

# Italian Student Visa Instructions: Applying Independently through Boston

## CONSULATE GENERAL OF ITALY IN BOSTON

600 Atlantic Ave.  
Boston, MA 02210  
Tel.: (617) 722-9201/02/03  
Fax: (617) 722-9407  
E-mail: [visti.boston@esteri.it](mailto:visti.boston@esteri.it)

Jurisdiction: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

Students who attend school or have a home address within this jurisdiction can apply for their visa here.

Main contact at Syracuse Abroad for visas:

**Dylan Eldred**, Florence Visa Coordinator  
315-443-9428, [syrflorence@syr.edu](mailto:syrflorence@syr.edu)

### Before you begin:

- Ensure your passport is valid for at least six months after your program ends.
- Ensure you have a [REAL ID](#) if you have any domestic air travel between April 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.

**Make an appointment at the Italian consulate in Boston as soon as possible.** This should be for a study visa (“Studio”; study longer than 90 day stay). Appointments fill up very quickly, so if you wait, you may not be able to find an appointment and will have to search for a cancelled appointment. The earliest possible appointment date you can schedule is **Monday, March 9<sup>th</sup>** as there are documents you need from our office to include with your visa materials for the consulate.

Create your user account and make a visa appointment [here](#).

For a step-by-step guide on how to schedule an appointment, [click here](#).

**IMPORTANT: About 10 days before the appointment, you will receive an email from the Italian consulate asking you to confirm your appointment. It is imperative that you do this immediately. Failure to confirm your appointment will result in the consulate cancelling it (3 business days before) and it will be released back into the system. You will not be able to enter the consulate on the original appointment date and will have to look for a new appointment. You will need to log back into your account to confirm your visa appointment.**

- You must appear at the consulate in person. You cannot send anyone else to the appointment on your behalf. Visa applications cannot be mailed to the consulate.
- Processing time is typically 3-4 weeks to receive your passport back with your visa. Note that it is possible for visa processing to take up to 90 days so make sure to plan accordingly.

First, complete the Independent Visa Plan (Italy) questionnaire in your [OrangeAbroad Portal](#) to provide us with information regarding which consulate you plan on applying through, your current address to send visa documents to you for your appointment (if applicable), and to indicate any international travel plans. This form needs to be completed and submitted by **Wednesday, April 15th.**

Once you have made your visa appointment, please complete the Scheduled Visa Appointment (Italy) questionnaire in your [OrangeAbroad portal](#), so we can provide the original documentation that is required from Syracuse Abroad (hard copies of enrollment letters in English and Italian, and an insurance certificate). Schedule your visa appointment at the consulate for no later than **Wednesday, July 15th.** Any later and you risk not receiving your passport/student visa back in time for the start of the program. The deadline to schedule your visa appointment at the consulate and complete the Scheduled Visa Appointment questionnaire is **Wednesday, June 17th.**

You are required to have a visa advising meeting with the Florence Visa Coordinator to review your visa documents prior to your visa appointment at the consulate. You can schedule this meeting using the link below. Please schedule your advising appointment once you have all your visa materials gathered before your visa appointment at the consulate. We ask that you schedule your advising appointment for **at least a week** before your consulate appointment to make sure you have time to correct any mistakes.

### [SCHEDULE VISA ADVISING APPOINTMENT](#)

Syracuse students can review their materials in person at the Syracuse Abroad office (106 Walnut PI) while visiting students will have their visa advising appointment over Zoom before your visa appointment at the consulate.

Once you have received your passport back from the consulate with your Italian student visa, you will need to upload a scan of your visa to your [OrangeAbroad portal](#) under the “Student Visa Upload (Italy)” questionnaire. Please complete this form as soon as you receive your passport back with your visa, but no later than **Friday, August 21st**.

**Signature Seminar:** If you are at all interested in our optional [pre-semester Signature Seminar](#), please plan to obtain your visa for the correct number of days. The Signature Seminar begins **Saturday, August 22nd** while our regular program begins on **Wednesday, September 2nd**. More information about how to sign up for the Signature Seminar will be shared with you soon.

#### **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.

Additional Questions? We would be happy to assist you. Please email: [syrflorence@syr.edu](mailto:syrflorence@syr.edu).

## Important To Dos and Deadlines

- ✓ Earliest date to schedule your visa appointment at the consulate- **Monday, March 9th**
- ✓ Complete “Independent Visa Plan (Italy)” questionnaire in your OrangeAbroad Portal- by **Wednesday, April 15th**
- ✓ Schedule your visa advising appointment
- ✓ Deadline to gather your visa materials and meet with a Syracuse Abroad advisor for visa material review- **One week before consulate appointment**
- ✓ Book an appointment with the consulate and complete “Scheduled Visa Appointment (Italy)” Questionnaire in your OrangeAbroad Portal- by **Wednesday, June 17th**
- ✓ Deadline to have your visa appointment at the consulate- **Wednesday, July 15th**
- ✓ Upload a scan of your Italian student visa under the “Student Visa Upload (Italy)” questionnaire in your OrangeAbroad Portal- As soon as you receive your passport back with your visa, but no later than **Friday, August 21st**

# Checklist of Required Visa Documents

These documents are mandatory, no exceptions can be made.

## PRINT DOCUMENTS SINGLE-SIDED.

- 1. [Long term visa application form \(National Long term D Visa\)](#) for stays over 90 days – **PLEASE FILL ELECTRONICALLY THEN PRINT AND SIGN**
- 2. **Passport-Original and photocopy of the main page.** The passport or travel document must be valid at least six months after the visa expiration date.
- 3. **One recent passport size photo** (professionally taken, full front, white background)
- 4. **Photocopy of student's ID and driver's license** (or state ID)
- 5. **Enrollment Letter** in Italian filled out from the **University in Italy** (not simply filled out by the American Institution but on their own letterhead) addressed to the Visa Office of the Italian Consulate in Boston, confirming the enrollment of the student, **program dates, duration**, weekly hours of attendance (minimum 20 hours a week) and specifying the address of the student's accommodation. **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION**
- 6. **Enrollment Letter** from the **University in United States**, addressed to the Visa Office of the Italian Consulate in Boston, specifying that the student is officially enrolled with said University and confirming his/her enrollment in the University Study Abroad Program in Italy. The letter should also indicate the address of the University in Italy, **program dates, and duration of the program.** **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION**
- 7. **Proof of international health coverage for the entire duration of the program.** **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION**
- 8. **Proof of Financial Means.** Applicant must provide the **last month of a personal US bank statement or bank letter.** Availability of funds must be at least \$30USD per day for the entire duration of the program.

- **Affidavit of Support**. In case of applicant's insufficient funds, or the applicant has a joint bank account with their parent or guardian, one or both parents must submit an affidavit of support along with their personal bank statement. **The Affidavit must be notarized by a Notary Public.**
  
- **9. Money Order** (type D Study) duly filled out and made to: Consulate General of Italy in Boston. Please see the consulate's [website](#) for current fees and keep in mind that they change quarterly (January 1, April 1, July 1, and October 1).
  
- **10. Round trip flight** from the U.S to the Italy and departure from Schengen area.
  
- **11. Return Envelope**. If you would like the passport/visa returned by mail you will need to provide a USPS pre-paid and pre-addressed priority envelope with **tracking**. **Please provide a copy of the envelope showing the tracking number.** A [Written waiver for mailing passports](#) needs be filled out and signed if you would like your passport/visa mailed back to you.

## **ADDITIONAL REQUIRED ITEMS NOT LISTED ON CONSULATE'S WEBSITE**

**1. Enrollment Verification Letter from your home college/university.** This letter should come from your school's registrar's office and state that you are a full-time student in good standing. **Syracuse University students- this letter will be provided to you by Syracuse Abroad.**

**2. Non-U.S. citizens: Legal status in the U.S.**

If you are not a U.S. citizen and you need to apply for a visa, you must provide a copy of the document that allows you to reside legally in the U.S. (U.S. long term visa with exclusion of B1/B2; U.S. permanent resident card; I-20; I-797; DS-2019; resident alien card). **The document must have a validity of at least 3 months beyond the last day of your trip in the Schengen Area, preferably 6 months. Please bring your I-20 or Green Card along with a photocopy to your appointment.**

- a. **Non-U.S. citizens will also need to provide lodging information if arriving in Italy before the program start date.** Please note that the consulate will only allow applicants with certain citizenship (such as China or India) to enter Italy 1-2 days before the start date of their program.

## 1. Visa Application Form

You must submit a paper application for your visa. **Please complete the application electronically and print out to sign. If you are unable to fit the typed contents of the text in a section, please enter what you can, then print to complete the remaining contents of that section by hand.** 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 signatures required on this application, and you must complete all for the application to be complete. Blank application forms are available [here](#).

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

### Number of Days for Fall 2026 (question 25)

Question 25: 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	118 days

### Program Dates for Fall 2026 (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, Studio Arts, Architecture, Engineering, Design Florence Center & Intensive Language Program at the University of Florence	Arrive September 2, 2026
Signature Seminar	Arrive August 22, 2026

Question 30: Program	Departure Date
SU Florence Center, Studio Arts, Architecture, Engineering, Design Florence Center & Intensive Language Program at the University of Florence	Depart December 17, 2026
Signature Seminar	Depart December 17, 2026



22. City of destination <b>FLORENCE, ITALY</b>	23. State of first entry Country of arrival (check your flight itinerary)
24. Number of entries requested/ ..... <input type="checkbox"/> One/..... <input type="checkbox"/> Two/..... <input checked="" type="checkbox"/> Multiple/.....	25. Duration of the stay. Indicate number of days (max. 365 days) / ..... <b>PLEASE REFER TO DATES IN PACKET (ex. 107 days)</b>
26. Schengen visas issued during the past three years / ..... <input checked="" type="checkbox"/> No/... <b>Select "NO" unless you have another Schengen Visa in your passport</b> <input type="checkbox"/> Yes. Date(s) of validity / ..... from/..... to /.....	
27. Fingerprints taken previously for the purpose of applying for a Schengen visa ..... <input checked="" type="checkbox"/> No/... <input type="checkbox"/> Yes/... Date, if known/..... <b>Select "NO" unless applicable</b>	
28. Number of no objection document issued for family reunification/accompanying family/employment (only in case where required by legislation governing the type of being requested)/ ..... Issued by SU1 of / ..... <b>LEAVE ALL BLANK</b> Valid from/ ..... until/ .....	
29. Intended date of arrival in the Schengen area ..... <b>REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day/ month/ year)</b>	30. Intended date of departure from the Schengen area (only for visas valid for stays of between 91-364 days) ..... <b>REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY</b>
31. Surname and first name of the inviting person or employer. If not applicable, in case of visa for Adoption, Religious reasons, Medical reasons, Sports, Study, Mission: address of institution in Italy. <b>LEAVE BLANK</b>	
Address and e-mail address of inviting person(s) or employer <b>LEAVE BLANK</b>	Telephone and fax of inviting person(s) or employer ..... <b>LEAVE BLANK</b>
32. Name and address of inviting company/organisation <b>SYRACUSE UNIVERSITY IN FLORENCE          PIAZZA SAVONAROLA, 15          FLORENCE I-50132</b>	Telephone and fax of company/organisation <b>(39) 055-5031-31 PHONE          (39) 055-5000-31 FAX</b>
Surname and first name, address, telephone, fax and e-mail address of contact person in company/organisation/ <b>SASHA PERUGINI- DIRECTOR SU FLORENCE          PERUGINI@SYR.EDU          PIAZZA SAVONAROLA, 15, FLORENCE I-50132</b>	
33. Cost of travelling and living expenses is covered by / ..... <b>Check the following boxes indicated and write in the following:</b>	
<input checked="" type="checkbox"/> by the applicant himself/herself/ ..... Means of support/..... <input type="checkbox"/> Cash/ ..... <input type="checkbox"/> Traveller's cheques/..... <input checked="" type="checkbox"/> Credit card/ ..... <input type="checkbox"/> Prepaid accommodation/..... <input checked="" type="checkbox"/> Prepaid transport/..... <input type="checkbox"/> Other (please specify)/..... STATEMENT NOT NECESSARY FOR FOLLOWING VISAS: Family reunion, Accompanying Family, Employment/Self-employed, Business, Diplomatic, Adoption.	<input checked="" type="checkbox"/> by sponsor (host, company, organisation), specify/ <b>SYRACUSE UNIVERSITY</b> . ..... Referred to in field 31 or 32 / ..... <input type="checkbox"/> other (please specify)/..... Means of support/..... <input type="checkbox"/> Cash/..... <input checked="" type="checkbox"/> Accommodation provided..... <input type="checkbox"/> All expenses covered during the stay/..... <input type="checkbox"/> Prepaid transport/..... <input type="checkbox"/> Other (please specify)/ .....(.....):.....





## 2. Passport and Photocopy of ID page

You must submit your official passport and a photocopy of the ID page (and of your US 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.



Passport must be SIGNED HERE!

CHECK EXPIRATION

### 3. One Official Passport Photo



The consulate requires a separate photo to create your visa.

This does not need to be the same photo as in your passport. This photo should reflect your current appearance and be no more than 6 months old. You may have official passport photos taken at the post office, drugstores and other stores (*i.e.*, CVS) for a fee. The photo should feature only you in front of a white background. **You may not take the photo yourself.** Only provide 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. Please see the sample on the left. The photo should be stapled to the appropriate spot on the application or attached with a paper clip.

### 4. Copy of your Student ID and Driver's License or State ID

Please make a copy of your Driver's License or State ID onto a blank sheet of paper and ensure the copy is clear and legible. Please do the same with your Student ID.

**Non-U.S. citizens:** Please make a photocopy of your green card, or a copy of your F-1/ J-1 visa and I-20 or DS-2019.



## 5. Proof of Financial Means

The consulate requires proof that you have financial means to reside in Florence.

You can satisfy this requirement by presenting the consulate with a signed bank letter or a bank statement from a **US bank or financial institution showing funds in a checking and/or savings account**. Syracuse Abroad cannot waive or alter this requirement.

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 or statement 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](#), 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](#).**

**Statements from retirement accounts, 401k and stock portfolios are NOT accepted by the Italian consulates. Only bank statements/letters of US checking and savings accounts are accepted.**

Accessible amounts required (amounts add up to approximately \$30 per day in Florence):  
Center semester students: approximately \$3,250 - \$3,500USD

**\*\*NOTE:** Some programs vary in length. Please use the chart on page 7 to determine the length of your program and multiply the number of days by \$30.

Guidelines for the bank letter or statement

- YOU (the student) OR the specified person in support of the student is the account holder
- Letter or statement must reference US checking or savings accounts only.
- Letter or statement must be original and look as official as possible:
  - Copies, scans, and faxes are not accepted.
  - If providing a bank letter- it 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.*
- 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](mailto:John.Doe@USBS.com)



## Affidavit of Support

I, \_\_\_\_\_  
*(person providing financial support)*

born in \_\_\_\_\_, on \_\_\_\_\_  
*(City, Province, Nation) (day/month/year)*

### formally declare that

**(1) the visa applicant** \_\_\_\_\_  
*(full name of applicant as it appears on the applicant's passport)*

born in \_\_\_\_\_ on \_\_\_\_\_  
*(City, Province, Nation) (day/month/year)*

is my \_\_\_\_\_  
*(Indicate family relationship – son / daughter / mother / father / wife / husband)*

and intends to travel in Italy from \_\_\_\_\_ to \_\_\_\_\_  
*(exact date of arrival) (exact date of departure)*

- (2) I have sufficient income and assets and I will pay for all of the visa applicant's expenses during his/her stay in Italy;**
- (3) As part of my guarantee, I enclose with my affidavit the financial documentation required to demonstrate my professional and financial situation, including three months' bank statements, a recent letter from my employer detailing my monthly salary, and any other pertinent information.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Signature and Seal of a Notary Public must be affixed below]*

*The above signed statement must be submitted to the Italian Consulate in Boston along with a photocopy of valid photo ID (passport – photocopy main pages only) (art. 38 D.P.R. 28.12.2000, N. 445).*

## 6. Money Order

Applicants are required to pay a processing fee in the form of a personal money order. Please check the exact amount on the [fee page](#) of the Boston Consulate website. Note that the fees are updated each quarter (January 1, April 1, July 1 and October 1) so you should check the website close to your appointment date for the current fee.

Make money order out to Consulate General of Italy in Boston and use the address of the consulate:

Consulate General of Italy Boston  
600 Atlantic Avenue  
Boston, MA 02210

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 (preferred). Some pharmacies may also sell money orders, as should your bank. Any alteration to the money order (i.e. Whiteout) will render it unacceptable.

UNITED STATES POSTAL SERVICE		POSTAL MONEY ORDER		15-830 030
SERIAL NUMBER <b>01010100</b>	YEAR, MONTH, DAY <b>DATE</b>	POST OFFICE <b>55555</b>	U.S. DOLLARS AND CENTS <b>CHECK AMOUNT</b>	
AMOUNT <b>ONE HUNDRED DOLLARS &amp; 00¢</b>		*****		
PAY TO <b>CONSULATE GENERAL OF</b>	NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS SEE REVERSE WARNING			
ADDRESS <b>CONSULATE ADDRESS</b>	FROM <b>YOUR NAME</b>	CLERK <b>0011</b>		
<b>CITY STATE ZIPCODE</b>	ADDRESS <b>YOUR ADDRESS</b>			
C.O.D. NO. OR USED FOR <b>ITALIAN VISA FEE</b>	<b>YOUR PHONE NUMBER</b>			
⑆000000000⑆		0000000000⑆		

## 7. Enrollment Verification Letter from Home University

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

## 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 by late April. If you have your visa appointment before then contact [syrflorence@syr.edu](mailto:syrflorence@syr.edu) so we can help you with this requirement.

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**

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: 5:00pm      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: UA 2938      Aircraft: 737  
Arrive: 6:17pm      Cabin: Coach  
Meal: ---      Seat: 17C

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**RETURN**

**FLR → FRA** Florence to Frankfurt (April 30, 2015)  
Flight: LH8473      Travel Time: 3h 00m  
Depart: 9:00am      Aircraft: 737  
Arrive: 12:00pm      Cabin: Coach  
Meal: ---      Seat: 17D

3 hour layover FRA



Scan barcode for boarding pass

Syracuse Airways
Your Reservations

**FRA → JFK** Frankfurt to New York City (April 30, 2015)  
Flight: SA2846      Travel Time: 7h 45m  
Depart: 3:00pm      Aircraft: 747  
Arrive: 4:45pm      Cabin: Coach  
Meal: Dinner      Seat: 30C

**Total travel cost**  
(1 passenger)

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

Charged to Jenny C. Doe  
\*\*\*\*\*7228 (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)



## 9. Prepaid Self Addressed Envelope

If you would like your passport/visa returned by mail you will need to provide a USPS pre-paid and preaddressed priority envelope with **tracking**. A written waiver filled out and signed must also be provided. Please provide a copy of the envelope showing the tracking number.

We suggest that you **save your tracking number** to be able to track when your passport is mailed to you with your visa.

