

Independent Italian Student Visa Packet

Before you begin:

- Ensure you have a passport valid for at least six months after your program ends. If not, you must apply for/renew your passport immediately in order to have it in time to apply for your visa! **Note for non-U.S. citizens:** Your legal status in the U.S. must be valid for at least three months beyond the end date of the study abroad program to apply for an Italian visa.
- Ensure you are able to be without your passport during the visa application period. Most independent applicants receive their visa within 2-6 weeks from the date of their application appointment. Make an appointment as soon as possible for a date within 180 days of your departure for Italy. **We recommend that for fall semester you book an appointment for a date between early May and late July; for spring semester please book a date between late September and mid-December.**
- **Do not apply for your visa outside of the U.S.**, if possible. Some students who have attempted this experienced EXTREME difficulties (extra background checks, longer processing periods, etc. or even being rejected completely). If you need to apply outside of the U.S., please let us know immediately; it is important to contact your Consulate/Embassy ahead of time to make sure they can process your application.
- You must apply in person at the consulate unless the consulate instructs you otherwise. Most visa applications cannot be mailed.
- There are 9 Italian Consulates and 1 Embassy in the U.S. and the visa requirements/forms vary by location, so please check your consulate's website. Do not compare notes with other students applying through the Syracuse Abroad group submission, as their instructions may differ.
- International students contact syrflorence@syr.edu before applying for your visa.
- Students with European Union citizenship traveling with their EU passport do not need a visa. Please make sure your EU passport is valid through at least six months after the program ends.
- Full year students: If there is any chance that you may decide to stay in Italy for 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 next semester. Please contact syrflorence@syr.edu regarding this matter.
- **WAIVER NOTICE:** By applying independently for your visa, you accept full responsibility for the application process. **Syracuse Abroad cannot work with the Italian Consulates on behalf of independent visa applicants.** If you experience difficulty or errors with your visa, you must

work directly with the Italian Consulate to have them resolved. Syracuse Abroad can provide advice and guidance, but is not liable or responsible for independent visa applicants.

Table of Contents

Preliminary steps	Page 3
Visa documents	Page 4
Passport information	Page 6
Passport photocopy	Page 6
Home school enrollment letter	Page 6
Number of days (question 25)	Page 7
Program dates (questions 29 and 30)	Page 7
Sample visa application instructions	Page 8
Money Order	Page 12
Affidavit of Health Insurance Coverage Instructions	Page 12
Affidavit of Health Insurance Coverage	Page 13
Bank Letter guidelines	Page 14
Affidavit of Support	Page 16
What is a notary?	Page 17
Confirmed round-trip itinerary	Page 17
What is the Schengen area?	Page 18

Make copies of all forms and documents for your personal records and reference.

Questions? We would be happy to assist you. Please email: syrflorence@syr.edu

Preliminary Steps for Independent Visa Applicants

Before you begin, please note that you will need a valid passport with an expiration date no less than six (6) months after your program ends. If your passport does not comply with this requirement, you need to apply for a new one immediately using the expedited service.

STEP 1: Determine which Italian Consulate you need to apply to.

You may submit your application to the Consulate presiding over your **permanent address** or your **campus address**. Please [contact us](#) if you have questions on which Consulate to apply to.

- US citizens: Go to <https://ambwashingtondc.esteri.it/en/chi-siamo/la-rete-consolare/> to determine which Consulate presides over your county/state. Please note that Honorary Vice Consulates may be able accept your visa application. Consulate Correspondents cannot. Please check their websites for more information.

STEP 2: Schedule an appointment.

Create a user account here <https://prenotami.esteri.it/> and select your consulate to access the appointment calendar. You want to book an appointment for a Long Stay Student Visa, sometimes known as a National Visa (please see your Consulate specific instructions to confirm the best selection). Make an appointment **ASAP** for a date within 180 days of your departure for Italy. **Appointments fill up quickly and early, so if you wait too long there will be no appointments available.** If you do not see an option to book a visa appointment with your selected consulate, check their website to see if they are accepting applications by mail.

- **IMPORTANT:** *You will receive a notification from the Prenotami booking system asking you to confirm your appointment 10 days before the appointment date. If you do not confirm the appointment within 3 days of the appointment date, it will be cancelled and offered to another visa applicant.*

STEP 3: Tell us the date of your visa appointment.

In your [OrangeAbroad portal](#), go to Questionnaires > Visa Appointment Information for Independent Submissions (Italy) and fill out the date, time, and consulate location of your appointment. This is important for our records and so that we can send you several documents needed for your application.

STEP 4: Review the consulate's website and go to appointment.

You need to ensure you have all of the documentation you need for your appointment. Follow the instructions on the consulate website for a **Long Stay Student Visa**. Syracuse Abroad will provide you with enrollment letters from Syracuse Abroad and SU Florence, which include information on proof of lodging. We will also send you an insurance letter. Please note that it can take several weeks to collect the documentation and prepare for your visa appointment. Plan ahead!

STEP 5: Once you have your passport back, upload a scan of your visa.

The visa will be placed on a page in your passport. In your [OrangeAbroad portal](#), go to Questionnaires > Student Visa Upload- Independent Submissions (Italy) to upload a scanned image. Syracuse Abroad maintains electronic copies of these documents in case of loss or emergency.

Visa Documents

Your consulate will require some or all of the documents listed below as part of your application. Please refer to the consulate website for a current and accurate list. **THE LIST BELOW IS A GENERAL GUIDE ONLY.**

PRINT DOCUMENTS SINGLE-SIDED. COMPLETE IN BLACK INK AND CAPITAL LETTERS.

- Official Passport (Signed and valid for at least 6 months past the program end date)
- One photocopy of the ID page of your passport
- Long Stay Visa Application Form with photo attached
 - Go to consulate's website, click on "Visas" and download the Long Stay/National Visa Application form (over 90 days)
 - Refer to the enclosed SAMPLE when filling out the application form (note applications vary, so please also review the sample provided in the Consulate specific directions emailed to you)
 - Attach an official passport photo (taken within the last six months) to the front page where designated (**Note:** Los Angeles Consulate requires TWO passport photos). Each Consulate has preferences on how to attach this passport photo, please see the respective Consulate's website for more details.
- Photocopy of your Driver's License or State ID card, plus photocopies
- Photocopy of your F-1 or J-1 visa and a copy of your I-20 (international students)
 - Note that your U.S. visa must be valid for at least 3 months beyond the program end date!
- Photocopy of your university ID card
- Official university transcript (usually obtained through your University Registrar)
- Enrollment verification letter from your university (usually obtained through your University Registrar)
 - Letter must confirm status as a full-time student and anticipated graduation date
 - Syracuse University students should get this letter directly from the Syracuse Abroad office
- Syracuse Abroad Enrollment letters (English and Italian)
 - Letters confirm the following:
 - Admission into the program
 - Housing accommodations
 - Confirmation you will purchase Italian National Health Insurance

- We will mail your letters when you confirm the date of your visa appointment, or have them ready for pickup at the front desk of Syracuse Abroad if you are on SU campus.
- You must bring both original letters and any required photocopies to your appointment.
- Note: the consulate in New York City also requires a host declaration form with additional lodging details. Syracuse Abroad will provide this to you.
- Proof of health insurance coverage- Chubb insurance letter from Syracuse Abroad
 - You must show verification (policy number & expiration date) that you have purchased health insurance coverage for the duration of your semester. Syracuse Abroad provides this for you as part of your program fee.
- Affidavit of Health Insurance Coverage - only required for select Consulates, please see specific directions emailed to you
 - Verifies that you will purchase Italian National Health Insurance upon arrival in Italy (all students obtain this through our program as mentioned above, and the cost is included in the program fee). While the Chubb insurance is helpful to have in case of accidents or emergencies, all students are encouraged to carry their own health insurance policy for the semester.
- Bank Documents (proof of financial means)
 - Formal letter from your **US bank account** confirming you have at least \$4,000 to \$6,000 in your bank account. **For New York Consulate, please make sure that you have at least \$5,500 in your account and that your bank letter is in your name only.**
 - Letter must be original, no faxes or photocopies
 - Affidavit of Support, if necessary (not accepted at the New York consulate)
 - Please refer to the enclosed “Guidelines for Bank Documents” and the FAQ for specific instructions.
 - Credit card statement if applicable (**New York consulate only**). Please refer to the website for more information.
- Confirmed Round-Trip Flight Itinerary
 - Group flight travelers: request your confirmed itinerary from Advantage Travel (315-471-2222).
 - Independent travelers need to purchase a round trip ticket and bring a confirmed itinerary to their visa appointment.
 - There are restrictions dictating how long you can be in the EU beyond the official program dates. Please refer to the FAQ (“Flight Itineraries”) for specific information and book your travel accordingly.
- Visa fee - usually only money orders are accepted. USPS preferred (required by some Consulates)
 - Check the consulate website for exact amounts and to whom you should make the money order payable.

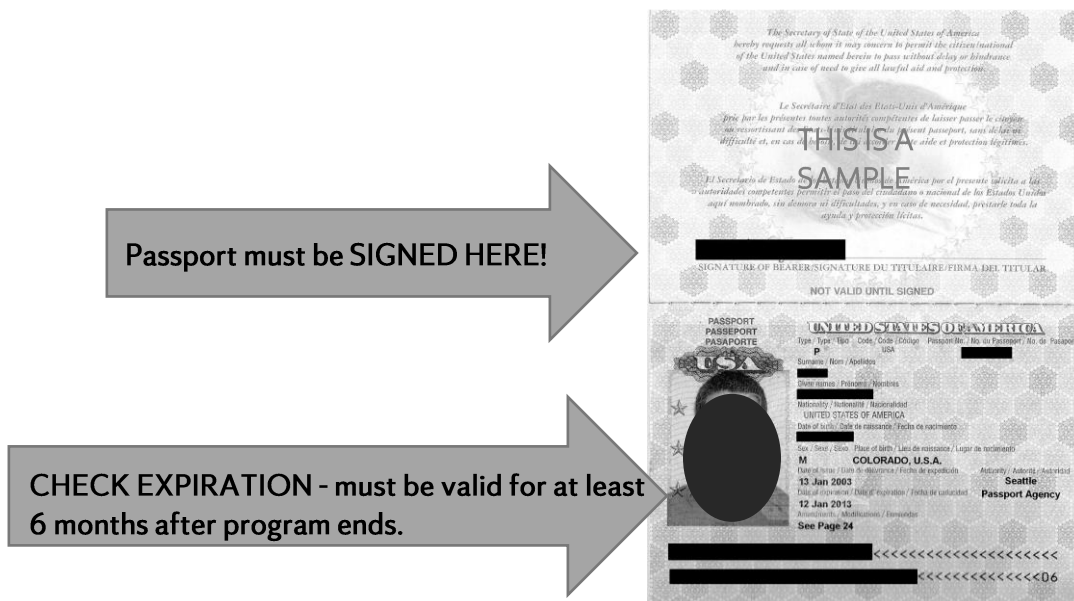
- Please note that the consulates update their visa fees quarterly (January 1, April 1, July 1, October 1). You must take the correct fee for the quarter of your visa appointment, or it will be rejected, so make sure to check this on your consulate's website.
- Declaration for Mailing Passports/ Pre-paid mailing envelope
 - Most consulates will not allow you to pick up your passport/visa in person and require that you submit a declaration for mailing passports, along with a pre-paid priority mail envelope with tracking number, so they can return your passport by mail. Check your consulate's website for the appropriate form. Please also check the Consulate's website to confirm if you should provide a USPS, UPS, or FedEx return envelope (USPS is generally preferred, but it varies).

Passport and Photocopy of ID Page

You must submit your official passport and a photocopy of the ID page (and of your U.S. visa if applicable) with your visa application.

1. Your passport must be SIGNED in PEN
2. Your passport must be valid for at least six months after the program end date
3. Make 2 copies of your passport ID and keep one for your records. DO NOT submit your passport to the Italian consulate without making a photocopy for yourself first.

Photocopy your ID page just as you see below on an 8 ½ x 11 sheet of paper. Do not photocopy any other items onto the page.



Enrollment Verification Letter from Home University

This letter confirms that you are enrolled full time at your home university.

The letter should contain your anticipated graduation date (if possible) and can generally be obtained from your school's registrar's office. 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 at syrflorence@syr.edu.

**Note for SU students only: we will obtain the Enrollment Verification Letter from our Registrar's Office on your behalf. This will be available for pickup, on a date communicated to you by our office.*

Visa Application Form

You must submit a paper application for your visa. Please fill out the application based on the sample provided on the following pages. Fill out each page exactly as it is filled out on the sample with your appropriate information. There are three (or more) signatures required on this application and you must complete all for the application to be complete. Please note the **Boston** Consulate application must be completed electronically.

Please make sure to complete the correct application form based on the Consulate you are applying through. Blank application forms are available on your Consulate's website.

Please refer to the information on the following page when answering certain program length and date specific questions on your visa application:



Consolato Generale d'Italia

SAMPLE

FOTOGRAFIA

LEAVE BLANK

1. Cognome /Surname (x) LAST NAME (must match passport)				Spazio riservato all'amministrazione	
2. Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x) LEAVE BLANK					
3. Nome/i / First names (given name(s)) (x) FIRST and MIDDLE NAME (must match passport)				Data della domanda:	
4. Data di nascita (giorno-mese-anno) Date of birth (day/month/year) Date of birth - format: day/month/year (29/05/1991)		5. Luogo di nascita/Place of birth CITY and STATE of birth		Numero della domanda di visto:	
		6. Stato di nascita /Country of birth COUNTRY of birth		Domanda presentata presso:	
8. Sesso /Sex: select appropriate box <input type="checkbox"/> Maschile/ Male..... <input type="checkbox"/> Femminile/ Female.....		9. Stato civile/ marital status..... select appropriate box <input type="checkbox"/> Non coniugato/a/ single <input type="checkbox"/> Separato/a /Separated <input type="checkbox"/> Vedovo/a /widow(er) <input type="checkbox"/> Altro (precisare) /Other (please, specify):..		<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..... LEAVE BLANK				Nome:	
11. Numero d'identità nazionale, ove applicabile /./ national identity number, where applicable..... LEAVE BLANK				Responsabile della pratica:	
12. Tipo di documento/type of passport: Select "Ordinary Passport" <input checked="" type="checkbox"/> Passaporto ordinario /Ordinary passport <input type="checkbox"/> Passaporto di servizio / Service passport <input type="checkbox"/> Passaporto speciale / Special passport <input type="checkbox"/> Documento di viaggio di altro tipo (precisare) /Other travel document (please, specify)				Nome di chi ha ricevuto la pratica allo sportello:	
13. Numero del documento di viaggio/Number of travel document..... Passport Number		14. Data di rilascio./Date of issue..... Date issued		Documenti giustificativi:	
		15. Valido fino al /Valid until Date of expiration		<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..... COUNTRY of Issue (ex: USA, CHINA)		Decisione relativa al visto:	
17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente Applicant's home address and e-mail address Your PERMANENT ADDRESS and EMAIL ADDRESS				Numero/i di telefono /Telephone number(s)..... Cell phone and home phone number	
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 Select "No" unless applicable <input type="checkbox"/> Sì. Titolo di soggiorno o equivalente/ Yes, Residence permit or equivalent n. Valid until				<input type="checkbox"/> Rifiutato <input type="checkbox"/> Rifiutato per segnalazione SIS non cancellabile. <input type="checkbox"/> Pratica Sospesa <input type="checkbox"/> Rilasciato	
19. Occupazione attuale / ... Current occupation..... STUDENT				Tipo di visto: <input type="checkbox"/> D	
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 List your HOME UNIVERSITY name and its ADDRESS				<input type="checkbox"/> Valido: dal al..... Numero di ingressi:	
21. Scopo del viaggio /Main purpose(s) of the journey Select "Study" only <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"/> Diplomatic/Diplomatic <input type="checkbox"/> Cure Mediche./ Medical reasons <input checked="" type="checkbox"/> Studio/Study <input type="checkbox"/> Adozione/Adoption <input type="checkbox"/> Lavoro subordinato/Subordinate work <input type="checkbox"/> Lavoro autonomo /self-employment <input type="checkbox"/> Di altro tipo / Other (please, specify).....				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multipli	

(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 FLORENCE, ITALY	23. Eventuale Stato membro di primo ingresso/Member State of first entry (if applicable) ITALY	
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) PLEASE REFER TO DATES IN PACKET (ex: 107 days)	
26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years <input checked="" type="checkbox"/> No Select "No" unless you have another Schengen Visa in your passport <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 Select "No" unless applicable 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. LEAVE BLANK 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)..... LEAVE BLANK Valida dal/..Valid from..... LEAVE BLANK al/to..... LEAVE BLANK		
29. Data di arrivo prevista nell'area Schengen Intended date of arrival in the Schengen area REFER TO DATES IN PACKET MUST MATCH FLIGHT ITINERARY	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) REFER TO DATES IN PACKET MUST MATCH FLIGHT ITINERARY	
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 LEAVE BLANK For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy: LEAVE BLANK		
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 LEAVE BLANK	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 LEAVE BLANK	
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 (39) 055-5031-31 PHONE (39) 055-5000-31 FAX	
Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa/organizzazione / Surname, first name, address, telephone, fax and email address of contact person in Company/organisation SASA PERUGINI - DIRECTOR SU FLORENCE PERUGINI@SYR.EDU PIAZZA SAVONAROLA, 15, FLORENCE I-50132		
33. Le spese di viaggio e di soggiorno del richiedente sono a carico/ Cost of travelling and living during the applicant's stay is covered by: Check the following boxes indicated and write in the following:		
<input checked="" type="checkbox"/> del richiedente/Myself Mezzi di sussistenza/means of support <input checked="" 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 SYRACUSE UNIVERSITY 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 CITY, STATE, DATE of signature		37. Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian) STUDENT SIGNATURE

Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti 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 o sopprimerli, così come delle vie di ricorso previste a tale riguardo dalla legislazione nazionale.

L'autorità di controllo nazionale dei dati è il Garante per la Protezione dei Dati Personali.

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

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

I am aware of and consent to the following: the collection of the data required by this application form, 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.

I am aware that I have the right to obtain the notification of the data relating to me recorded in the Visa Information System and to request that the data relating to me which is inaccurate be corrected and that the data relating to me unlawfully processed 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 it corrected or deleted, including the related appeal procedures according to the National Law. The competent authority in charge for personal data is "Garante per la protezione dei dati personali".

I declare that to the best of my knowledge all the information supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution, under the National Law, with proceedings initiated by the Embassy/Consulate of Italy which deals with the application (Article 331 Penal Code).

The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and Article 4 of the Decree no. 286/98 and I am therefore refused entry.

ANNOTAZIONI/NOTES (riservato all'Ufficio/ for office use only)

LEAVE WHOLE AREA BLANK

Luogo e data / Place and date.....

CITY, STATE, DATE of signature

Firma (per i minori, firma del titolare della potestà genitoriale/
tutore legale) /Signature (for minors, signature of parental
authority/legal guardian)

STUDENT SIGNATURE

Number of Days for Fall 2024 (question 25)

Question 25: Program	Number of Days
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	
SU Florence Center & Intensive Language Program at University of Florence	
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	105 days
Signature Seminar	116 days

Program Dates for Fall 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	
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 September 4th, 2024
Signature Seminar	Arrive August 24th, 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	
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	Depart December 19th, 2024
Signature Seminar	

Money Order

Applicants are required to pay a processing fee in the form of a personal money order. Please check the exact amount on your consulate's website, keeping in mind that fees change every 3 months. Make your money order out to Consulate General of Italy in [City] and use the address of the consulate.

Please make sure you write your name, home address and phone number on your money order. You can purchase one at a U.S. post office, bank, or the offices of Money Gram, Western Union or Currency Exchange. Some pharmacies may also sell money orders. [USPS money orders](#) are preferred (and in some cases, required).

Any alteration to the money order (i.e. Whiteout) will render it unacceptable.

UNITED STATES POSTAL SERVICE®		POSTAL MONEY ORDER		15-800 030
SERIAL NUMBER 0101010100	YEAR, MONTH, DAY DATE	POST OFFICE 55555	U.S. DOLLARS AND CENTS CHECK THE AMOUNT	
AMOUNT ONE HUNDRED DOLLARS & 00¢		*****		
PAY TO CONSULATE GENERAL OF ITALY IN...	NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS SEE REVERSE WARNING		CLERK 0011	
ADDRESS CONSULATE ADDRESS	FROM YOUR NAME	ADDRESS YOUR ADDRESS		
CITY STATE ZIPCODE	YOUR PHONE NUMBER			
C.O.D. NO. OR USED FOR ITALIAN VISA FEE				

Affidavit of Health Insurance Coverage

As part of the visa process, the Italian consulate requires that all students will purchase an insurance policy with I.N.A ASSITALIA for the duration of their stay as a student in Italy.

Syracuse Abroad provides sufficient coverage to meet this need and will send you proof of this through the Chubb Insurance letter. However, this insurance only covers emergency care and in itself is not enough medical insurance for a student for the semester (students should consider purchasing their own additional insurance for other medical needs and for any travel outside Italy).

In addition to the insurance Syracuse Abroad will purchase for every student, you may need to complete an Affidavit of Health Insurance Coverage form as part of the visa process to fulfil this part of the required visa documentation. This would be noted on the specific Consulate's website/directions.

Guidelines for Bank Documents

Italian Visa law mandates that students must have a specific amount of available funds in a U.S. **checking or savings account** in order to be issued a student visa. Please note that Syracuse Abroad does not have the ability to waive/alter this requirement. All students must provide bank documentation as part of their visa application.

Amount required: \$35 - \$50 per day abroad, which is approximately:

- \$4,000 (semester students) or **New York Consulate only - \$5500- \$6000 (see below)**
- \$10,000 (academic year)

If you do not currently have the required funds in your account, refer to the “Bank Documents” section of the FAQ and contact [our team](#) if you need further clarification.

Depending on the consulate, students may submit bank documentation from a parent or guardian’s bank account. Students who do so must also submit a notarized Affidavit of Support, completed by the parent or guardian (account holder). A blank Affidavit of Support can be found on the respective Consulate’s website. The New York Consulate will not accept an Affidavit of Support.

Some Consulates require a formal letter while others accept a bank statement letter.

- Double check the Consulate’s website to confirm!
- Syracuse Abroad advises you to bring a bank letter as they are accepted by all consulates

Bank letters must confirm that you are the account holder, and that the specified funds are present in your account at the time the letter is generated. If you choose to submit the bank letter, please note the following:

- Letters must be on bank letterhead & must have a signature of a bank representative. Form letters with electronic signatures (such as ones provided by Chase or Bank of America) are acceptable
- Letters must be originals, no faxes or photocopies
- Sample text is provided below. Your bank may deviate from the suggested format as long as the primary information requested is included.

For the New York consulate only: the consulate is asking for specific requirements:

- **The bank letter should be in your name only** (no joint account, no parent names listed on bank letter, and no affidavit of support accepted)
- **It needs to show at least \$50 per day abroad**- this includes any days outside the program dates that you plan to be in Europe, according to your round-trip flight itinerary.
- If your bank account funds do not meet the minimum requirement, you may also provide a credit card statement showing your credit limit to reach the financial requirement.

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




What is a Notary?

You will notice a few documents may require 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. If you are a Syracuse University student, you can [make an appointment](#) to have documents notarized at our office.

Confirmed Round-Trip Flight Itinerary

To obtain a visa, students must provide proof of entry and exit from the country. 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.

You are responsible for researching whether you need a visa for any independent travel before, during or after the program. **International students are strongly advised to check tourist visa requirements thoroughly** as there may be restrictions.

Syracuse Airways	Your Reservations																
<p>You're confirmed!</p> <p>Date issued: Tuesday, September 02, 2014</p> <p>Confirmation code: BDPQ7S8</p> <p>Trip details: Download to calendar</p>																	
 <p>Scan barcode for boarding pass</p>																	
<p>DEPART</p> <p>JFK → FRA New York City to Frankfurt (January 11, 2015)</p> <table border="0"> <tr> <td>Flight: SA3796</td> <td>Travel Time: 7h 25m</td> </tr> <tr> <td>Depart: 11:00am</td> <td>Aircraft: 747</td> </tr> <tr> <td>Arrive: 1:00pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: Lunch</td> <td>Seat: 25F</td> </tr> </table> <p>2 hour layover FRA</p> <p>FRA → FLR Frankfurt to Florence (January 11, 2015)</p> <table border="0"> <tr> <td>Depart: 3:00pm</td> <td>Travel Time: 3h 17m</td> </tr> <tr> <td>Flight: LH 2938</td> <td>Aircraft: 737</td> </tr> <tr> <td>Arrive: 6:17pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: --</td> <td>Seat: 17C</td> </tr> </table>		Flight: SA3796	Travel Time: 7h 25m	Depart: 11:00am	Aircraft: 747	Arrive: 1:00pm	Cabin: Coach	Meal: Lunch	Seat: 25F	Depart: 3:00pm	Travel Time: 3h 17m	Flight: LH 2938	Aircraft: 737	Arrive: 6:17pm	Cabin: Coach	Meal: --	Seat: 17C
Flight: SA3796	Travel Time: 7h 25m																
Depart: 11:00am	Aircraft: 747																
Arrive: 1:00pm	Cabin: Coach																
Meal: Lunch	Seat: 25F																
Depart: 3:00pm	Travel Time: 3h 17m																
Flight: LH 2938	Aircraft: 737																
Arrive: 6:17pm	Cabin: Coach																
Meal: --	Seat: 17C																
<p>RETURN</p> <p>FLR → FRA Florence to Frankfurt (April 30, 2015)</p> <table border="0"> <tr> <td>Flight: LH8473</td> <td>Travel Time: 3h 00m</td> </tr> <tr> <td>Depart: 9:00am</td> <td>Aircraft: 737</td> </tr> <tr> <td>Arrive: 12:00pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: --</td> <td>Seat: 17D</td> </tr> </table> <p>3 hour layover FRA</p>		Flight: LH8473	Travel Time: 3h 00m	Depart: 9:00am	Aircraft: 737	Arrive: 12:00pm	Cabin: Coach	Meal: --	Seat: 17D								
Flight: LH8473	Travel Time: 3h 00m																
Depart: 9:00am	Aircraft: 737																
Arrive: 12:00pm	Cabin: Coach																
Meal: --	Seat: 17D																
<p>FRA → JFK Frankfurt to New York City (April 30, 2015)</p> <table border="0"> <tr> <td>Flight: SA2846</td> <td>Travel Time: 7h 45m</td> </tr> <tr> <td>Depart: 3:00pm</td> <td>Aircraft: 747</td> </tr> <tr> <td>Arrive: 4:45pm</td> <td>Cabin: Coach</td> </tr> <tr> <td>Meal: Dinner</td> <td>Seat: 30C</td> </tr> </table>		Flight: SA2846	Travel Time: 7h 45m	Depart: 3:00pm	Aircraft: 747	Arrive: 4:45pm	Cabin: Coach	Meal: Dinner	Seat: 30C								
Flight: SA2846	Travel Time: 7h 45m																
Depart: 3:00pm	Aircraft: 747																
Arrive: 4:45pm	Cabin: Coach																
Meal: Dinner	Seat: 30C																
<p>Total travel cost (1 passenger)</p> <table border="0"> <tr> <td>Fare</td> <td>Adult</td> </tr> <tr> <td>JFK to FLR</td> <td>\$650</td> </tr> <tr> <td>FLR to JFK</td> <td>\$700</td> </tr> <tr> <td>Taxes and fees</td> <td>\$80</td> </tr> <tr> <td>Total</td> <td>\$1,430</td> </tr> </table> <p>Charged to Jenny C. Doe *****7328 (Visa)</p> <p>You paid \$1,430</p>		Fare	Adult	JFK to FLR	\$650	FLR to JFK	\$700	Taxes and fees	\$80	Total	\$1,430						
Fare	Adult																
JFK to FLR	\$650																
FLR to JFK	\$700																
Taxes and fees	\$80																
Total	\$1,430																

What is the Schengen Area?

The Schengen Area includes the countries listed below. 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)

