Italian Student Visa Packet: Consulate General of Italy in Boston

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 Boston. 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 October 1 and the start of the Florence 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, October 6, 2023

- Main contact:
  - Katie Wells, Florence Visa Coordinator
    315-443-9425, syrflorence@syr.edu

- Non-U.S. citizens may apply through the Boston jurisdiction if your home school is in Massachusetts, Maine, New Hampshire, Rhode Island, or Vermont. 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 U.S. 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 in PEN!**
- **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); UPS recommended.

**IMPORTANT:** Please do **not**, under any circumstances, 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 (signed in pen)

☐ 2. One official recent passport photo (taken within the last 6 months), with your name written on back

☐ 3. A copy 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. Photocopy of University ID

☐ 5. Italian visa application form (**with 3 signatures**)

☐ 6. Bank letter/Proof of financial means and (if applicable) **notarized** affidavit of support (see page 11 for details)

☐ 7. An enrollment verification letter from your home university’s registrar’s office (non-SU students only)

☐ 8. Visa fee: money order payable to the Consulate General of Italy in Boston

☐ 9. Pre-Paid shipping label (for us to ship your passport/visa back to you)

☐ 10. Copy of round-trip flight itinerary

☐ 11. Designation form: Permission for Syracuse Abroad to travel with your passport

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**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.

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

*Updated September 2023*
1. Your Official Passport

The consulate requires your official passport SIGNED (in pen) 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](http://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 six months 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

Please make a copy of your Driver’s License or State ID onto a blank sheet of paper and ensure the copy is clear and legible.

Non-U.S. citizens: Please make a copy of your green card (both sides), or I-20 and your U.S. visa. Your U.S. visa needs to be valid for at least 3 months beyond the end date of the study abroad program.
4. Photocopy of 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.

5. Visa Application Form

The consulate requests that you complete their application form electronically, then print to sign: https://consboston.esteri.it/wp-content/uploads/2023/06/visalongstay.pdf

Please fill out each page as they are filled out on the sample (pages 7-10 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. Electronic signatures will not be accepted.**
Please refer to this page when answering questions 25, 29 and 30 of your visa application.

### Number of Days for Spring 2024 (question 25)

<table>
<thead>
<tr>
<th>Question 25: Program</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU Florence Center</td>
<td></td>
</tr>
<tr>
<td>SU Florence Center: Studio Arts, Architecture, Engineering, Design</td>
<td>106 days</td>
</tr>
<tr>
<td>SU Florence Center &amp; Intensive Language Program at University of Florence</td>
<td>109 days</td>
</tr>
<tr>
<td>SU Florence Center &amp; Direct Enrollment at University of Florence (courses taught in Italian)</td>
<td>151 days</td>
</tr>
</tbody>
</table>

### Program Dates for Spring 2024 (questions 29 and 30)

*If your arrival/departure dates differ from the program dates, please answer question 29 & 30 based on flight itinerary.*

<table>
<thead>
<tr>
<th>Question 29: Program</th>
<th>Arrival Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU Florence Center &amp; Intensive Language Program at University of Florence</td>
<td>Arrive 7 January, 2024</td>
</tr>
<tr>
<td>SU Florence Center</td>
<td></td>
</tr>
<tr>
<td>SU Florence Center: Studio Arts, Architecture, Engineering, Design</td>
<td>Arrive 10 January, 2024</td>
</tr>
<tr>
<td>SU Florence Center &amp; Direct Enrollment at University of Florence (courses taught in Italian)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 30: Program</th>
<th>Departure Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU Florence Center</td>
<td></td>
</tr>
<tr>
<td>SU Florence Center: Studio Arts, Architecture, Engineering, Design</td>
<td>Depart 24 April, 2024</td>
</tr>
</tbody>
</table>
| SU Florence Center & Intensive Language Program at University of Florence | |}
| SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian) | Depart 8 June, 2024 |
Updated September 2023

Consulate General of Italy
Boston

Application for National Visa (D)
This application form is free

REMEMBER: Complete this form electronically, then sign/date by hand after it is printed!

<table>
<thead>
<tr>
<th>1. Surname(s) (if applicable):</th>
<th>LAST NAME (must match passport)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Surname(s) at birth (former family name(s)):</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>3. First name(s) (given name(s)):</td>
<td>FIRST and MIDDLE NAME (must match passport)</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>4. Date of birth (day-month-year):</td>
<td>DATE OF BIRTH format: day-month-year (05051980)</td>
</tr>
<tr>
<td>5. Place of birth:</td>
<td>CITY and STATE of birth</td>
</tr>
<tr>
<td>7. Current nationality:</td>
<td>NATIONALITY (eg: USA, CHN, IT)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>8. Sex:</td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td>Select appropriate box:</td>
<td>Single, Married, Divorced, Widower, Other (please specify)</td>
</tr>
<tr>
<td>9. Marital status:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/ legal guardian:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>11. National Identity number, where applicable:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>12. Type of travel document:</td>
<td>SELECT &quot;ORDINARY PASSPORT&quot;</td>
</tr>
<tr>
<td>Ordinary passport</td>
<td>Diplomatic passport</td>
</tr>
<tr>
<td>Serviette passport</td>
<td>Official passport</td>
</tr>
<tr>
<td>Special passport</td>
<td>Other travel document (please specify)</td>
</tr>
<tr>
<td>13. Number of travel documents:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>14. Date of issue:</td>
<td>Date issued</td>
</tr>
<tr>
<td>15. Valid until:</td>
<td>Date of expiration</td>
</tr>
<tr>
<td>16. Issued by:</td>
<td>COUNTRY of issue (eg: USA, CHN)</td>
</tr>
<tr>
<td>17. Applicant's home address and e-mail address:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>Your PERMANENT ADDRESS and EMAIL ADDRESS:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>Telephone number(s):</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>Select &quot;STUDY&quot; only:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>18. Residence in a country other than the country of current nationality:</td>
<td>Select &quot;NO&quot; unless applicable</td>
</tr>
<tr>
<td>No</td>
<td>Yes, Residence permit or equivalent: Valid until:</td>
</tr>
<tr>
<td>19. Current occupation:</td>
<td>STUDENT</td>
</tr>
<tr>
<td>20. Employer and employer's address and telephone number. For students, name and address of educational establishment:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>List your HOME UNIVERSITY name and its ADDRESS:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>21. Main Purpose(s) of the journey:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>Family reunion/Visiting Family</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>Religious</td>
<td>Sports</td>
</tr>
<tr>
<td>Medical treatment</td>
<td>Business</td>
</tr>
<tr>
<td>Employment</td>
<td>Adoption</td>
</tr>
<tr>
<td>Self-employment</td>
<td>Other (please specify)</td>
</tr>
<tr>
<td>22. Number of entries:</td>
<td>LEAVE BLANK</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Multiple</td>
<td></td>
</tr>
</tbody>
</table>

For Embassy/Consulate
City hall CAC
Service provider
Commercial intermediary
Other
Name:
File handled by:
Name of person who received file at window:
Supporting documents:
Travel document
Means of subsistence
Invitation
Means of transport
Travel Health insurance
Other
Visa decision:
Refused
Refused for SIS non cancellable
Suspended File
Issued
Type of visa: D
Valid:
from until:
Number of entries: LEAVE BLANK

In fields from 1 to 3 information must be inserted as it appears on travel documents.
<table>
<thead>
<tr>
<th>22. City of destination</th>
<th>23. State of first entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORENCE, ITALY</td>
<td>Country of arrival (check your flight itinerary)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24. Number of entries requested:</th>
<th>25. Duration of the stay. Indicate number of days (max. 365 days) /</th>
</tr>
</thead>
<tbody>
<tr>
<td>One/...</td>
<td>..........................</td>
</tr>
<tr>
<td>Two/...</td>
<td>X ..........................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>26. Schengen visas issued during the past three years /</th>
</tr>
</thead>
<tbody>
<tr>
<td>X No/...</td>
</tr>
<tr>
<td>Yes/...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>27. Fingerprint(s) taken previously for the purpose of applying for a Schengen visa /</th>
</tr>
</thead>
<tbody>
<tr>
<td>X No/...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>28. Number of objection document issued for family reunification: accompanying family-employment (only in case where required by legislation governing the type of being requested) /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid from: /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>29. Intended date of arrival in the Schengen area /</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFER DATE IN PACKETS: &quot;VISIT INVITATION LETTER&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30. Intended date of departure from the Schengen area (only for visas valid for stays of between 91-364 days) /</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>31. Surname and first name of the inviting person or employer. If not applicable, in case of visa for Adoption, Religious reasons, Medical reasons, Sports, Study, Mission: address of institution in Italy /</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>32. Name and address of inviting company/organisation /</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>33. Cost of travelling and living expenses is covered by /</th>
</tr>
</thead>
</table>

- by the applicant himself/herself / |

<table>
<thead>
<tr>
<th>Means of support /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash/</td>
</tr>
<tr>
<td>Traveller's cheques/</td>
</tr>
<tr>
<td>Credit card/</td>
</tr>
<tr>
<td>Prepaid accommodation/</td>
</tr>
<tr>
<td>Prepaid transport/</td>
</tr>
<tr>
<td>Other (please specify)/</td>
</tr>
</tbody>
</table>

STANTEMENT NOT NECESSARY FOR FOLLOWING VISAS: Family reunion, Accompanying Family, Employment/Self-employed, Business, Diplomatic, Adoption.
### Personal Data of the Family Member Who is an EU, SEE or CH Citizen

<table>
<thead>
<tr>
<th>Surname</th>
<th>First name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Nationality</th>
<th>Number of travel document or ID card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Family Relationship with an EU, SEE or CH Citizen

- [ ] spouse/... 
- [ ] child/... 
- [ ] other direct descendant/... 
- [ ] dependent ascendant/... 

### Place and Date of Signature

**CITY, STATE, DATE of signature**

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

... (..........................)

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

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I am aware of and consent to the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints. I understand these, are mandatory for the examination of the visa application. Any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph, will be supplied to the relevant Italian authorities 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, and stored in the Information System of this Consulate-General, and the Ministry of Foreign Affairs. Such data will be accessible to the competent Italian visa authorities. It will be accessible to the competent Schengen authorities in order to check 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 in the territory 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. Under certain conditions the data will also be accessible to authorities designated by the Member States and to Eurocontrol for the purposes of the prevention, detection and investigation of terrorist offenses and of other serious criminal offenses.

I am aware that I have the right to obtain the data transmitted relating to me recorded in the information systems and to request that data relating to me which are inaccurate be corrected and that data relating to me processed 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.

The national controlling authority is the Guarantor of protection of personal data.

I declare that to the best of my knowledge all information supplied by me are complete and correct. 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 Representative country under State legislation (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, paragraph 1 of Regulation (EU) No. 562/2006 (Schengen Borders Code) and of Article 4 of DLgs. 386/98 and I am therefore refused entry.

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**ANNOTATIONS** (Office use only)
<table>
<thead>
<tr>
<th>Place and date</th>
<th>Signatures (for minors, signature of parental authority/legal guardian)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY, STATE, DATE of signature</td>
<td>STUDENT SIGNATURE</td>
</tr>
</tbody>
</table>

The consulate requires proof that you have financial means to reside in Italy by presenting them with an original, signed bank letter from a U.S. bank or financial institution showing a minimum of $30 per day abroad in a checking or savings account. 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 (amounts add up to approximately $30 per day in Florence):
- Center semester students: approximately $3,250

**NOTE:** Some programs vary in length. Please use the chart on page 6 to determine the length of your program and multiply the number of days by $30. If you plan to stay in Europe beyond the semester end date, be sure to add these extra days into your calculation.

The format of the letter is basic, but should convey the following:
- YOU (the student) OR the specified person in support of the student is the account holder
- Amount must total at least $30 per day abroad (see amounts above)
- The specified funds are present in your account at the time the letter is generated

Guidelines for the bank letter:
- Letter(s) must reference U.S. checking or savings accounts only.
- Letter(s) must be original and look as official as possible:
  - Copies, scans, and faxes are not accepted.
  - Letter(s) should be on the bank’s original letterhead and have a signature of a representative if possible.
    - **Note that some large national banks (such as Chase or Bank of America) may only provide an electronic Bank Letter and some do not provide signatures.**
- Letter(s) must be dated as close to the visa deadline as possible.
- You may combine accounts from different institutions to reach your required amount.
- Bank statements are NOT accepted.
October 1, 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.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account No.</th>
<th>Amount *</th>
<th>Date Opened</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>ends in xxxx</td>
<td>$4,245.36</td>
<td>01/01/2000</td>
</tr>
<tr>
<td>Savings</td>
<td>ends in xxxx</td>
<td>In excess of $8,000.00</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>

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

[Signature]
AFFIDAVIT OF SUPPORT
To be complete by the person providing financial support
(Must be notarized)

I, ___________________________________, born in _____________________
on ________________________

BEING DULY SWORN ON OATH, DEPOSE AND SAY,

1. That the Applicant, Mr./Mrs. ________________________________________
born in ________________________________ on _______________________
is □ my son □ my daughter

2. That the Applicant intends to pursue his/her education by attending:
(Name of academic institution) _____________________________________________
located in_________________________________________________________
during the period: from _____________________ to ______________________
of the academic year _________________________

3. That I, the affiant, am employed full-time as _______________________, with
sufficient income and assets to pay for the applicant’s expenses during his/her
entire stay in Italy, AS WELL AS to responsibly cover any unforeseen expenses
the applicant may incur while studying in Italy.

4. That I, the affiant, will pay for the applicant’s expenses as outlined above.’

FURTHER, AFFIANT SAYETH NOT

__________________________   __________________________
(Signature of the Affiant)                             (Signature of the Notary Public)

Seal of the
Notary Public

Remember to include affiant’s Bank/financial statement(s) as per the information sheet

Updated September 2023
7. 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 state 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.

8. 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 Boston for the exact fee amount (fees change quarterly based on exchange rate; new fee info will be available after October 1. **You will receive an email after October 1 with details**). Money orders can be purchased at your local post office (preferred) or at some drugstores.

9. Pre-Paid Shipping Label

Your passport will be mailed directly from our office back to you, after the visa has been secured (the visa is attached within your passport). 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; **UPS preferred**. You do not need to provide Syracuse Abroad with an envelope, just the label. You should save the tracking information for your records.

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 (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 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. To sign up, use this link: 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 mid-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.
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 this page 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. This is for Syracuse Abroad internal use only and will not be submitted to 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

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