

Italian Student Visa Packet: Consulate General of Italy in Houston

For Group Submission

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Houston. Your assignment is based on your home or school zip code from your Syracuse Abroad application.

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.

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 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
- International students may apply through the Houston jurisdiction if your home school is in Texas, Louisiana, Oklahoma, or Arkansas. 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 through 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 **notarized** copy of your I-20 form and U.S. visa, or Green Card (both sides)
- 4. Italian Visa Application Form (**with signatures notarized**)
- 5. An enrollment verification letter from your home university (non-SU students only)
- 6. Visa fee: money order payable to Consulate General of Italy in Houston
- 7. **Notarized** affidavit of health insurance
- 8. Official Bank Letter and (if applicable) **notarized** affidavit of support
- 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 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.

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

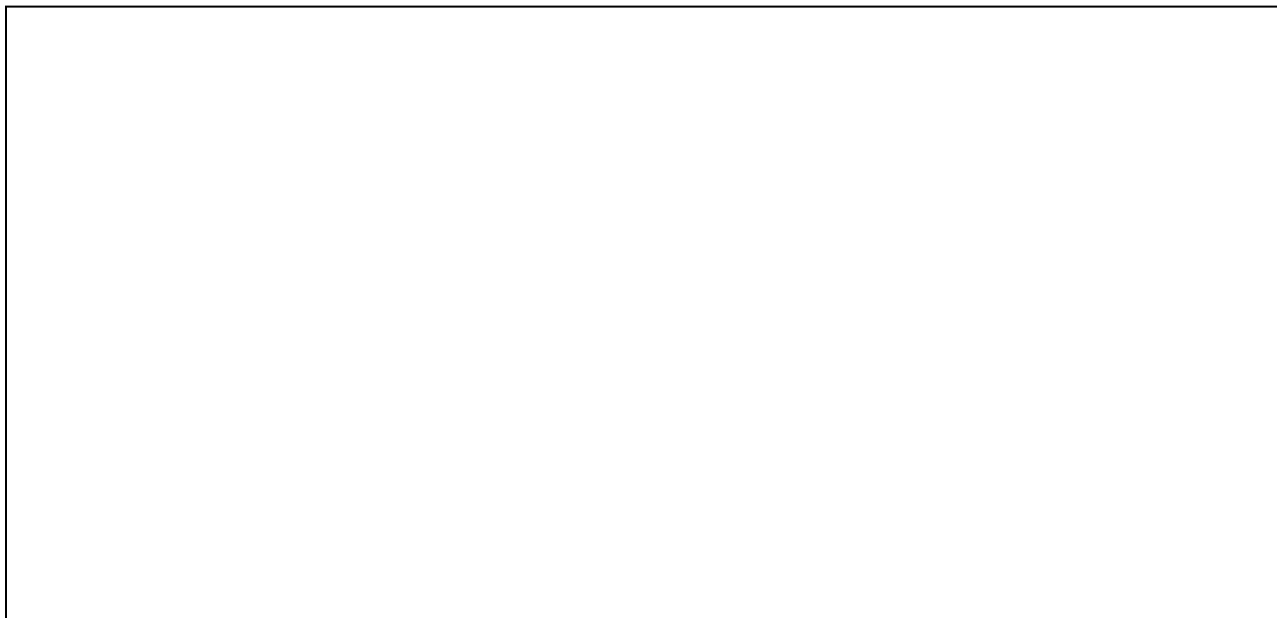


The consulate requires a separate 2X2 photo to create your visa. The photo should reflect your current appearance and should be less than a year old. You may have official passport photos taken at the post office, drugstores and other stores for a fee. The photo should feature only you in front of a 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. Copy of your Driver's License or State ID: Must be Notarized!

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
<p>Signature must be notarized by a public notary:</p> <p>Signed before me on: _____</p> <p>Signature of the public notary: _____</p> <p>Seal of the public notary</p> <p>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.</p>	

4. Visa Application Form: Must be Notarized!

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 6-8 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. **Do not sign your application form until you are in the presence of a notary.**

Refer to this page when answering questions 24 and 25 of your visa application.

Number of Days for Fall 23 (question 24)

Question 24: 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 25)

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



Consolato Generale d'Italia a Houston



National Visa Application (D)
Domanda di visto nazionale (D)

This application form is free
Modulo gratuito

PHOTO
Fotografia

COMPLETE THIS FORM IN ALL ITS PARTS. FAILING TO DO SO MAY RESULT IN LONGER PROCESSING TIMES

SI PREGA DI COMPILARE IL PRESENTE FORMULARIO IN TUTTE LE SUE PARTI.
UNA COMPILAZIONE INCOMPLETA POTREBBE COMPORARE UN ALLUNGAMENTO NEI TEMPI DI TRATTAZIONE.

1. Surname (Family name) (*) <i>Cognome</i> Last name			Spazio riservato all'Amministrazione <i>For Office use only</i> Data di presentazione della domanda: Numero della domanda: Domanda presentata presso: <input type="checkbox"/> Ambasciata/Consolato <input type="checkbox"/> Fornitore dei servizi <input type="checkbox"/> Altro (precisare): Responsabile della pratica: Nome di chi ha ricevuto la pratica allo sportello: 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:
2. Surname at birth (Former family name/s) (*) <i>Cognome alla nascita (Cognome/i precedente/i)</i> Leave blank			
3. First name/s (Given name/s) (*) <i>Nome/i</i> First name			
4. Date of birth (dd/mm/yy) <i>Data di nascita (gg/mm/aa)</i> Date of birth, format: day/month/year	5. Place of birth / <i>Luogo di nascita</i> City and state of birth 6. Country of birth / <i>Stato di nascita</i> Country of birth	7. Current nationality / <i>Cittadinanza attuale</i> Nationality ex. American, Chinese Nationality at birth, if different <i>Cittadinanza alla nascita, se diversa</i> If you were born a different nationality	
8. Gender <i>Sexo</i> select appropriate box: <input type="checkbox"/> Male / <i>Maschile</i> <input type="checkbox"/> Female / <i>Femminile</i>	9. Marital Status / <i>Stato civile</i> select appropriate box <input type="checkbox"/> Single / <i>Non coniugato/a</i> <input type="checkbox"/> Married / <i>Coniugato/a</i> <input type="checkbox"/> Civil partnership / <i>Unita/o/a civilmente</i> <input type="checkbox"/> Separated / <i>Separato/a</i> <input type="checkbox"/> Divorced / <i>Divorziato/a</i> <input type="checkbox"/> Widow(er) / <i>Vedovo/a</i> <input type="checkbox"/> Other (pls. specify)..... <i>Altro (precisare)</i>		
10. In case of minors: surname, first name, address (if different from applicant's) and nationality of the holder of parental responsibility/legal guardian / <i>Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale</i> Leave blank- if you are over 18 you are not considered a minor in Italy			
11. Type of travel document / <i>Tipo di documento</i> <input checked="" type="checkbox"/> Ordinary Passport / <i>Passaporto ordinario</i> <input type="checkbox"/> Service Passport / <i>Passaporto di servizio</i> <input type="checkbox"/> Special Passport / <i>Passaporto speciale</i> <input type="checkbox"/> Other travel document (pls. specify)..... <i>Documento di viaggio di altro tipo (precisare)</i> <input type="checkbox"/> Diplomatic Passport / <i>Passaporto diplomatico</i> <input type="checkbox"/> Official Passport / <i>Passaporto ufficiale</i>			
12. Number of travel document <i>Numero documento di viaggio</i> passport number	13. Date of issue <i>Data di rilascio</i> date of issue	14. Valid until / <i>Valido fino a</i> date of expiration	15. Rilasciato da / <i>Issued by</i> country of issue ex. USA
16. Applicant's home address and e-mail address / <i>Indirizzo del domicilio e di posta elettronica del richiedente</i> your permanent address and email address		17. Telephone number/s <i>Numero/i di telefono</i> cell phone & home phone	
17. Residence in a country other than the country of current nationality / <i>Residenza in un Paese diverso dal Paese di cittadinanza attuale</i> <input type="checkbox"/> No select NO unless applicable (students on F1 US visa select YES and enter your US visa info) <input type="checkbox"/> Yes. Residence permit or equivalent / <i>St. Titolo di soggiorno o equivalente</i>			
18. Current occupation / <i>Occupazione attuale</i> Student			
19. Employer and employer's address and telephone number. For students, name and address of educational institute <i>Datore di lavoro, indirizzo e telefono. Per gli studenti, nome e indirizzo dell'istituto di insegnamento.</i> your HOME UNIVERSITY NAME and ADDRESS			
20. Main purpose/s of the journey / <i>Scopi principali del viaggio</i> <input type="checkbox"/> Family reunification/following family member / <i>Riconsegnimento familiare/Familiare di seguito</i> <input type="checkbox"/> Religious reasons / <i>Motivi religiosi</i> <input type="checkbox"/> Medical reasons / <i>Cure mediche</i> <input type="checkbox"/> Self-employment / <i>Lavoro autonomo</i> <input type="checkbox"/> Sport / <i>Sport</i> <input checked="" type="checkbox"/> Study / <i>Studio</i> <input type="checkbox"/> Adoption / <i>Adozione</i> <input type="checkbox"/> Other (pls. specify) / <i>Di altro tipo (precisare)</i> <input type="checkbox"/> Mission / <i>Missione</i> <input type="checkbox"/> Diplomatic / <i>Diplomatico</i> <input type="checkbox"/> Salaried employment / <i>Lavoro subordinato</i>			
Decisione relativa al visto: <input type="checkbox"/> Rifiutato <input type="checkbox"/> Rilasciato			
Tipo di visto: Valido: dal/...../..... al/...../.....			
Numero di ingressi: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multipli			
Numero di giorni:			

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

21. Your destination in Italy / Destinazione in Italia Florence, Italy		22. Schengen State of first entry (if applicable) <i>Eventuale Stato Schengen di primo ingresso</i> Country of first arrival in Schengen Area (refer to your flight itinerary)	OSSERVAZIONI E ANNOTAZIONI
23. Numer of entries requested / Numero di ingressi richiesti <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> Multiple entries / Multipli ingressi		24. Number of days of intended stay (max. 365) <i>Indicare i giorni di soggiorno previsti (massimo 365)</i> Please refer to dates on chart in packet (ex. 107 days)	
25. Intended date of arrival in Schengen area <i>Data di arrivo prevista nell'area Schengen</i> <i>date must match your arrival date on flight itinerary</i>			
26. Surname and name of the person in Italy who applied for Family Reunification, or surname and name of the Employer in Italy. <i>Cognome e nome della persona che ha richiesto il Ricongiungimento Familiare o del Datore di lavoro</i> Leave blank For Adoption, Religious Reasons, Medical Reasons, Sport, Study, Mission, please specify the address in Italy <i>Nel caso di visto per Adozione, Motivi Religiosi, Cure Mediche, Sport, Studio, Missione, indicare l'indirizzo di recapito in Italia</i>			
Address and e-mail of the person(s) who applied for Family Reunification or the Employer <i>Indirizzo e indirizzo di posta elettronica della persona che chiede/ono il Ricongiungimento Familiare o del Datore di Lavoro</i> Leave blank		Telephone and fax number of the person(s) who applied for Family Reunification or the Employer <i>Numero di Telefono e di fax della persona che chiede/ono il Ricongiungimento Familiare o del Datore di Lavoro</i> Leave blank	
27. Name and address of host Company/Organization <i>Nome e indirizzo dell'impresa/organizzazione che invita</i> Syracuse University in Florence Piazza Savonarola, 15, Florence I-50132		Telephone and fax number of the Company / Organization <i>Telefono e fax dell'impresa/organizzazione</i> (39) 055-5031-31 phone (39) 055-5000-31 fax	
Surname, first name, address, telephone, fax and email address of contact person in Company/Organization <i>Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa/organizzazione</i> Sasha Perugini, Director Syracuse Florence, perugini@syr.edu, Piazza Savonarola, 15, Florence I-50132			
28. Cost of traveling and living during the applicant's stay is covered by / Le spese di viaggio e soggiorno del richiedente sono a carico <input checked="" type="checkbox"/> the applicant / del richiedente Means of support / Mezzi di sussistenza <input checked="" type="checkbox"/> Cash / Contanti <input type="checkbox"/> Traveller's Cheques <input checked="" type="checkbox"/> Credit Cards / Carte di credito <input type="checkbox"/> Prepaid accomodation / Alloggio prepagato <input checked="" type="checkbox"/> Prepaid transport / Trasporto prepagato <input type="checkbox"/> Other (pls. specify) / Altro (precisare) THIS INFORMATION IS NOT NECESSARY FOR THE FOLLOWING TYPES OF VISA: Family Reunification, Following Family Member, Salaried Employment, Self Employment, Mission, Diplomatic, Adoption <i>INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato, Lavoro Autonomo, Missione, Diplomatico, Adozione</i> <input checked="" type="checkbox"/> a sponsor (host, company, organization), please specify <i>del promotore (ospite, impresa, organizzazione, precisare)</i> Syracuse University referred to in box n. 26 or 27 / di cui alle caselle 26 o 27 <input type="checkbox"/> Other (pls. specify) / Altro (precisare) Means of support / Mezzi di sussistenza <input type="checkbox"/> Cash / Contanti <input checked="" type="checkbox"/> Provided accomodation / Alloggio prepagato <input type="checkbox"/> All expenses covered during the stay / Tutte le spese coperte durante il soggiorno <input type="checkbox"/> Prepaid transport / Trasporto prepagato <input type="checkbox"/> Other (pls. specify) / Altro (precisare)			
29. Personal data of the family member who is an EU, EEA or CH citizen / Dati anagrafici del familiare che è cittadino UE, SEE o CH			
Surname / Cognome Leave blank		First Name/s / Nome/i Leave blank	
Date of birth / Data di nascita Leave blank	Nationality / Cittadinanza Leave blank	Number of travel document or ID card <i>Numero del documento di viaggio o della carta d'identità</i> Leave blank	
30. Family relation with an EU, EEA or CH citizen / Vincolo familiare con un cittadino UE, SEE o CH <input type="checkbox"/> Spouse / Coniuge <input type="checkbox"/> Son/Daughter / Figliola <input type="checkbox"/> Other descendant / Altri discendenti diretti <input type="checkbox"/> Dependent ascendant / Ascendente a carico <input type="checkbox"/> Other (pls. specify) / Altro (precisare)..... Leave blank			
31. Place and date / Luogo e data City, state, and date of signature		32. Signature (for minors, signature of parental authority/legal guardian) <i>Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)</i> Student signature (no parent signatures, no electronic signatures)	

I am aware of the fact that the refusal of a visa does not give rise to the reimbursement of fees paid **student signature**
Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti pagati per la trattazione della pratica

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 [our team](#).

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 Houston for the current fee amount of **\$53.60**. Money orders can be purchased at your local post office (preferred) or at some drugstores.

The consulate's address should be written on the left side of the money order as follows:

Consulate General of Italy in Houston
1330 Post Oak Boulevard, Suite 1950
Houston TX 77056

Your name and address should be filled out on the right side of the form. It is OK to use either your school or home address.

UNITED STATES POSTAL SERVICE®

POSTAL MONEY ORDER

Serial Number: 000000000000

Year, Month, Day: [] [] []

Post Office: []

U.S. Dollars and Cents: []

Amount: []

Pay to: Consulate General of Italy in (city)

Clerk: []

Address: Street Address

City, State, Zip Code

From: Your Name Here

Address: Your Home Address

City, State, Zip Code

Memo: Visa Fee

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SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS

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7. Affidavit of Health Insurance: Must be Notarized!

As part of the visa process, the Italian Consulate General requires that all students purchase an insurance policy with I.N.A. ASSITALIA for the duration of their stay as a student in Italy. Syracuse Abroad purchases this insurance for every student once they arrive in Florence. Therefore, this affidavit is the documentation acknowledging that the student is aware they will have this coverage. You do not need to send any money with this application. This insurance covers only emergency care and alone is not enough medical insurance for a student for the entire semester. Students and their families are responsible for ensuring that they are adequately covered while abroad.

The notarization should be completed at the bottom of the page or as the notary sees fit. Do not sign the document until you are in the presence of the notary. The actual form is on the following page. Please ensure this form has NOTHING printed on the back when you complete it.

1. Print out the form on the following page. ***DO NOT SIGN YET***
2. Take the sheet to a notary and have the document notarized (see note on page 3).
3. Send the original along with your visa application.

DICHIARAZIONE DI IMPEGNO

Il sottoscritto _____
 (Last name and first name)
 nato/a a _____ il _____
 (place of birth) (date of birth: dd/mm/yy)
 avanti a _____
 (before)

DICHIARA

di impegnarsi ad acquistare al suo arrivo in Italia:

1. una polizza assicurativa per studenti con società di assicurazioni italiane che prevedano il pagamento diretto alle Unità Sanitarie Locali delle spese per cure urgenti ospedaliere, accompagnata da dichiarazione che tale polizza *“non contiene limitazioni od eccezioni per le tariffe previste per il ricovero ospedaliero urgente per tutta la durata del ricovero stesso”*.
2. Prende inoltre atto che la ricevuta di pagamento della polizza assicurativa dovrà essere presentata alla Questura o Posto di Polizia della città di destinazione, competente a rilasciare il *“permesso di soggiorno”* per studio.

STATE

I, the undersigned, hereby swear that upon arrival in Italy I will purchase:

1. *A health insurance policy issued by an Italian Health Insurance carrier that will pay directly the Italian hospitals belonging to the national health care system. I will obtain a written statement to the effect that the policy I have purchased has no limitations or exceptions to the rates established by the Italian public hospitals for emergency medical care or hospitalization, no matter for how long (please, note that the statement should be worded in Italian as it appears written above in the Italian portion between quotes);*
2. *I have been also informed that proper receipt of payment for such health policy has to be exhibited to the “QUESTURA” or “POSTO DI POLIZIA”, as supporting document to my application for “PERMESSO DI SOGGIORNO” (permit to stay) for studying and that is not later than eight days from my arrival in Italy.*

Letto, confermato e sottoscritto.

(Read, confirmed and signed)

Il Dichiarante _____ Firma (Signature)

Before mailing this statement remember to have your signature notarized by a Notary Public:

Signature & stamp of the Notary Public _____

OFFICE USE ONLY

Attesto che il/la dichiarante _____ identificato/a da
 passaporto n. _____ valido fino a _____,
 previa ammonizione sulla responsabilità penale cui può andare incontro in caso di dichiarazione
 mendace, ha sottoscritto in presenza mia/del notaio pubblico la suesposta dichiarazione.
 Houston,

NOTE

Major Italian Health Insurance companies offer policies with health coverage for students; for instance, the “ISTITUTO NAZIONALE DELLE ASSICURAZIONI INA-ASSITALIA” offers a student health insurance policy with the required coverage. The cost for INA’s policy is subject to change and payment should be made through a postal money order (CONTO CORRENTE POSTALE) to the account n. 7127000 under the name of AGENZIA GENERALE DI ROMA INA ASSITALIA, Via del Tritone n. 131, Roma.
 Le maggiori compagnie di assicurazione italiane offrono polizze assicurative per studenti che prevedono la copertura medico ospedaliera richiesta. A titolo indicativo l’Istituto Nazionale delle Assicurazioni INA-Assitalia prevede una adeguata polizza per studenti. L’importo di tale polizza è stabilito annualmente dall’INA e deve essere versato sul Conto Corrente Postale n. 7127000 intestato a: Agenzia Generale di Roma, INA-Assitalia, via del Tritone n. 131, Roma.

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. 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

**Example of a
Bank Letter**



April 5, 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

To:
Consolato Generale d'Italia
1300 Post Oak Boulevard, Suite 660
Houston, Texas 77056

Date _____

I, the undersigned,

born in _____ on _____

residing at _____

Depose and say:

that I will take financial responsibility for my Son /daughter /wife / husband/parents

: _____

Name and Last name

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

Last name, First name: _____ (*print name*)

Signature _____

U.S. Notary Public Signature and Seal:

9. 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?

 - a. **This is where you want your passport RETURNED. Usually this will be your home address.** Enter those details, including your personal information, here.
 - b. 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 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.

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 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:
BDPQ7S8



Scan barcode for boarding pass

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

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

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