

# Italian Student Visa Packet: Consulate General of Italy in Chicago

## For Group Submission

Group submission allows a representative from Syracuse Abroad to collect the passports and application materials from our eligible students and submit them to the consulate for processing.

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Chicago. Your assignment is based on your home or school address.

## 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 April 21 and the start of the program, 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, April 21, 2023**
- Main contact:
  - **Kelsey Hanbach**, Florence Visa Coordinator  
315-443-9428, [syrflorence@syr.edu](mailto:syrflorence@syr.edu)
- International students may apply through the Chicago jurisdiction if your home school is in Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin or Wyoming. 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 for at least 3 months after the Florence program ends.
- Students with European Union citizenship traveling with their EU passport do not need a visa. Please make sure your EU passport is valid for at least six months after the program end date.
- 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.

## 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.
- Mail applications through a courier service with tracking information (FedEx, UPS, USPS Priority).

**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.

### Mail or bring completed visa documents to:

Syracuse Abroad  
ATTN: Italy Visas  
106 Walnut Place  
Syracuse, NY 13244

# 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 U.S. visa and I-20 form, or Green Card (both sides)
- ☐ 4. Italian visa application form (with 4 signatures)
- ☐ 5. Photocopy of your student ID card
- ☐ 6. Enrollment Verification Letter from your home university's registrar's office (non-Syracuse students only)
- ☐ 7. Visa Fee: money order payable to the Consulate General of Italy in Chicago
- ☐ 8. Bank Letter (and **notarized** affidavit of support if applicable)
- ☐ 9. Pre-paid shipping label (for us to ship your passport back to you)
- ☐ 10. Copy of round-trip flight itinerary
- ☐ 11. Designation Form: permission for Syracuse Abroad to travel with your passport

## Note: What is a Notary?

You will notice 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.

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

## 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 Copy of Your Driver's License or State ID

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 (a copy of the notary stamp will not be accepted).

Copy your driver's license here 

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

\_\_\_\_\_  
Signature of the student

**Signature must be notarized by a public notary:**

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

Signature of the public notary: \_\_\_\_\_

Seal of the public notary

On this day, before me, the undersigned, a Notary Public in and for said state, personally appeared this individual, proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual, acted, executed the instrument.

## 4. Visa Application Form

To print a copy of the blank 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 7-10 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.

Please refer to the information below when answering questions 25, 29, and 30 of your visa application.

### Number of Days for Fall 23 (question 25)

Question 25: Program	Number of Days
SU Florence Center	
SU Florence Center: Studio Arts; Architecture	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & Direct Enrollment at University of Florence (Courses Taught in Italian)	
SU Florence Center & University of Florence (Courses Taught in English)	107 days
Signature Seminar (with <u>any</u> program)	118 days

### Program Dates for Fall 23 (questions 29 and 30)

Question 29: Program	Arrival Date
SU Florence Center	
SU Florence Center: Studio Arts; Architecture	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & Direct Enrollment at University of Florence (Courses Taught in Italian)	
SU Florence Center & University of Florence (Courses Taught in English)	Arrive 6 September, 2023
Signature Seminar (with <u>any</u> program)	Arrive 26 August, 2023

Question 30: Program	Departure Date
SU Florence Center	
SU Florence Center: Studio Arts; Architecture	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & Direct Enrollment at University of Florence (Courses Taught in Italian)	
SU Florence Center & University of Florence (Courses Taught in English)	Depart 21 December, 2023
Signature Seminar (with <u>any</u> program)	Depart 21 December, 2023



Consolato Generale d'Italia  
Chicago.

FORMULARIO / APPLICATION FORM  
Domanda di visto Nazionale "D" / Application for National Visa type "D"

Modulo gratuito / This application form is free

PHOTO

1. Cognome / Surname (Family name) (x) <b>Last name</b>				<b>Spazio riservato all'amministrazione</b> For official use only  <b>Data della domanda / Date of application:</b>  <b>Numero della domanda di visto</b> Visa application number  <b>Domanda presentata presso</b> Application lodged at <input type="checkbox"/> Ambasciata/Consolato Embassy/Consulate <input type="checkbox"/> Centro comune / CAC <input type="checkbox"/> Fornitore di servizi / Service provider <input type="checkbox"/> Intermediario commerciale / Commercial intermediary <input type="checkbox"/> Frontiera / Border <b>Nome / Name:</b> <input type="checkbox"/> Altro / Other	
2. Cognome alla nascita [cognome/i precedente/i] / Surname at birth (Former family name (s)) (x) <b>Leave blank</b>					
3. Nome / First name (s) (Given name (s)) (x) <b>First name</b>					
4. Data di nascita (gg/mm/aa) Date of birth (day-month-year) <b>Date of birth ex.</b> 18/02/2000		5. Luogo di nascita / Place of birth <b>City and state of birth</b>		7. Cittadinanza attuale Current nationality <b>Nationality ex. American, Chinese</b>	
		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>	
8. Sesso / Sex select appropriate box <input type="checkbox"/> Maschile / Male <input type="checkbox"/> Femminile / Female		9. Stato civile / Marital Status select appropriate box <input type="checkbox"/> Non coniugato / Single <input type="checkbox"/> Coniugato / Married <input type="checkbox"/> Separato / Separated <input type="checkbox"/> Divorziato / Divorced <input type="checkbox"/> Vedovo (a) / Widow (er)			
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: surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian <b>Leave blank- If you are over 18 you are not considered a minor in Italy</b>					
11. Numero di identità nazionale, ove applicabile / National identity number, where applicable <b>Leave blank</b>					
12. Tipo di documento / Type of travel document <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)					
13. Numero del documento di viaggio / Number of travel document <b>passport number</b>		14. Data di rilascio / Date of issue <b>date of issue</b>		15. Valido fino a / Valid until <b>date of expiration</b>	
				16. Rilasciato da / Issued by country of issue ex. USA	
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 telefono / Telephone number(s) <b>cell phone &amp; home phone</b>	
18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality. <input type="checkbox"/> No / No select NO unless applicable (students on F1 US visa select YES and enter your US visa info) <input type="checkbox"/> SI/Yes. Titolo di soggiorno o equivalente / Residence permit or equivalent N° ..... Valido fino a / Valid until .....					
*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 d'insegnamento / Employer and employer's address and telephone number. For students, name and address of educational establishment. <b>your HOME UNIVERSITY NAME and ADDRESS</b>					
* I familiari dei cittadini UE, SEE o CH (coniugi, figli o ascendenti a carico) non devono compilare le caselle indicate con l'asterisco (*) nell'esercizio del loro diritto di libera circolazione. Essi presentano la documentazione comprovante il vincolo familiare e compilano le caselle n.34 e 35. / The fields marked with * shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family					
<b>Decisione relativa al visto / Visa decision</b> <input type="checkbox"/> Rifiutato / Refused <input type="checkbox"/> Rilasciato / Issued : <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> VTL / LTV <input type="checkbox"/> Valido / Valid : dal / from ..... al / until ..... <b>Numero di ingressi / Number of entries:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multipli / Multiples <b>Numero di giorni / Number of days :</b>					



members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields N° 34 et 35.  
(X) **Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio /**  
Fields 1-3 shall be filled in in accordance with the data in the travel document.

<b>21. Scopo/i principale/i del viaggio / Main purpose(s) of the journey:</b> <input type="checkbox"/> Turismo / Tourism <input type="checkbox"/> Affari / Business <input type="checkbox"/> Visita a familiari o amici / Visiting family or friends <input type="checkbox"/> Cultura/ Cultural <input type="checkbox"/> Sport / Sports <input type="checkbox"/> Visita ufficiale/ Official Visit <input type="checkbox"/> Motivi sanitari/Medical reasons <input checked="" type="checkbox"/> Studio /Study <input type="checkbox"/> Transito/ Transit <input type="checkbox"/> Transito aeroportuale / Airport transit <input type="checkbox"/> Di altro tipo (precisare)/ Other (please specify)	
<b>22. Stato/i membro/i di destinazione / Member State(s) of destination</b>  <b>Florence, Italy</b>	<b>23. Stato membro di primo ingresso/Member State of first entry</b>  <b>Country of first arrival in Schengen Area (refer to your flight itinerary)</b>
<b>24. Numero di ingressi richiesti / Number of entries requested</b> <input type="checkbox"/> Uno/single entry <input type="checkbox"/> Due/two entries <input checked="" type="checkbox"/> Multipli/multiple entries	<b>25. Durata del soggiorno o del transito previsto / Duration of the intended stay or transit</b>  <b>Indicare il numero dei giorni/Indicate number of days</b>  <b>Please refer to dates on chart in packet (ex. 107 days)</b>
<b>26. Visti Schengen rilasciati negli ultimi tre anni / Schengen visas issued during the past three years</b> <input type="checkbox"/> No / No <b>select NO unless you have received another Schengen visa in the past three years</b> <input type="checkbox"/> Si / Yes <b>Data/e di validità / Date(s) of validity dal/from .....al /to.....</b>	
<b>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</b> <input type="checkbox"/> No /No <input type="checkbox"/> Si / Yes <b>select NO unless applicable</b> <b>Data, se nota / Date, if known .....</b>	
<b>28. Autorizzazione di ingresso nel paese di destinazione finale, ove applicabile / Entry permit for the final country of destination, where applicable</b> <b>Rilasciata da/Issued by.....Valida dal/ Valid from .....al/until.....</b>  <b>Leave blank</b>	
<b>29. Data di arrivo prevista nell'area Schengen/Intended date of arrival in the Schengen area</b>  <b>Entry date should match flight itinerary</b>	<b>30. Data di partenza prevista dall'area Schengen/Intended date of departure from the Schengen area</b>  <b>Exit date should match flight itinerary</b>
<b>*31. Cognome e nome della o delle persone che invitano nello o negli Stati membri. Altrimenti, nome dell'albergo o alloggio provvisorio nello o negli Stati membri/ Surname and first name of the inviting person(s) in the Member State (s). If not applicable, name of hotel or temporary accommodation (s) in the Member State(s)</b>  <b>Leave blank</b>	
<b>Indirizzo e indirizzo di posta elettronica della o delle persone che invitano /albergo/alloggio provvisorio/Address and e-mail address of inviting person(s) /hotel(s)/temporary accommodation(s)</b>  <b>Leave blank</b>	<b>Telefono e fax /Telephone and telefax</b>  <b>Leave blank</b>
<b>*32. Nome e indirizzo dell'impresa/organizzazione che invita / Name and address of inviting company/organization</b>  <b>Syracuse University in Florence</b> <b>Piazza Savonarola, 15, Florence I-50132</b>	<b>Telefono e fax dell'impresa/organizzazione/ Telephone and telefax of company/ organization</b>  <b>(39) 055-5031-31 phone</b> <b>(39) 055-5000-31 fax</b>
<b>Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa/ organizzazione / Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organization</b>  <b>Sasha Perugini, Director Syracuse Florence</b> <b>perugini@syr.edu</b> <b>Piazza Savonarola, 15, Florence I-50132</b>	

\* I familiari dei cittadini UE, SEE o CH (coniugi, figli o ascendenti a carico) non devono compilare le caselle indicate con l'asterisco (\*) nell'esercizio del loro diritto di libera circolazione. Essi presentano la documentazione comprovante il vincolo familiare e compilano le caselle n.34 e 35. / The fields marked with \* shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields N° 34 et 35.



<p>*33. Le spese di viaggio e di soggiorno del richiedente sono a carico/ <i>Cost of travelling and living during the applicant's stay is covered</i></p>		
<p><input checked="" type="checkbox"/> del richiedente stesso/ <i>by the applicant himself/herself</i></p> <p><b>Mezzi di sussistenza/Means of support</b></p> <p><input checked="" type="checkbox"/> Contanti/ <i>Cash</i></p> <p><input type="checkbox"/> Traveller's cheques/ <i>Traveller's cheques</i></p> <p><input checked="" type="checkbox"/> Carta di Credito/ <i>Credit card</i></p> <p><input type="checkbox"/> Alloggio prepagato/ <i>Prepaid accommodation</i></p> <p><input checked="" type="checkbox"/> Trasporto prepagato/ <i>Prepaid transport</i></p> <p><input type="checkbox"/> Altro (precisare) / <i>Other (please specify)</i></p>		
<p><input checked="" type="checkbox"/> del promotore (ospite, impresa, organizzazione) precisare/ <i>by a sponsor (host, company, organisation) please specify</i></p> <p><b>Syracuse University</b></p> <p><input type="checkbox"/> di cui alle caselle referred to in field 31o/ or 32 .....</p> <p><input type="checkbox"/> altro (precisare)/ <i>other (please specify)</i></p> <p><b>Mezzi di sussistenza/Means of support</b></p> <p><input type="checkbox"/> Contanti/ <i>Cash</i></p> <p><input checked="" type="checkbox"/> Alloggio fornito/ <i>Accommodation provided</i></p> <p><input type="checkbox"/> Tutte le spese coperte durante il soggiorno/ <i>All expenses covered during the stay</i></p> <p><input type="checkbox"/> Trasporto prepagato/ <i>Prepaid transport</i></p> <p><input type="checkbox"/> Altro (precisare) / <i>Other (please specify)</i></p>		
<p>34. Dati anagrafici del familiare che è cittadino UE, SEE, CH/ <i>Personal data of the family member who is an EU, EEA or CH citizen</i></p> <p><b>ONLY IF APPLICABLE, fill in sections 34-35, otherwise LEAVE BLANK</b></p>		
<p>Cognome / <i>Surname</i></p>		<p>Nome(i) / <i>First name (s)</i></p>
<p>Data di nascita/ <i>Date of birth</i></p>	<p>Cittadinanza/ <i>Nationality</i></p>	<p>Numero del documento di viaggio o della carta d'identità/ <i>Number of travel document or ID Card</i></p>
<p>35. Vincolo familiare con un cittadino UE, SEE o CH/ <i>Family relationship with an EU, EEA or CH citizen</i></p> <p><input type="checkbox"/> Coniuge / <i>Spouse</i>    <input type="checkbox"/> Figlio / <i>Child</i>    <input type="checkbox"/> Nipote / <i>Grandchild</i>    <input type="checkbox"/> Ascendente a carico/ <i>Dependent ascendant</i></p>		
<p>36. Luogo e data/ <i>Place and date</i></p> <p><b>City, state, and date of signature</b></p>		<p>37. Firma (per i minori, firma del titolare della potestà genitoriale / tutore legale)/ <i>Signature (for minors, signature of parental authority / legal guardian)</i></p> <p><b>Student signature (no parent signatures, no electronic signatures)</b></p>
<p>Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso della tassa corrisposta/ <i>I am aware that the visa fee is not refunded if the visa is refused</i></p> <p><b>student signature</b></p>		
<p>Applicabile in caso di domanda di visto per ingressi multipli (casella n.24) / <i>Applicable in case a multiple-entry visa is applied for (cf field N° 24).</i></p>		
<p>Sono a conoscenza della necessità di possedere un'adeguata assicurazione sanitaria di viaggio per il primo soggiorno e per i viaggi successivi sul territorio degli Stati membri / <i>I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States</i></p> <p><b>student signature</b></p>		

<p><b>INFORMATIVA SUL TRATTAMENTO DEI DATI PERSONALI / INFORMATION ON THE PROCESSING OF PERSONAL DATA</b></p> <p>La raccolta dei dati richiesti in questo modulo, la sua fotografia e, se del caso, la rilevazione delle sue impronte digitali sono obbligatorie per l'esame della domanda di visto e i suoi dati anagrafici che figurano nel presente modulo di domanda di visto, così come le sue impronte digitali e la sua fotografia, saranno comunicati alle autorità competenti degli Stati membri e trattati dalle stesse, ai fini dell'adozione di una decisione in merito alla sua domanda. / <i>The collection of the data required by this application form, the taking of your photograph and, if applicable, the taking of your fingerprints, are mandatory for the examination of the visa application; and any personal data concerning you which appear on the visa application form, as well as your fingerprints and your photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on your visa application.</i></p> <p>Tali dati, così come i dati riguardanti la decisione relativa alla sua domanda o un'eventuale decisione di annullamento, revoca o proroga di un visto rilasciato, saranno inseriti e conservati nel sistema d'informazione visti (VIS) per un periodo massimo di cinque anni, durante il quale essi saranno accessibili alle autorità competenti per i visti, a quelle competenti ai fini dei controlli sui visti alle frontiere esterne e negli Stati membri, alle autorità competenti in materia di immigrazione e di asilo negli Stati membri ai fini della verifica dell'adempimento delle condizioni di ingresso, soggiorno e residenza regolari sul territorio degli Stati membri, dell'identificazione delle persone che non soddisfano, o non soddisfano più, queste condizioni e dell'esame di una domanda di asilo e della designazione dell'autorità responsabile per tale esame. / <i>Such data as well as data concerning the decision taken on your 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) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, 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, of examining an asylum application and of determining responsibility for such examination.</i></p> <p>A determinate condizioni, i dati saranno anche accessibili alle autorità designate degli Stati membri (per l'Italia il Ministero dell'Interno e le autorità di Polizia) e a Europol ai fini della prevenzione, dell'individuazione e dell'investigazione di reati di terrorismo e altri reati gravi. Il Ministero degli Affari Esteri e della Cooperazione internazionale (Piazzale della Farnesina 1, 00135 Roma, <a href="http://www.esteri.it">www.esteri.it</a>) è l'autorità italiana responsabile (titolare) del trattamento dei dati. Under certain conditions the data will be also available to designated authorities of the Member States (for Italy: the Ministry of Interior and the Police authority) and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious</p>
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criminal offences. The Ministry of Foreign Affairs and International Cooperation (Piazzale della Farnesina 1, 00135 Roma, [www.esteri.it](http://www.esteri.it), [dgiti6@esteri.it](mailto:dgiti6@esteri.it)) is the Italian authority responsible (controller) for processing the data.

E' suo diritto ottenere, in qualsiasi Stato membro, la comunicazione dei dati relativi alla sua persona registrati nel VIS e l'indicazione dello Stato membro che li ha trasmessi e chiedere che dati inesatti relativi alla sua persona vengano rettificati e che quelli relativi alla sua persona trattati illecitamente vengano cancellati. Per informazioni sull'esercizio del suo diritto a verificare i suoi dati anagrafici e a rettificarli o sopprimerli, così come sulle vie di ricorso previste a tale riguardo dalla legislazione nazionale dello Stato interessato, vedi [www.esteri.it](http://www.esteri.it) e <http://vistoperitalia.esteri.it> / You have the right to obtain in any of the Member States communication of the data relating to you recorded in the VIS and of the Member State which transmitted the data, and to request that the data relating to you which are inaccurate be corrected, and that the data relating to you processed unlawfully be deleted. For information on the exercise of your right to check your personal data and have them corrected or deleted, as well as on legal remedies according to the national law of the State concerned, see [www.esteri.it](http://www.esteri.it) and <http://vistoperitalia.esteri.it>.

Ulteriori informazioni saranno fornite su sua richiesta dall'autorità che esamina la sua domanda. L'autorità di controllo nazionale italiana competente in materia di tutela dei dati personali è il Garante per la Protezione dei Dati Personali (Piazza di Montecitorio 121, 00186 Roma, [www.garanteprivacy.it](http://www.garanteprivacy.it)). / Further information will be provided upon request by the authority examining your application. The Italian national supervisory competent authority on the protection of personal data is the Italian Authority for Data Protection (Piazza di Montecitorio 121, 00186 Roma, [www.garanteprivacy.it](http://www.garanteprivacy.it); tel.: +3906 696771).

Dichiaro che a quanto mi consta tutti i dati da me forniti sono completi ed esatti. Sono consapevole che dichiarazioni false comporteranno il respingimento della mia domanda o l'annullamento del visto già concesso, e che possono comportare azioni giudiziarie ai sensi della legislazione dello Stato membro che tratta la domanda. / 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 involve my application being rejected or to the annulment of a visa already granted and may result in prosecution under the law of the Member State that process the application.

Mi impegno a lasciare il territorio degli Stati membri prima dello scadere del visto, se concesso. Sono informato/a che il possesso di un visto è soltanto una delle condizioni necessarie per entrare nel territorio europeo degli Stati membri. La mera concessione del visto non mi dà diritto ad indennizzo qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del regolamento (CE) n. 562/2006 (codice frontiere Schengen) e mi venga pertanto rifiutato l'ingresso. Il rispetto delle condizioni d'ingresso sarà verificato ancora una volta all'atto dell'ingresso nel territorio europeo degli Stati membri. I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I am aware that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere granting of a visa does not entitle me to compensation if I fail to fulfil the conditions of Article 5, paragraph 1, of the Council Regulation n. 562/2006 (Schengen Borders Code) and I am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Il sottoscritto dichiara di aver preso visione dell'informativa sulla protezione dei dati personali riguardante i servizi per il rilascio dei visti, ai sensi del Regolamento Generale sulla Protezione dei Dati (UE) 2016/679 – I, the undersigned, hereby declare that I read and understood the information about the protection of PII (personal identifiable information) with reference to VISA services, in accordance with the General Rules on Data Protection (EU) 2016/679.

Dichiaro, sotto la propria responsabilità, che quanto sopra scritto risponde a verità e di essere a conoscenza delle conseguenze penali previste nel caso di mendaci e false dichiarazioni (art. 76 del D.P.R. 28 dicembre 2000, n. 445) – I Declare, under penalty of perjury, that the above stated facts are true and that I am aware of the criminal penalties against those who make misleading or false statements (art 76 of Presidential Decree 445/2000).

Luogo e data / Place and date

City, state, and date of signature

Firma / Signature

(per i minori, firma del titolare della potestà genitoriale/tutore legale)

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

Student signature (no parent signatures, no electronic signatures)

## 5. Photocopy of Your University ID

Your university ID card provides proof that you are a full-time student at an accredited university. Photocopy your University ID card onto a blank sheet of paper.

## 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 [our team](#).

## 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 Chicago 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 (preferred) or at some drugstores.

## 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 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: \$10,000

**\*\*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

**Example of a  
Bank Letter**



April 15, 2023

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

## AFFIDAVIT OF SUPPORT

I, \_\_\_\_\_ born in \_\_\_\_\_

On \_\_\_\_\_

BEING DULY SWORN ON OATH, DEPOSES AND SAYS:

- That the visa applicant \_\_\_\_\_  
born in \_\_\_\_\_ (city/State) on \_\_\_\_\_ (DOB)  
is my son/my daughter/myself
- That the applicant intends to pursue his/her education by  
attending \_\_\_\_\_ (name of academic Institution)  
in \_\_\_\_\_ (City/Province in Italy)  
from/to \_\_\_\_\_ (exact period of  
study) for the academic year \_\_\_\_\_
- That I, the affiant, have full employment as \_\_\_\_\_  
(profession)
- That I have sufficient income/assets to responsibly cover the visa applicant's  
expenses during his/her entire course of study in Italy as well as any and all other  
unforeseen expenses which the applicant may incur during his/her entire stay in  
Italy.
- That I, the affiant, will pay the visa applicant's expenses as outlined above.

FURTHER, AFFIANT SAYETH NOT.

Affiant's signature \_\_\_\_\_

SWORN AND SUBSCRIBED TO BEFORE ME THIS \_\_\_\_\_ DAY  
OF THE MONTH OF THE YEAR \_\_\_\_\_

SEAL

\_\_\_\_\_

(Signature of Notary Public)

## 9. Pre-Paid Shipping Label

Your passport will be mailed directly from our office back to you, after the visa has been secured. 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. Below are the 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](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. **This is where you want your passport RETURNED. Usually this will be your home address.** Enter those details, including your personal information, here.
  - d. Continue
2. What kind of packaging are you using?
  - a. From the drop down list, select “UPS LETTER”, weight 1lb, declared value \$190 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](#).

To sign up, use this link: [https://wwwapps.ups.com/doapp/signupmychoice?loc=en\\_US](https://wwwapps.ups.com/doapp/signupmychoice?loc=en_US)


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.

Suggested flight info from our preferred travel agency, Advantage Travel of CNY, will be shared with you in early September. 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																
<p><b>You're confirmed!</b></p> <p>Date issued: Tuesday, September 02, 2014</p> <p>Confirmation code: <b>BDPQ758</b></p> <p>Trip details: <a href="#">Download to calendar</a></p>																		
		 <p>Scan barcode for boarding pass</p>																
<p><b>DEPART</b></p> <p><b>JFK → FRA</b> New York City to Frankfurt (January 11, 2015)</p> <table border="0"> <tr> <td>Flight: SA3796</td> <td>Travel Time: 7h 25m</td> </tr> <tr> <td>Depart: 11:00am</td> <td>Aircraft: 747</td> </tr> <tr> <td>Arrive: 1:00pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: Lunch</td> <td>Seat: 25F</td> </tr> </table> <p>2 hour layover FRA</p> <p><b>FRA → FLR</b> Frankfurt to Florence (January 11, 2015)</p> <table border="0"> <tr> <td>Depart: 3:00pm</td> <td>Travel Time: 3h 17m</td> </tr> <tr> <td>Flight: LH 2938</td> <td>Aircraft: 737</td> </tr> <tr> <td>Arrive: 6:17pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: --</td> <td>Seat: 17C</td> </tr> </table>			Flight: SA3796	Travel Time: 7h 25m	Depart: 11:00am	Aircraft: 747	Arrive: 1:00pm	Cabin: Coach	Meal: Lunch	Seat: 25F	Depart: 3:00pm	Travel Time: 3h 17m	Flight: LH 2938	Aircraft: 737	Arrive: 6:17pm	Cabin: Coach	Meal: --	Seat: 17C
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<p><b>RETURN</b></p> <p><b>FLR → FRA</b> Florence to Frankfurt (April 30, 2015)</p> <table border="0"> <tr> <td>Flight: LH8473</td> <td>Travel Time: 3h 00m</td> </tr> <tr> <td>Depart: 9:00am</td> <td>Aircraft: 737</td> </tr> <tr> <td>Arrive: 12:00pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: --</td> <td>Seat: 17D</td> </tr> </table> <p>3 hour layover FRA</p>			Flight: LH8473	Travel Time: 3h 00m	Depart: 9:00am	Aircraft: 737	Arrive: 12:00pm	Cabin: Coach	Meal: --	Seat: 17D								
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Syracuse Airways		Your Reservations										
<p><b>FRA → JFK</b> Frankfurt to New York City (April 30, 2015)</p> <table border="0"> <tr> <td>Flight: SA2846</td> <td>Travel Time: 7h 45m</td> </tr> <tr> <td>Depart: 3:00pm</td> <td>Aircraft: 747</td> </tr> <tr> <td>Arrive: 4:45pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: Dinner</td> <td>Seat: 30C</td> </tr> </table>			Flight: SA2846	Travel Time: 7h 45m	Depart: 3:00pm	Aircraft: 747	Arrive: 4:45pm	Cabin: Coach	Meal: Dinner	Seat: 30C		
Flight: SA2846	Travel Time: 7h 45m											
Depart: 3:00pm	Aircraft: 747											
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Meal: Dinner	Seat: 30C											
<p><b>Total travel cost</b> (1 passenger)</p> <table border="0"> <tr> <td>Fare</td> <td>Adult</td> </tr> <tr> <td>JFK to FLR</td> <td>\$650</td> </tr> <tr> <td>FLR to JFK</td> <td>\$700</td> </tr> <tr> <td>Taxes and fees</td> <td>\$80</td> </tr> <tr> <td>Total</td> <td>\$1,430</td> </tr> </table> <p>Charged to Jenny C. Doe *****7328 (Visa)</p> <p><b>You paid \$1,430</b></p>			Fare	Adult	JFK to FLR	\$650	FLR to JFK	\$700	Taxes and fees	\$80	Total	\$1,430
Fare	Adult											
JFK to FLR	\$650											
FLR to JFK	\$700											
Taxes and fees	\$80											
Total	\$1,430											

## 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)



## 11. Designation Form

Please sign and print the form below and include it with your visa application documents. This form explains that you grant us permission to submit your visa application on your behalf and obtain your passport with the visa from the Consulate.



### **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