

# Italian Student Visa Packet: Consulate General of Italy in New York

## 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 falls under the jurisdiction of the Consulate General of Italy in New York. 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 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](mailto:syrflorence@syr.edu)
- International students **cannot apply through the group submission**. If your home school is in New York State, Connecticut, Bermuda, or one of the following New Jersey Counties: Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren, you should apply independently through the New York Consulate. Please submit a copy of your I-20 or Green Card with your other paperwork. If you are on a F1 -visa, make sure it is valid at least 3 months after your Florence program ends.
- Students with European Union citizenship traveling with their EU passport do not need a visa. 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 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).

**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 will be made.

The following documents must be mailed or brought to Syracuse Abroad:

- 1. Official **SIGNED** passport (signed in pen)
- 2. One official passport photo (taken within the last 6 months), with your name written on back
- 3. Photocopy of your Driver's License
- 4. Italian Visa Application Form (with 3 signatures)
- 5. Bank Letter/Proof of financial means (see page 10 for details)
- 6. Enrollment Verification Letter from your home university (non-SU students only)
- 7. Visa Fee: money order made out to Consulate General of Italy in New York
- 8. Photocopy of your student ID card
- 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

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

## 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](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 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

Your Driver's License or State ID confirms your home address. Please copy it onto a blank sheet of paper and ensure the copy is clear and legible. For those going to school in NY but from a different state, a Driver's License or State ID from another state is acceptable.



## 4. Visa Application Form

To print a blank copy of the application form, please [click here](#) or in your log into your [OrangeAbroad Portal](#). Please fill out each page exactly as it is filled out on the sample (pages 6-9 in this packet) with your appropriate information. There are three signatures required on this application and you must complete all for the application to be complete.

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

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

Question 25: Program	Number of Days
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	106 days
SU Florence Center & Intensive Language Program at University of Florence	109 days
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	151 days

### 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.*

Question 29: Program	Arrival Date
SU Florence Center & Intensive Language Program at University of Florence	Arrive 7 January, 2024
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	Arrive 10 January, 2024

Question 30: Program	Departure Date
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	
SU Florence Center & Intensive Language Program at University of Florence	Depart 24 April, 2024
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	Depart 8 June, 2024



Consolato Generale d'Italia  
New York

FOTOGRAFIA

LEAVE  
BLANK

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

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

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

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

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

STUDENT SIGNATURE

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

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

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

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

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

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

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



## 5. Bank Letter/ Proof of Financial Means

The Consulate requires proof that you have financial means to reside in Florence by presenting the consulate with an original, signed bank letter from a **U.S. bank or financial institution**. Syracuse Abroad cannot waive or alter this requirement. All students must provide documentation of their funding that is readily accessible in a checking or savings account. **The bank letter should be in the student's name only (no parent or joint bank accounts will be accepted)**. See the requirements below and sample bank letter on the following page.

Statements from retirement accounts, 401k and stock portfolios are **NOT** accepted by the Italian consulates. Bank letters regarding US checking and savings accounts are accepted.

Accessible amounts required (amounts add up to approximately \$50 per day in Florence):

- Center semester students: approximately \$5,500
- Academic year students: approximately \$10,000

**\*\*NOTE:** Some programs vary in length. Please use the chart on page 5 to determine the length of your program and multiply the number of days by \$50.

The format of the letter is basic, but should convey the following:

- YOU (the student) are the only account holder
- Amount must total \$50 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.

**United States Bank of Syracuse** 

123 Main Street  
Syracuse, NY 13210

**Example of a  
Bank Letter**



September 12, 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



## 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](#).

*\*If you are an SU student, you do not need to do anything for #6 on the checklist. We will be obtaining this letter on your behalf.*

## 7. Visa Fee: By 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 New York 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.

## 8. 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. See sample at right.



## 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, was 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.


Syracuse Airways
Your Reservations

**You're confirmed!**

Date issued: Tuesday, September 02, 2014

Confirmation code:  
**BDPQ758**

Trip details: [Download to calendar](#)



Scan barcode for boarding pass

**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

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**RETURN**

**FLR** → **FRA** Florence to Frankfurt (April 30, 2015)

Flight: LH8473	Travel Time: 3h 00m
Depart: 9:00am	Aircraft: 737
Arrive: 12:00pm	Cabin: Coach
Meal: --	Seat: 17D

3 hour layover FRA

Syracuse Airways
Your Reservations

**FRA** → **JFK** Frankfurt to New York City (April 30, 2015)

Flight: 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
<b>Total</b>	<b>\$1,430</b>

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

**You paid \$1,430**

## What is the Schengen Area?

The Schengen Area includes the countries listed below. You will be able to travel freely in these countries within the dates of your program and/or visa.

- Austria
- Belgium
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland (not EU)
- Italy
- Latvia
- Liechtenstein (not EU)
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway (not EU)
- Poland
- Portugal
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland (not EU)



## 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.

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Signature of student

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Cell phone or other contact information