

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

## For Group Submission

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

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

## Before you begin:

- Ensure you have a passport valid for at least 6 months after your program ends.
- **If you need your passport for travel anytime between 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. Note that it is possible for independent visa processing to take up to 90 days so make sure to plan accordingly if you choose this option.
- **Visa application due date: Wednesday, October 9<sup>th</sup>, 2024**
- Main contact:
  - **Dylan Eldred**, Florence Visa Coordinator  
315-443-9428, [syrflorence@syr.edu](mailto:syrflorence@syr.edu)
- International students may apply through the Houston jurisdiction if your home school is in Texas, Louisiana, Oklahoma, or Arkansas. **Please submit a copy of your I-20 or Green Card** with your other paperwork. If you are on an F1 visa, make sure it is valid for at least 3 months after the Florence program ends.
- **Students with European Union citizenship** traveling with their EU passport do not need a visa. Please make sure your EU passport is valid through six months after the program end date.
- **Full year students:** If there is any chance that you may decide to stay a second semester with our program, you should get a visa to cover both semesters in advance. If you do not, you will have to return to the US during the break and apply for a new visa for the second semester. **Please contact us if you are planning on staying for two semesters.**

## Rules for Submitting Your Italian Visa Application:

- **Make sure your passport is signed 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 circumstance, contact the consulate regarding your visa application.** As you are part of our group submission, the consulate requires that all contact regarding the group submission must come from Syracuse Abroad.

### Mail or bring completed visa documents to:

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

# Checklist of Required Visa Documents

These documents are mandatory, no exceptions can be made.

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

- 1. Official **SIGNED** passport (signed in pen)
- 2. One official passport photo (taken within the last six months), with your name written on back
- 3. **Notarized** photocopy of your Driver's License or State ID
  - Non-U.S. citizens:** a **notarized** copy of your I-20 form and U.S. visa, or Green Card (both sides)
- 4. Italian Visa Application Form (**with three signatures notarized**)
- 5. Enrollment Verification Letter from your home university's registrar's office (non-Syracuse students only)
- 6. Visa Fee: money order payable to Consulate General of Italy in Houston
- 7. **Notarized** Affidavit of Health Insurance
- 8. Official Bank Letter and (if applicable) **notarized** Affidavit of Support
- 9. Complete Passport Return Address Questionnaire in [OrangeAbroad Portal](#)
- 10. Copy of round-trip flight itinerary
- 11. Designation form: Permission for Syracuse Abroad to travel with your passport

## Note: What is a Notary?

You will notice at least one document requires notarization. A notary is a person authorized to perform legal formalities, in this case, authorization of a signature on an official document. This tells the consulate that it has been legally confirmed that YOU signed the document before him/her. You can find notaries at most banks.

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

## 1. Your Official Passport

The consulate requires your official 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 2X2 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. Notarized Copy of your Driver's License or State ID

Your driver's license or state ID confirms your residence in the United States and/or your residence within the consulate's jurisdiction. When photocopying your driver's license card please follow these steps:

- Photocopy your driver's license or state ID onto the template on the following page.
  - **\*DO NOT SIGN YET\***
- Take the sheet to a notary and have the document notarized (see note on page 3)
- Send the original to Syracuse Abroad (a copy of the notary stamp will not be accepted).

Copy your driver's license here ↑

\_\_\_\_\_

Place and date \_\_\_\_\_  
Signature of the student

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

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

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

Seal of the public notary

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

## 4. Notarized 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 7-9 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. **Do not sign your application form until you are in the presence of a notary.**

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

### Number of Days for Spring 2025 (question 24)

Question 24: Program	Number of Days
SU Florence Center	106 days
SU Florence Center: Studio Arts, Architecture, Engineering, Design	106 days
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	167 days
Signature Seminar	116 days

### Program Dates for Spring 2025 (question 25)

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

Question 25: Program	Arrival Date
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 January 15, 2025
Signature Seminar	Arrive January 15, 2025



Consolato Generale d'Italia a Houston



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

**This application form is free**  
Modulo gratuito

PHOTO  
Fotografia

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

SI PREGA DI COMPILARE IL PRESENTE FORMULARIO IN TUTTE LE SUE PARTI.

UNA COMPILAZIONE INCOMPLETA POTREBBE COMPORARE UN ALLUNGAMENTO NEI TEMPI DI TRATTAZIONE.

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

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

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

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





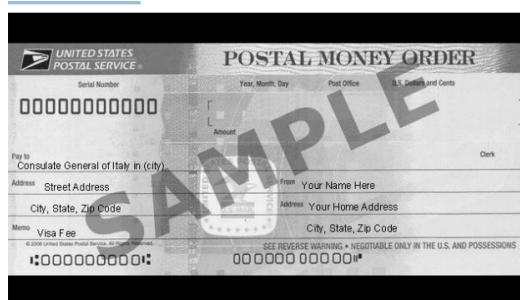
## 5. Enrollment Verification Letter from Home University

For Non-SU students only. **Obtain this letter from your school's registrar's office**; it should confirm that you are enrolled full time at your home university and should contain your anticipated graduation date. **Letters from National Student Clearinghouse will not be accepted.**

Send the original letter with a stamp or seal, copies will not be accepted. If your school would rather send your letter directly to Syracuse Abroad, please contact [our team](#).

## 6. Visa Fee: Money Order

The Italian consulate charges a fee for a long stay student visa. Please submit a money order made out to the Consulate General of Italy in Houston for the 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.



## 7. Affidavit of Health Insurance: Must be Notarized!

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

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

1. Print out the form on the following page. **\*DO NOT SIGN YET\***
2. Take the sheet to a notary and have the document notarized (see note on page 3).

3. Send the original along with your visa application

## DICHIARAZIONE DI IMPEGNO

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

### DICHIARA

di impegnarsi ad acquistare al suo arrivo in Italia:

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

### STATE

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

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

### Letto, confermato e sottoscritto.

*(Read, confirmed and signed)*

Il Dichiarante \_\_\_\_\_ Firma (Signature)

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

Signature & stamp of the Notary Public \_\_\_\_\_

### OFFICE USE ONLY

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

### NOTE

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

## 8. Bank Letter (Proof of Financial Means)

The consulate requires proof that you have financial means to reside in Florence by presenting the consulate with an original, signed bank letter from a US bank or financial institution. Syracuse Abroad cannot waive or alter this requirement. All students must provide documentation of their funding. See the requirements below and sample bank letter on the following page.

If you are unable to provide proof of the required amount in your own personal checking or savings account, you may submit a bank letter from a checking/savings account in a parent or guardian's name supporting you. If you wish to do this, the account holder must also complete the Affidavit of Support on page 13, have it notarized and submit it with your visa materials. **If you have a joint bank account with a parent or guardian, your parent or guardian must complete the Affidavit of Support.** Please note you may only use the Affidavit of Support provided for you in this packet. You may not use a form from another jurisdiction as they are different.

**Statements from retirement accounts, 401k and stock portfolios are NOT accepted by the Italian consulates in lieu of a bank letter.**

Accessible amounts required:

- Semester students: \$4,000

**\*\*NOTE:** Some programs vary in length. If your program is longer than four or ten months, you will need to add \$1,000 per month to the amount.

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

- YOU (the student) OR the specified person in support of the student is the account holder
- The specified funds are present in your checking/savings account(s) at the time the letter is generated

Guidelines for the bank letter:

- 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

## Example of a Bank Letter

123 Main Street  
Syracuse, NY 13210



April 15, 2024

To The Honorable Italian Consulate General:

This letter certifies that the title of the following accounts reflects **[your name here]** as an account holder.

Account Type	Account No.	Amount *	Date Opened
Checking	ends in xxxx	\$4,245.36	01/01/2000
Savings	ends in xxxx	In excess of \$8,000.00	01/01/2000

The above-mentioned balance(s) is accurate as of **[today's date]**.

Sincerely,  
John Doe  
Bank Teller and Customer Service Representative  
(315) 555-2252  
John.Doe@USBS.com

**AFFIDAVIT**

To:

**Consolato Generale d'Italia  
1330 Post Oak Boulevard, Suite 1950 Houston,  
Texas 77056**

Date \_\_\_\_\_

I, the undersigned, \_\_\_\_\_  
*Name and Last Name*

born in \_\_\_\_\_ on \_\_\_\_\_  
*Place Date*

residing at \_\_\_\_\_  
*Street address, City and State*

Depose and say:

that I will take financial responsibility for my Son /daughter /wife /  
husband/parents : \_\_\_\_\_  
*Name and Last Name*

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

Last name, First name: \_\_\_\_\_ *(print name)*

Signature \_\_\_\_\_

U.S. Notary Public Signature and Seal:

**PLEASE ATTACH A COPY OF RECENT BANK STATEMENT**

## 9. Complete Shipping Label Address Questionnaire in OrangeAbroad Portal

Your passport will be mailed directly from our office back to you after the visa has been secured (the visa is attached to a page within your passport). You are required to provide Syracuse Abroad with the address where you would like your passport mailed back to. For most students this will be your permanent home address since your passport will be mailed back to you most likely during winter break.

You will need to complete the Passport Return Address questionnaire in your [OrangeAbroad Portal](#) by the visa submission deadline (October 9, 2024) to inform us of the address that you would like your passport mailed to. Please be sure to accurately include all details of your address to ensure that your passport is mailed back to the correct location. We will then create a UPS label and provide you with the tracking number once your passport has been placed in the mail.

## 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.

Flight information will be shared with you in mid-September. Please ensure that you purchase your flight before the visa deadline.


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

Syracuse Airways
Your Reservations

**You're confirmed!**

Date issued: Tuesday, September 02, 2014

Confirmation code:  
**BDPQ758**



Scan barcode for boarding pass

Trip details: [Download to calendar](#)

**DEPART**

**JFK → FRA** New York City to Frankfurt (January 11, 2015)

Flight: SA3796	Travel Time: 7h 25m
Depart: 11:00am	Aircraft: 747
Arrive: 1:00pm	Cabin: Coach
Meal: Lunch	Seat: 25F

*2 hour layover FRA*

**FRA → FLR** Frankfurt to Florence (January 11, 2015)

Depart: 3:00pm	Travel Time: 3h 17m
Flight: LH 2938	Aircraft: 737
Arrive: 6:17pm	Cabin: Coach
Meal: --	Seat: 17C

---

**RETURN**

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

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

*3 hour layover FRA*

Syracuse Airways
Your Reservations

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

Flight: SA2846	Travel Time: 7h 45m
Depart: 3:00pm	Aircraft: 747
Arrive: 4:45pm	Cabin: Coach
Meal: Dinner	Seat: 30C

**Total travel cost**  
(1 passenger)

Fare	Adult
JFK to FLR	\$650
FLR to JFK	\$700
Taxes and fees	\$80
Total	\$1,430

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

**You paid \$1,430**

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)

#### Countries

- EU - Yes/Schengen - Yes
- EU - No/Schengen - Yes
- EU - Yes/Schengen - No





## 11. Designation Form

Please print and sign 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