Italian Student Visa Packet: Consulate General of Italy in Philadelphia

For Group Submission

<u>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.</u>

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Philadelphia. 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.**

- **Ensure you have a REAL ID if you have any domestic air travel between October and the start of the Florence program as you will need to submit your passport to the consulate to process your visa and will not be able to use your passport for travel during this time.**

- **If you need your passport for travel anytime between October 9th 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. 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 8th, 2025**

- Main contact:
  - **Dylan Eldred**, Florence Visa Coordinator
    315-443-9428, syrflorence@syr.edu

- 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 <u>postmarked or dropped off at our office</u> by the deadline. If you miss the deadline, we cannot 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.

- If mailing your visa materials to our office, mail applications through a courier service with tracking information (FedEx, UPS, USPS Priority). UPS is recommended.

IMPORTANT: Please do <u>not</u>, 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 six months), with your name written on back

☐ 3. Photocopy of your Student ID card and Driver's License or State ID — both on one page

☐ 4. Italian Visa Application Form (**with 3 signatures**)

☐ 5. Enrollment Verification Letter from your home university's registrar's office (non-Syracuse students only)

☐ 6. Visa fee: Money order purchased from the **United States Postal Service** made out to Consulate General of Italy in Philadelphia

☐ 7. Official Bank Letter and (if applicable) **notarized** Affidavit of Support

☐ 8. Copy of round-trip flight itinerary

☐ 9. Complete Passport Return Address Questionnaire in OrangeAbroad Portal

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Note: What is a Notary?

You will notice at least one document 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.

☐ 10. 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.

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. Photocopy of Your Student ID and Driver's License

Your University ID card provides proof that you are a full-time student at an accredited university. Your Driver's License or State ID confirms your home address.

Please photocopy both on the same blank page, with nothing written on the back. See sample to the right.

4. Visa Application Form

To print a blank copy of the application form, please click here or log into your OrangeAbroad Portal. Please fill out each page exactly as it is filled out on the sample (pages 6-8 in this packet) with your appropriate information. There are **three signatures required** on this application and you must complete all for the application to be complete.

Refer to the information below when answering questions 24 and 25 of your visa application.

Number of Days for Spring 2026 (question 24)

Question 24: Program	Number of Days
SU Florence Center, Studio Arts, Architecture, Engineering, Design Florence Center & Intensive Language Program at the University of Florence	107 days
Signature Seminar	117 days

Program Dates for Spring 2026 (question 25)

If your arrival date differs from the program dates, please answer question 25 based on flight itinerary.

Question 29: Program	Arrival Date
SU Florence Center, Studio Arts, Architecture, Engineering, Design Florence Center & Intensive Language Program at the University of Florence	Arrive January 14, 2026
Signature Seminar	Arrive January 14, 2026

PHOTO

FOTOGRAFIA

LEAVE BLANK
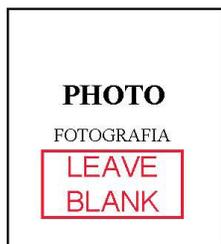
Consulate General of Italy
Philadelphia (USA)

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

This application form is free
Modulo gratuito

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 COMPORTARE UN ALLUNGAMENTO NEI TEMPI DI TRATTAZIONE.

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1. Surname (Family name) (*)
Cognome
LAST NAME (must match passport)

2. Surname at birth (Former family name/s) (*)
Cognome alla nascita (Cognome/i precedente/i)
LEAVE BLANK

3. First name/s (Given name/s) (*)
Nome/i
FIRST and MIDDLE NAME (must match passport)

4. Date of birth (dd/mm/yy)
Data di nascita (gg/mm/aa)
DATE OF BIRTH- format: day/month/year (29/05/1991)

5. Place of birth / *Luogo di nascita*
CITY and STATE of birth

6. Country of birth / *Stato di nascita*
COUNTRY of birth

7. Current nationality / *Cittadinanza attuale*
NATIONALITY (ex: USA, CHINESE)
Nationality at birth, if different
Cittadinanza alla nascita, se diversa
if you were born a different nationality

8. Gender
Sesso

☐ **Male** *Maschile*　☐ **Female** *Femminile*

select appropriate box

9. Marital Status / *Stato civile*
select appropriate box

☐ **Single** / *Non coniugato/a*　☐ **Married** / *Coniugato/a*　☐ **Separated** / *Separato/a*
☐ **Divorced** / *Divorziato/a*　☐ **Widow(er)** / *Vedovo/a*
☐ **Other (pls. specify)**...
Altro (precisare)

10. In case of minors: surname, first name, address (if different from applicant's) and nationality of the holder of parental responsibility/legal guardian / *Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale)*
LEAVE BLANK

11. Type of travel document / *Tipo di documento*
SELECT "ORDINARY PASSPORT"

☒ Ordinary Passport / *Passaporto ordinario*　　　☐ Diplomatic Passport / *Passaporto diplomatico*
☐ Service Passport / *Passaporto di servizio*　　　☐ Official Passport / *Passaporto ufficiale*
☐ Special Passport / *Passaporto speciale*

☐ Other travel document (pls. specify)...
Documento di viaggio di altro tipo (precisare)

12. Number of travel document *Numero documento di viaggio*	13. Date of issue *Data di rilascio*	14. Valid until / *Valido fino a*	15. Rilasciato da / *Issued by*
PASSPORT NUMBER	date issued	date of expiration	COUNTRY of issue (ex: USA, CHINA)

16. Applicant's home address and e-mail address / *Indirizzo del domicilio e di posta elettronica del richiedente*
Your PERMANENT ADDRESS and EMAIL ADDRESS

Telephone number/s
Numero/i di telefono
cell phone and home phone numbers

17. Residence in a country other than the country of current nationality / *Residenza in un Paese diverso dal Paese di cittadinanza attuale*
☒ No　Select "NO" unless applicable
☐ Yes. Residence permit or equivalent / *Sì. Titolo di soggiorno o di soggiorno o equivalente* ....

n. / *n.* ....　　　**Valid until** / *Valido fino al* ....

18. Current occupation / *Occupazione attuale*
STUDENT

19. Employer and employer's address and telephone number. For students, name and address of educational institute
Datore di lavoro, indirizzo e telefono. Per gli studenti, nome e indirizzo dell'istituto di insegnamento.
List your HOME UNIVERSITY name and its ADDRESS

20. Main pourpose/s of the journey / *Scopo/i principale/i del viaggio*
Select "STUDY" only

☐ **Family reunification/following family member** / *Ricongiungimento familiare/Familiare al seguito*
☐ **Religious reasons** / *Motivi religiosi*　☐ **Sport** / *Sport*　☐ **Mission** / *Missione*　☐ **Diplomatic** / *Diplomatico*
☐ **Medical reasons** / *Cure mediche*　☒ **Study** / *Studio*　☐ **Adoption** / *Adozione*　☐ **Salaried employment** / *Lavoro subordinato*
☐ **Self-employment** / *Lavoro autonomo*

☐ **Other (pls. specify)** / *Di altro tipo (precisare)*..
(*) As specified in the travel document / *Come indicate nel documento di viaggio*

Spazio riservato all'Amministrazione
For Office use only

Data di presentazione della domanda:

Numero della domanda:

Domanda presentata presso:
☐ Ambasciata/Consolato
☐ Fornitore dei servizi
☐ Altro (precisare):

Responsabile della pratica:

Nome di chi ha ricevuto la pratica allo sportello:

Documenti giustificativi:
☐ Documento di viaggio
☐ Mezzi di sussistenza
☐ Invito
☐ Mezzi di trasporto
☐ Assicurazione sanitaria di viaggio
☐ Altro:

Decisione relativa al visto:
☐ Rifiutato
☐ Rilasciato

Tipo di visto:

Valido:

dal ..../........./..............

al ..../........../.............

Numero di ingressi:
☐ 1
☐ 2
☐ Multipli

Numero di giorni:

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		OSSERVAZIONI E ANNOTAZIONI
21. Your destination in Italy / *Destinazione in Italia* **FLORENCE, ITALY**	**22. Schengen State of first entry (if applicable)** *Eventuale Stato Schengen di primo ingresso* **ITALY**	
23. Numer of entries requested / *Numero di ingressi richiesti* ☐ 1 ☐ 2 ☒ **Multiple entries** / *Multipli ingressi*	**24. Number of days of intended stay (max. 365)** *Indicare i giorni di soggiorno previsti (massimo 365)* **PLEASE REFER TO DATES IN PACKET (ex: 107 days)**	
25. Intended date of arrival in Schengen area *Data di arrivo prevista nell'area Schengen*	REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day/ month/ year)	

26. Surname and name of the person in Italy who applied for Family Reunification, or surname and name of the Employer in Italy.
Cognome e nome della persona che ha richiesto il Ricongiungimento Familiare o del Datore di lavoro

LEAVE ALL BLANK

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For Adoption, Religious Reasons, Medical Reasons, Sport, Study, Mission, please specify the address in Italy
Nel caso di visto per Adozione, Motivi Religiosi, Cure Mediche, Sport, Studio, Missione, indicare l'indirizzo di recapito in Italia

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Address and e-mail of the person(s) who applied for Family Reunification or the Employer / *Indirizzo e indirizzo di posta elettronica della/e persona/e che chiede/ono il Ricongiugnimento Familiare o del Datore di Lavoro* **LEAVE BLANK**	Telephone and fax number of the person(s) who applied for Family Reunification or the Employer / *Numero di Telefono e di fax della/e persona/e che chiede/ono il Ricongiungimento Familiare o del Datore di Lavoro* **LEAVE BLANK**
27. Name and address of host Company/Organization *Nome e indirizzo dell'impresa/organizzazione che invita* SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132	**Telephone and fax number of the Company /Organization /** *Telefono e fax dell'impresa/organizzazione* (39) 055-5031-31 PHONE (39) 055-5000-31 FAX

Surname, first name, address, telephone, fax and email address of contact person in Company/Organization
Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa/organizzazione

SASA PERUGINI- DIRECTOR SU FLORENCE   PERUGINI@SYR.EDU
PIAZZA SAVONAROLA, 15, FLORENCE I-50132

28. Cost of traveling and living during the applicant's stay is covered by / *Le spese di viaggio e soggiorno del richiedente sono a carico*
Check the following boxes indicated and write in the following:

☒ **the applicant** / *del richiedente* **Means of support** / *Mezzi di sussistenza* ☐ **Cash** / *Contanti* ☐ **Traveller's Cheques** ☒ **Credit Cards** / *Carte di credito* ☐ **Prepaid accomodation** / *Alloggio prepagato* ☒ **Prepaid transport** / *Trasporto prepagato* ☐ **Other (pls. specify)** / *Altro (precisare)* .... **THIS INFORMATION IS NOT NECESSARY FOR THE FOLLOWING TYPES OF VISA: Family Reunification, Following Family Member, Salaried Employment, Self Employment, Mission, Diplomatic, Adoption** *INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato, Lavoro Autonomo, Missione, Diplomatico, Adozione*	☒ **a sponsor (host, company, organization), please specify** *del promotore (ospite, impresa, organizzazione, precisare* **SYRACUSE UNIVERSITY** .... **referred to in box n. 26 or 27** / *di cui alle caselle 26 o 27* ☐ **Other (pls. specify)** / *Altro (precisare)* .... **Means of support** / *Mezzi di sussistenza* ☐ **Cash** / *Contanti* ☒ **Provided accomodation** / *Alloggio prepagato* ☐ **All expenses covered during the stay** / *Tutte le spese coperte durante il soggiorno* ☐ **Prepaid transport** / *Trasporto prepagato* ☐ **Other (pls. specify)** / *Altro (precisare)* ....

29. Personal data of the family member who is an EU, EEA or CH citizen / *Dati anagrafici del familiare che è cittadino UE, SEE o CH*

Surname / *Cognome*	ONLY IF APPLICABLE, fill in this section (29 and 30)	**First Name/s** / *Nome/i*

Date of birth / *Data di nascita*	**Nationality** / *Cittadinanza*	**Number of travel document or ID card** *Numero del documento di viaggio o della carta d'identità*

30. Family relation with an EU, EEA or CH citizen / *Vincolo familiare con un cittadino UE, SEE o CH*

☐ **Spouse** / *Coniuge*   ☐ **Son/Daughter** / *Figlio/a*   ☐ **Other descendant** / *Altri discendenti diretti*
☐ **Dependent ascendant** / *Ascendente a carico*
☐ **Other (pls. specify)** / *Altro (precisare)*...

31. Place and date / *Luogo e data* **CITY, STATE, DATE of signature**	**32. Signature (for minors, signature of parental authority/legal guardian)** *Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)* **STUDENT SIGNATURE**

INFORMATION ON THE PROCESSING OF PERSONAL DATA / *INFORMATIVA SUL TRATTAMENTO DEI DATI PERSONALI*

The collection of data required in this form, your photograph and, if applicable, the detection of your fingerprints, are mandatory for the examination of the visa application and your personal details which appear on this visa application form, as well as your fingerprints and your photograph will be supplied to the competent Italian authorities and processed by those authorities, for the adoption of a decision on your application.
La raccolta dei dati richiesti in questo modulo, la sua fotografia e, se del caso, la rilevazione delle sue impronte digitali sono obbligatorie per l'esame della domanda di visto e i suoi dati anagrafici che figurano nel presente modulo di domanda di visto, così come le sue impronte digitali e la sua fotografia, saranno comunicati alle autorità competenti italiane trattati dalle stesse, ai fini dell'adozione di una decisione in merito alla sua domanda.

Such data as well as data concerning the decision on this application, or any decision to annul or revoke a visa issued will be entered and stored in the computer system of the diplomatic-consular mission and the Ministry of Foreign Affairs and International Cooperation. These data will be accessible to

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

STUDENT SIGNATURE

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the competent national authorities for visas. In addition, they will be accessible to the competent authorities for the purposes of Schengen visa checks at external borders, to the authorities of Member States responsible for immigration and asylum (for the purpose of verifying whether the conditions for entry, stay and regular residence in the territory Member States and the identification of persons who do not, or no longer fulfill these conditions), to the authorities of Member States responsible for the purposes of examining an asylum application. Under certain conditions the data will be also available to designated authorities of Member States and to Europol for the purposes of prevention, detection and investigation of terrorist offenses and other serious crimes.

Tali dati, così come i dati riguardanti la decisione relativa a questa 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 e della Cooperazione Internazionale. 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.

The Ministry of Foreign Affairs and International Cooperation (Piazzale della Farnesina 1, 00135 Roma, www.esteri.it, dgit6@esteri.it) is the Italian authority responsible (controller) for data processing.

Il Ministero degli Affari Esteri e della Cooperazione internazionale (Piazzale della Farnesina 1, 00135 Roma, www.esteri.it) è l'autorità italiana responsabile (titolare) del trattamento dei dati.

You have the right to obtain notification of the data relating to you registered in the informatic system and request that inaccurate data relating to you to be corrected and that data relating to you that is processed unlawfully be deleted. For information on the exercise of your right to check your personal details and to have them corrected or deleted, including ways of appeal provided in this regard by the national legislation of the State concerned, see www.esteri.it and http://vistoperitalia.esteri.it

Lei ha il diritto di ottenere la notifica dei dati relativi alla sua persona registrati nel sistema informatico e di chiedere che i dati inesatti relativi alla sua persona vengano rettificati e che quelli relativi alla sua persona trattati illecitamente vengano cancellati. Per informazioni sull'esercizio del suo diritto a verificare i suoi dati anagrafici e a rettificarli o sopprimerli, così come sulle vie di ricorso previste a tale riguardo dalla legislazione nazionale dello Stato interessato, vedi www.esteri.it e http://vistoperitalia.esteri.it

Further information will be provided upon request by the authority examining your application. The Italian national supervisory authority competent for the protection of personal data is the Guarantor for the Protection of Personal Data (Piazza di Montecitorio 121, 00186 Roma, www.garanteprivacy.it, tel. +3906 696771).

Ulteriori informazioni saranno fornite su sua richiesta dall'autorità che esamina la sua domanda. L'autorità di controllo nazionale italiana competente in materia di tutela dei dati personali è il Garante per la Protezione dei Dati Personali (Piazza di Montecitorio 121, 00186 Roma, www.garanteprivacy.it, tel. +3906 696771).

I declare that all information supplied by me are correct and complete. I am aware that false statements will lead to my application being rejected or to the annulment of a visa already granted and will result in the request for the prosecution under the law of the State (Article 331 Code of Criminal Procedure).

Dichiaro che tutti 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.).

The mere granting of a visa does not entitle me to any compensation if I fail to meet the conditions of Article 5, paragraph 1 of Regulation (EU) No. 562/2006 (Schengen Borders Code) and Article 4 of Legislative Decree no. 286/98, and for these reasons my entry is refused.

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.

Place and date / *Luogo e data*	**Signature (for minors, signature of parental authority/legal guardian)** *Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)*
CITY, STATE, DATE of signature	STUDENT SIGNATURE

ANNOTAZIONI (riservato all'Ufficio) / *REMARKS (for Office use only)*

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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.**

Provide the original letter, preferably with a stamp or signature. 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.

6. Visa Fee: United States Postal Service (USPS) 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 Philadelphia 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 for this Consulate need to be purchased at your local post office (USPS).**

7. 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 <u>also</u> complete the Affidavit of Support on page 12, 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 on page 12 of 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 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 <u>only</u>.
- 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.

United States Bank of Syracuse

Example of a Bank Letter

123 Main Street
Syracuse, NY 13210

September 20. 2025

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 OF FINANCIAL SUPPORT
(Must be presented together with a recent Bank letter/Bank statement)

I, the undersigned,

_____

Name and Last Name

born in_____ on _____

            Place   *Date*

residing at

_____

Street Address, City and State

_____

I depose and say that
I will take financial responsibility for my son / daughter / wife / husband / parents :

_____

Name and Last Name(of the applicant)

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

Signature: _____

Print name and last name:

_____

Sworn and subscribed to before me on *(date)*_____

U.S Notary Public Signature and Seal:
*notarization must be done within this page

8. 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, confirmation that you purchased the flight, and your legal name on the confirmation.

Flight information will be shared with you in late 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:

BDPQ7S8

Scan barcode for boarding pass

Trip details: Download to calendar

DEPART

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

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

2 hour layover FRA

FRA ⟶ FLR Frankfurt to Florence (January 11, 2015)

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

RETURN

FLR ⟶ FRA Florence to Frankfurt (April 30, 2015)

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

3 hour layover FRA

Syracuse Airways   Your Reservations

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

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

Total travel cost
(1 passenger)

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

Charged to Jenny C. Doe
************7328 (Visa)   You paid $1,430

What is the Schengen Area?

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

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

EU and Schengen Member

Schengen Member Only

EU Member Only

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9. Complete Passport Return 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 to be mailed back to. For most students this will be your permanent home address. If visas happen to be ready while students are still on campus, Syracuse students will have the option to pick up their passport at our office.

You will need to complete the Passport Return Address questionnaire in your OrangeAbroad Portal by the visa submission deadline (October 8th, 2025) 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. 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.**

Syracuse ABROAD

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