

Italian Student Visa Packet

Consulate General of Italy in Detroit

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Detroit. 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.
- If you need your passport for travel anytime between October 7 and the start of the Florence program in late August, do not submit your visa application documents to our office for the group submission. You will need to apply for your visa independently. Contact us immediately for more information.
- Visa application due date: **Friday, October 7, 2022**
- Main contact:
 - Courtney Eppel, Florence Visa Coordinator
315-443-9428, syrflorence@syr.edu or cspencer@syr.edu
- International students may apply through the Detroit jurisdiction if your home school is in Michigan, Ohio, Indiana, Kentucky or Tennessee. Please submit a copy of your I-20 or Green Card with your other paperwork. If you are on an 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 postmarked by the deadline, sent in one package if possible. 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 can 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. **Notarized** photocopy of your driver's license or state ID
 - **Non-U.S. citizens:** a copy of your I-20 form and U.S. visa, or Green Card (both sides)
- ☐ 4. Italian visa application form (with 4 signatures)
- ☐ 5. Enrollment verification letter from your home university (non-SU students only)
- ☐ 6. Visa fee- money order payable to Consulate General of Italy in Detroit
- ☐ 7. Pre-Paid shipping label (for us to ship your passport back to you)
- ☐ 8. Bank letter/ proof of financial means (see page 12 for information)
- ☐ 9. Copy of round-trip flight itinerary
- ☐ 10. **Notarized** affidavit of overseas health insurance
- ☐ 11. 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, SIGNED 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/ renew your passport immediately, using the expedited service!****

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 guarantee 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](https://travel.state.gov).

2. One Official Passport Photo



The consulate requires a separate photo to create your visa. The photo should reflect your current appearance and should be less than a year old. 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.

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).

4. Visa Application Form

To print a blank copy of the application form, 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 four signatures required on this application and you must complete all for the application to be complete.

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

Number of Days for Spring 23 (question 25)

Question 25: Program	Number of Days
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	107 days
Signature Seminar (with any program above)	118 days
SU Florence Center & Intensive Language Program at University of Florence	113 days
SU Florence Center & Direct Enrollment at University of Florence	151 days
Renaissance Art History Graduate Students	357 days

Program Dates for Spring 23 (questions 29 and 30)

Question 29: Program	Arrival Date
SU Florence Center & Intensive Language Program at University of Florence	Arrive 5 January, 2023
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	Arrive 11 January,
SU Florence Center & Direct Enrollment at University of Florence	2023
	Arrive by 9 January,
Renaissance Art History Graduate Students	2023

Question 30: Program	Departure Date
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	
SU Florence Center & Intensive Language Program at University of Florence	Depart 27 April, 2023
Signature Seminar	Depart 8 May, 2023
SU Florence Center & Direct Enrollment at University of Florence	Depart 10 June, 2023
	End date is 31
Renaissance Art History Graduate Students	December, 2023



Consolato d'Italia
DETROIT

FOTOGRAFIA
PHOTOGRAPH

LEAVE
BLANK

Domanda di visto Nazionale (D) / Application for National Visa (D)

Modulo gratuito / This application form is free

1. Cognome / Last Name (x) LAST NAME (must match passport)				FOR OFFICIAL USE ONLY	
2. Cognome alla nascita (cognome/i precedente/i) / Last name at birth (x) LEAVE BLANK				Spazio riservato all'amministrazione	
3. Nome/i / First and Middle Names (x) FIRST and MIDDLE NAME (must match passport)				Data della domanda:	
4. Data di nascita (giorno-mese-anno) Date of birth (day-month-year) ____/____/____ day / month / year DATE OF BIRTH- format: day/month/year (29/05/1991)		5. Luogo di nascita / Place of birth CITY and STATE of birth		Numero della domanda di visto:	
		6. Stato di nascita / Country of birth COUNTRY of birth		Domanda presentata presso: <input type="checkbox"/> Ambasciata/Consolato <input type="checkbox"/> Centro comune <input type="checkbox"/> Fornitore di servizi <input type="checkbox"/> Intermediario commerciale <input type="checkbox"/> Altro	
7. Cittadinanza attuale Current nationality NATIONALITY (ex: USA, CHINESE)		Cittadinanza alla nascita, se diversa Nationality at birth, if different..... if you were born a different nationality		Nome:	
8. Sesso / Sex: <input type="checkbox"/> Maschile / Male <input type="checkbox"/> Femminile / Female select appropriate box		9. Stato civile / Marital status select appropriate box <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) _____		Responsabile della pratica: Nome di chi ha ricevuto la pratica allo sportello:	
10. Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale / In the case of minors: First and last name, address (if different from applicant's) and nationality of parental authority/legal guardian: LEAVE BLANK					
11. Numero d'identità nazionale, ove applicabile / National identity number, where applicable: LEAVE BLANK				Documenti giustificativi: <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	
12. Tipo di documento / Type of Passport or Travel Document: SELECT "NATIONAL PASSPORT" <input checked="" type="checkbox"/> Passaporto ordinario / National passport <input type="checkbox"/> Passaporto di servizio / Service passport <input type="checkbox"/> Passaporto speciale / Special passport <input type="checkbox"/> Documento di viaggio di altro tipo (precisare) / Other travel document (please specify) _____ <input type="checkbox"/> Passaporto diplomatico / Diplomatic passport <input type="checkbox"/> Passaporto ufficiale / Official passport					
13. Numero del documento di viaggio / Passport number: PASSPORT NUMBER		14. Data di rilascio / Date of issue (day / month / year) ____/____/____ date issued		15. Valido fino al / Valid until ____/____/____ date of expiration	
				16. Rilasciato da / Issued by COUNTRY of issue (ex: USA, CHINA)	
17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente / Applicant's home address and e-mail address: Your PERMANENT ADDRESS and EMAIL ADDRESS				18. Numero/i di telefono / Telephone numbers: cell phone and home phone numbers	
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 / No Select "NO" unless applicable <input type="checkbox"/> Si / Yes Titolo di soggiorno o equivalente / Residence permit or equivalent: n./ _____					
Valido fino al / Valid until ____/____/____ (day / month / year)					
19. Occupazione attuale / Current occupation (if full-time student, state "student"): STUDENT					
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 home institution: List your HOME UNIVERSITY name and its ADDRESS					
21. Scopo del viaggio / Main purpose(s) of the journey: Select "STUDY" only <input type="checkbox"/> Ricongiungimento Familiare/Familiare al Seguito / Family reunion/Accompanying family member <input type="checkbox"/> Motivi Religiosi/Religious purposes <input type="checkbox"/> Sport/Sports <input type="checkbox"/> Missione/Mission <input type="checkbox"/> Diplomatic/Diplomatic <input type="checkbox"/> Cure Mediche/Medical reasons..... <input checked="" type="checkbox"/> Studio/Study <input type="checkbox"/> Adozione/Adoption <input type="checkbox"/> Lavoro subordinato/Work <input type="checkbox"/> Lavoro autonomo/Self-employment <input type="checkbox"/> Di altro tipo (precisare)/Other (please specify) _____					

(x) Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio
Fields 1 - 3 shall be filled in accordance with the data in the passport or travel document

22. Città di destinazione / City of destination in Italy: FLORENCE, ITALY		23. Eventuale Stato membro di primo ingresso Other European Schengen country of first entry: ITALY
24. Numero di ingressi richiesti/ Number of entries required: <input type="checkbox"/> Uno/Single entry <input type="checkbox"/> Due/ Two entries <input checked="" type="checkbox"/> Multipli/Multiple entries		25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay . Indicate number of days (max 365 days): PLEASE REFER TO DATES IN PACKET (ex: 107 days)
26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years: <input checked="" type="checkbox"/> No/ No Select "NO" unless you have another Schengen Visa in your passport <input type="checkbox"/> Si/Yes Data/e di validità /Date(s) of validity dal/from ____/____/____ al /to ____/____/____ (day / month / year)		
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 Select "NO" unless applicable <input checked="" type="checkbox"/> No/No <input type="checkbox"/> Si/Yes Data, se nota/Date, if known:.... ____/____/____ (day / month / year)		
28. Numero del NullaOsta rilasciato ai fini del Ricongiungimento Familiare/Familiare al Seguito/Lavoro Subordinato (solo ove richiesto dalla normativa disciplinante il tipo di visto richiesto)/ Nulla Osta (Entry Permit) Number issued for Family Reunion/Accompanying family member/Work), where applicable: LEAVE ALL BLANK Rilasciato dal SUI di /Issued by Immigration Desk of (city): ____ Valido dal/Valid from ____/____/____ (day / month / year) al/until ____/____/____ (day / month / year)		
29. Data di arrivo prevista nell'area Schengen/Intended date of arrival in the Schengen area REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day/ month/ year)	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 visas between 91 and 364 days of stay) REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day / month / year)	
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/First and last name of the person(s) in Italy requesting the reunion, or of the employer. For Adoption, Religious purposes, Medical reasons, Sport, Study and Mission visas, give (school) address in Italy: LEAVE BLANK		
Indirizzo e indirizzo di posta elettronica della/e persona/e che chiedono il ricongiungimento, o del datore di lavoro / Address and e-mail of person(s) requesting the reunion, or of the employer: LEAVE BLANK		Telefono e fax della/e persona/e che chiedono il ricongiungimento, o del datore di lavoro / Telephone and fax of person(s) requesting the reunion, or of the employer: LEAVE BLANK
32. Nome e indirizzo dell'impresa/organizzazione invitante/ Name and address of inviting company/organization: SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132		Telefono e fax dell'impresa/organizzazione invitante / Telephone and fax of inviting company/organization: (39) 055-5031-31 PHONE (39) 055-5000-31 FAX
Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa / organizatione / Name and last name, address, phone, fax and e-mail address of contact person in company/organization: SASA PERUGINI- DIRECTOR SU FLORENCE PERUGINI@SYR.EDU PIAZZA SAVONAROLA, 15, FLORENCE I-50132		
33. Le spese di viaggio e di soggiorno del richiedente sono a carico del /Cost of traveling and living during the applicant's stay is covered by: Check the following boxes indicated and write in the following: <input checked="" type="checkbox"/> richiedente/Myself: Mezzi di sussistenza/Means of support: <input type="checkbox"/> Contanti/Cash <input type="checkbox"/> Traveller's cheque / Traveller's cheque <input checked="" type="checkbox"/> Carte di credito /Credit card <input type="checkbox"/> Alloggio prepagato/Prepaid accommodation <input checked="" type="checkbox"/> Trasporto prepagato/Prepaid transport <input type="checkbox"/> Altro (precisare)/Other (please specify):..... INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonoma, Missione, Diplomatico, Adozione. INFORMATION NOT REQUIRED IN CASE OF VISA FOR: Family reunion, Accompanying family member, Work, Self employment, Mission, Diplomatic, Adoption.		
<input checked="" type="checkbox"/> promotore (ospite, impresa, organizzazione), precisare/ Sponsor (host, company, organization) please specify: SYRACUSE UNIVERSITY , di cui alle caselle 31 o 32/referred in field 31 or 32 <input type="checkbox"/> altro (precisare)/other (please specify):..... Mezzi di sussistenza/Means of support: <input type="checkbox"/> Contanti/Cash..... <input checked="" type="checkbox"/> Alloggio fornito/Accommodation provided <input type="checkbox"/> Tutte le spese coperte durante il soggiorno/All expenses covered during 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 (Swiss) citizen: ONLY IF APPLICABLE, fill in this section (34 and 35)		
Cognome / Last Name		Nome/i / First and Middle Name(s)
Data di nascita / Date of birth	Cittadinanza / Nationality	Numero del documento di viaggio o della carta d'identità/Passport or ID number:
35. Vincolo familiare con un cittadino UE, SEE o CH / Family relationship with an EU, EEA or CH (Swiss) citizen: <input type="checkbox"/> coniuge/spouse <input type="checkbox"/> figlio/a / child <input type="checkbox"/> altri discendenti diretti/other direct descendants <input type="checkbox"/> ascendente a carico/dependent parents		
36. Luogo e data / Today's Place and Date / / (day / month / year) CITY, STATE, DATE of signature		37. Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian): STUDENT SIGNATURE
Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti prestati 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 and the taking 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 appear on the visa application form, as well as my fingerprint and my photograph will be supplied to the relevant authorities of the Member State and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) of the Diplomatic Consular Representative Office and Ministry of Foreign Affairs; such data will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member State, immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions) and to the authority of the Member State competent for the examination of asylum application. Under certain conditions the data will be also 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.

me processed I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data related to unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned.

The national supervisory authority of that Member State is the "Garante per la Protezione dei Dati Personali"

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application (art. 331 c.p.p.). The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5 (1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and art. 4 of D. Lgs. 286/98 and I am therefore refused entry.

Luogo e data / Today's Place and Date / / (day / month / year) CITY, STATE, DATE of signature	Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian) STUDENT SIGNATURE
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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.

I acknowledge that I have read the personal data protection notice on the subject of the issuance of visa, as set forth by the General Regulation (EU) 2016/679 on the Protection of Personal Data.

Data/Date / / **DATE in day/month/year format**

Firma/Signature..... **STUDENT SIGNATURE**

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. **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](#).

6. 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 Detroit 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.

7. Pre-Paid Shipping Label

You must provide Syracuse Abroad with a pre-paid UPS, FedEx, or U.S. 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. If you do not have immediate access to a printer, you can save the label as a PDF file and print it later. If you choose a USPS mailer, we recommend Priority Mail Express or the Express Overnight Mailer for fastest service.

Go to 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 (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 2ND 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: <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.

8. 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 U.S. 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, 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 visit this link to open and print a copy of the affidavit:

https://consdetroit.esteri.it/consolato_detroit/resource/doc/2018/07/affidavit_of_support.pdf

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: \$10,000
- Renaissance Art History graduate students: \$12,000

****NOTE:** Some programs vary in length. If your program is longer than four or ten 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.
- 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 15, 2018

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.com



9. 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.

Renaissance Art History Graduate Students: since your program is a year long, you only have to provide a one-way flight into Europe/Italy.


Suggested flight info from our preferred travel agency, Advantage Travel of CNY, will be shared with you in early April. If you book your flight through Advantage Travel, we will get your itinerary directly from them. Please ensure that you purchase your flight before the visa deadline.

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
Trip details: [Download to calendar](#)
DEPART
JFK → FRA New York City to Frankfurt (January 11, 2015)
Flight: SA3796 Travel Time: 7h 25m
Depart: 11:00am Aircraft: 747
Arrive: 1:00pm Cabin: Coach
Meal: Lunch Seat: 25F
2 hour layover FRA
FRA → FLR Frankfurt to Florence (January 11, 2015)
Depart: 3:00pm Travel Time: 3h 17m
Flight: LH 2938 Aircraft: 737
Arrive: 6:17pm Cabin: Coach
Meal: -- Seat: 17C
RETURN
FLR → FRA Florence to Frankfurt (April 30, 2015)
Flight: LH8473 Travel Time: 3h 00m
Depart: 9:00am Aircraft: 737
Arrive: 12:00pm Cabin: Coach
Meal: -- Seat: 17D
3 hour layover FRA


Scan barcode for boarding pass

Syracuse Airways

Your Reservations

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

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

Charged to Jenny C. Doe
*****7328 (Visa)
You paid \$1,430

10. Notarized Affidavit of Overseas Health Insurance

Please visit this link to open and print a copy of the affidavit of overseas health insurance. This form should be completed by you, the student, and signed in front of a notary public.

https://consdetroit.esteri.it/consolato_detroit/resource/doc/2018/07/affidavid_of_health_insurance_coverage.pdf

What is the Schengen Area?

The Schengen Area includes the countries listed below. Your return flight at the end of the semester must show you departing from the Schengen Area.

- 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)

Countries

- EU - Yes/Schengen - Yes
- EU - No/Schengen - Yes
- EU - Yes/Schengen - No





**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