (with any program above)	117 days

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

Question 29: Program	Arrival Date
Signature Seminar- Borders in Flux or Empires of Exchange	Arrive 23 August, 2020
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Design, Engineering	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & Direct Enrollment at University of Florence	Arrive 1 September, 2020

Question 30: Program	Departure Date
All programs	Depart 17 December, 2020



Consolato Generale d'Italia

San Francisco

FOTOGRAFIA

LEAVE BLANK

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

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



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

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

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

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

**STUDENT SIGNATURE**

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

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

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

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

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

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

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





## 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 checking or savings account, you may submit a bank letter from a checking/savings account 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 13, have it notarized and submit it with your visa materials. **If you have a joint bank account with a parent or guardian, your parent or guardian must complete the Affidavit of Support.** 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 checking/savings account(s) 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 multiple accounts from different institutions to reach your required amount.

United States **Bank of Syracuse** 

123 Main Street  
Syracuse, NY 13210

April 20, 2016

To The Honorable Italian Consulate General:

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

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

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

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





**AFFIDAVIT OF SUPPORT**

I, .....  
*(person providing financial support)*

born in ..... on .....  
*(City, Province, Country) (d.o.b. – dd/mm/yyyy)*

**FORMALLY DECLARE THAT**

(1) The visa applicant: .....  
*(full name as it appears on the passport)*

born in ..... on .....  
*(City, Province, Country) (d.o.b. – dd/mm/yyyy)*

is my .....  
*(family relationship – child, parent, sibling, etc)*

and intends to travel in Italy from ..... to .....  
*(day-month-year) (day-month-year)*

(2) I have sufficient income and assets and I will pay for all of the visa applicant’s expenses during his/her entire stay in Italy.

Please, find herewith enclosed, the required information about my professional and financial situation (e.g. bank statement for the last three months, recent letter from my employer specifying monthly salary, and any other pertinent information)

.....  
*(Date) (Signature)*

**(SIGNATURE AND SEAL OF THE NOTARY PUBLIC OR ITALIAN CONSULAR OFFICER)**

The above signed statement must be submitted to the Italian Consulate in San Francisco in original along with a photocopy of valid photo ID (passport - photocopy main pages only) (art. 38 DPR 28.12.2000, N. 445) and relevant financial documentation.

## 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. Letters from National Student Clearinghouse will not be accepted.

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 San Francisco for the exact fee amount (fees change quarterly based on exchange rate; new fee info will be available April 1. You will receive an email in early April with details). Money orders can be purchased at your local post office.

## 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 you visa application.



# AFFIDAVIT OF HEALTH INSURANCE COVERAGE

I, \_\_\_\_\_  
FIRST MIDDLE LAST NAME

born in (Town/State) \_\_\_\_\_ on (D/M/Y) \_\_\_\_\_

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

Phone number: Area code \_\_\_\_\_ Tel. \_\_\_\_\_

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

- That within 8 (eight) days of my arrival in Italy I will report to the local Police Headquarters ("Questura") for the issuance of my Permit of Stay ("Permesso di Soggiorno"), as required by the Italian Law of all foreigners residing in Italy for an extended period of time.
- That prior to appearing at the Questura I will have purchased an Italian insurance policy, such as that issued by I.N.A. Assitalia or comparable insurance carrier, conforming to Italian standards.
- That prior to appearing at the Questura, I will have to purchase one of the following medical and hospitalization programs:

\_\_\_\_\_ a) Insurance policy with I.N.A. ASSITALIA, Via del Tritone 181, Rome - Bank account n.

7127003 - which can be purchased at any Post Office upon arrival in Italy or with any other Italian insurance company of my choice,

OR

\_\_\_\_\_ b) Insurance policy with any other private health insurance company that will cover me \_\_\_\_\_ for the medical/hospitalization bills in line with the Italian Government standards.

- That the above mentioned coverage will be for my entire stay in Italy and will be granted without any sort of limitation and deduction.

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

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

\_\_\_\_\_  
(Seal of the Notary Public)

\_\_\_\_\_  
(Signature of the Student)

THE SIGNATURE MUST BE NOTARIZED BY NOTARY PUBLIC OR AN ITALIAN CONSULAR OFFICER IF APPLYING BY MAIL.

## 9. Pre-Paid UPS Label

You must provide Syracuse Abroad with a pre-paid UPS, FedEx, or US Postal Service label WITH TRACKING INFORMATION 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 a label through UPS. 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](http://www.ups.com)

Select “ship” from the quick start menu

1. Where are you shipping from?
  - a. **You are shipping FROM Syracuse Abroad**, 106 Walnut Place, Syracuse NY 13244, 315.443.3471, [syrflorence@syr.edu](mailto:syrflorence@syr.edu) (check the box to send status updates to this email address)
  - b. Continue

Where is your shipment going?

  - 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, declared 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](http://www.ups.com/content/us/en/bussol/browse/personal/delivery_options/my_choice.html).

To sign up, use this link: <http://www.ups.com/mychoice/welcome.html>

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

## 10. Confirmed Round-Trip Flight Itinerary

To obtain a visa, students must provide proof of entry and exit from Europe. You must provide confirmation that you have purchased a round-trip ticket to Italy and out of 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

**You're confirmed!**

Date issued: Tuesday, September 02, 2014

Confirmation code:  
**BDPQ758**

Scan barcode for boarding pass

Trip details: [Download to calendar](#)

**DEPART**

**JFK → FRA** New York City to Frankfurt (January 11, 2015)  
Flight: 5A3796      Travel Time: 7h 25m  
Depart: 11:00am      Aircraft: 747  
Arrive: 1:00pm      Cabin: Coach  
Meal: Lunch      Seat: 25F

2 hour layover FRA

**FRA → FLR** Frankfurt to Florence (January 11, 2015)  
Depart: 3:00pm      Travel Time: 3h 17m  
Flight: LH 2938      Aircraft: 737  
Arrive: 6:17pm      Cabin: Coach  
Meal: ---      Seat: 17C

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**RETURN**

**FLR → FRA** Florence to Frankfurt (April 30, 2015)  
Flight: LH8473      Travel Time: 3h 00m  
Depart: 9:00am      Aircraft: 737  
Arrive: 12:00pm      Cabin: Coach  
Meal: ---      Seat: 17D

3 hour layover FRA

Syracuse Airways Your Reservations

**FRA → JFK** Frankfurt to New York City (April 30, 2015)  
Flight: 5A2846      Travel Time: 7h 45m  
Depart: 3:00pm      Aircraft: 747  
Arrive: 4:45pm      Cabin: Coach  
Meal: Dinner      Seat: 30C

**Total travel cost**  
(1 passenger)

Fare	Adult
JFK to FLR	\$650
FLR to JFK	\$700
Taxes and fees	\$80
Total	\$1,430

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

**You paid \$1,430**

## 11. Declaration for Mailing Passports

The Consulate General of Italy in San Francisco requires that all students submit this document, releasing them from any responsibility if passports are lost or damaged in transit.

## DECLARATION FOR MAILING PASSPORTS

I, the undersigned.....

born on.....in.....

residing in.....

.....

holder of passport no.....

issued by.....

I do hereby declare that I assume all responsibility for the mailing of my passport. I understand that the Consulate General of Italy in San Francisco is NOT responsible for the loss or damage of my passport in transit. I therefore wish for my passport to be mailed back to me via the prepaid/stamped envelope that I have provided including a photocopy.

Sincerely

.....  
(signature)

.....  
(date)



## 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)





**Designation of Syracuse University Abroad as Representative for  
Visa Application Process**

To the student: in order for Syracuse University Abroad to submit your student visa application to the Consulate on your behalf and retrieve your passport with visa from the Consulate, you must complete and sign the below authorization.

I, \_\_\_\_\_, hereby authorize Syracuse University Abroad staff as representatives of Syracuse University Abroad to submit the necessary student visa application forms, including my passport, to the Consulate on my behalf. I also authorize the representatives to receive my processed visa application materials, including my passport, on my behalf.

-----  
Signature of student

-----  
Cell phone or other contact information

Syracuse University Abroad · 303 University Place, Syracuse NY 13244 · 315-443-3471 · [suabroad@syr.edu](mailto:suabroad@syr.edu)