

# Italian Student Visa Information: Applying Independently through Chicago

## CONSULATE GENERAL OF ITALY IN CHICAGO

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Email: [visti.chicago@esteri.it](mailto:visti.chicago@esteri.it)

Jurisdiction: Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin and Wyoming.

Students who attend school or have a home address within this jurisdiction may 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.

### **You have two options to submit your visa materials to the Italian consulate in Chicago:**

- 1. Make an appointment at the Italian consulate in Chicago and attend your appointment at the consulate in person.** You will need to make an appointment in the system. Your visa appointment should be for a “Nationals” visa (Appointments to apply for SCHENGEN or NATIONAL VISAS). 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 9th** as there are documents you need from our office to include in your application.

Create your user account and make an 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 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.**

- 2. Mail in your visa materials to the Italian consulate in Chicago. You do not need to make a visa appointment if you plan to mail in your application to the consulate. If you plan to mail your visa materials to the consulate, you are required to have your visa application form notarized. More information on this process is provided in this packet. Please contact us if you plan to mail your visa materials to the consulate for their preferred mailing services.**

For in person appointments the processing time is typically **3-4 weeks** to receive your passport back with your visa. For mail ins the processing time averages around **8-9 weeks**. 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/determined which date you will mail your visa materials to the consulate, 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 (if applicable) 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/ determine which date you will mail your visa materials to 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 or prior to mailing your visa materials to the consulate. You can schedule this meeting using the link below. Please schedule your advising appointment once you have all your visa materials gathered. We ask that you schedule your advising appointment for **at least a week** before your consulate appointment/you mail your materials to the consulate 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 advising appointments over Zoom.

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 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 on **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 (if applicable)
- ✓ 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/determine the day you plan to mail your visa materials to 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/mail visa materials to 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. [Visa Application Form for long-term stay](#).** Please note that all the names appearing on the passport must appear on the application form (all data must match those on the passport). The form must be dated and signed in front of a Visa Officer at the Consulate General. **\*Visa Application Form must be notarized if mailing materials to the consulate.**
- 2. Recent passport-size photograph**, on white background, full face and front view, stapled/glued to the application form. Scanned or photocopied photos will NOT be accepted.
- 3. Valid passport plus 1 copy** of the page with photograph and expiration date. The passport or travel document must be valid at least six months after the visa expiration date. Please make sure the passport has at least two blank pages to affix the visa.

**For non-US citizens: original and copy of Permanent Residence Card** or other US immigration document allowing re-entry into the United States (e.g., valid long-term US, Advanced Parole, etc.). The US Residence permit or visa should be valid at least three months beyond the intended departure from the Schengen territory. International students must also submit original and copy of F-1 Visa and valid re-entry (“travel”) signature on I-20. Please provide a copy of old passport if US visa is affixed there.

- 4. Copy of Driver’s License or State ID and copy of University ID** as proof of residence in the jurisdiction of this Consulate General. Full-time students may also use original and copy of Student ID. If you recently moved and have not updated your ID, you must submit another proof of the current address (e.g., utility bills, bank statements, etc.).
- 5. Original and copy of the enrollment letter from an accredited academic institution in Italy.** The letter, on the institution’s letterhead, must be addressed to the Consulate General of Italy and specify the period of study, the full-time enrollment (at least 20 hours per week), and if tuition and room/board are covered in full. **[SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION.](#)**

- 6. **Enrollment letter showing acceptance into the Study Abroad Program** (original and copy) **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION.**
  
- 7. **Original and copy of enrollment verification letter from home academic institution addressed to the Consulate General of Italy**, indicating the student's current status (full-time in good standing) and expected date of graduation. **NOTE: Syracuse University students- this letter will be provided to you by Syracuse Abroad.**
  
- 8. **Proof of financial means.** Applicant must provide three most recent bank statements or a bank letter from a US banking institution, on the bank's letterhead, signed by a bank official and with a recent date, indicating account balance (a minimum of \$1,000.00 USD per each month of stay in Italy is required).
  - Students who receive financial aid must present an official letter from their university stating amount of aid and date of disbursement.
  - Affidavit of Support.** If the applicant does not have own funds because they supported by their parents, or they have a joint bank account with a parent or guardian, one or both parents must submit an affidavit of support with the bank statement. The Affidavit must be notarized by a Notary Public.
  
- 9. **Proof of health insurance coverage abroad.** **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION.**
  
- 10. **Money Order** properly filled out and addressed to Consulate General of Italy. 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).
  
- 11. **Round trip flight** from the U.S to the Italy and departure from Schengen area
  
- 12. **Return envelope:** If you would like the passport/visa returned by mail, you must provide a pre-paid, self-addressed, return envelope, trackable. Mailing label sections "TO" and "FROM" must BOTH contain applicant's Name and Address. The consulate recommends using FedEx or UPS. The [Declaration of Mailing Passports document](#) needs to be filled out and signed if you would like your passport mailed back to you with your visa.

# 1. Visa Application Form

You must submit a paper application for your visa. Please fill out the application based on the sample provided on the following pages. Fill out each page exactly as it is filled out on the sample with your appropriate information. There are three signatures required on this application, and you must complete all for the application to be complete. Blank application forms are available [here](#). **\*If you are mailing your visa materials to the consulate, you will need to have your visa application form notarized. Please complete the visa application form, but do not sign your application until you are in the presence of a notary. Please have the notary sign and stamp the bottom of the last page of the application form.**

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



Consolato Generale d'Italia  
Chicago, IL

FOTOGRAFIA  
PHOTOGRAPH

**Domanda di visto Nazionale (D) / Application for National Visa (D)**  
**Modulo gratuito / This application form is free**

1. Cognome / Last Name (x) <b>Last Name</b>		<b>FOR OFFICIAL USE ONLY</b>	
2. Cognome alla nascita (cognome/i precedenti) / Last name at birth (x) <b>Leave Blank</b>		Spazio riservato all'amministrazione	
3. Nome/i / First and Middle Names (x) <b>First Name and Middle Name (if applicable)</b>		Data della domanda:	
4. Data di nascita (giorno-mese-anno) / Date of birth (day-month-year) <b>DD / MM / YYYY</b> day / month / year <b>Date of Birth (i.e. 18/02/2000)</b>	5. Luogo di nascita / Place of birth <b>City and state of birth</b>	7. Cittadinanza attuale / Current nationality <b>Nationality</b> ..... <b>(i.e. American, Chinese)</b> Cittadinanza alla nascita, se diversa / Nationality at birth, if different..... <b>If you were born a different nationality</b>	Numero della domanda di visto:
6. Stato di nascita / Country of birth <b>Country of birth</b>	8. Sesso / Sex: <input type="checkbox"/> Maschile / Male <input type="checkbox"/> Femminile / Female <b>Select appropriate box</b>	9. Stato civile / Marital status <input type="checkbox"/> Non coniugato/a / Single <input type="checkbox"/> Separato/a / Separated <input type="checkbox"/> Vedovo/a / Widow(er) <input type="checkbox"/> Altro (precisare) / Other (please specify) _____ <b>Select appropriate box</b>	Domanda presentata presso: <input type="checkbox"/> Ambasciata/Consolato <input type="checkbox"/> Centro comune <input type="checkbox"/> Fornitore di servizi <input type="checkbox"/> Intermediario commerciale <input type="checkbox"/> Altro
10. Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale / In the case of minors: First and last name, address (if different from applicant's) and nationality of parental authority/legal guardian: <b>Leave blank</b>		Nome:	
11. Numero d'identità nazionale, ove applicabile / National identity number, where applicable: <b>Leave blank</b>		Responsabile della pratica: Nome di chi ha ricevuto la pratica allo sportello:	
12. Tipo di documento / Type of Passport or Travel Document: <input checked="" type="checkbox"/> Passaporto ordinario / National passport <input type="checkbox"/> Passaporto di servizio / Service passport <input type="checkbox"/> Passaporto speciale / Special passport <input type="checkbox"/> Documento di viaggio di altro tipo (precisare) / Other travel document (please specify)		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	
13. Numero del documento di viaggio / Passport number: <b>Passport Number</b>	14. Data di rilascio / Date of issue ( day / month / year) <b>DD / MM / YYYY</b> Date of Issue	15. Valido fino al / Valid until day / month / year <b>DD / MM / YYYY</b> Date of Expiration	16. Rilasciato da / Issued by ..... <b>Country of Issue</b> <b>(i.e. USA)</b>
17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente / Applicant's home address and e-mail address: <b>Your permanent address and email address</b>		Numeri di telefono / Telephone numbers: <b>Cell phone number</b>	
18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality <input type="checkbox"/> No / No <input type="checkbox"/> Si / Yes Titolo di soggiorno o equivalente / Residence permit or equivalent: n./		Decisione relativa al visto: <input type="checkbox"/> Rifiutato <input type="checkbox"/> Rifiutato per segnalazione SIS non cancellabile. <input type="checkbox"/> Pratica Sospesa <input type="checkbox"/> Rilasciato	
Valido fino al / Valid until / / (day / month / year)		Tipo di visto: <input type="checkbox"/> D	
19. Occupazione attuale / Current occupation (if full-time student, state "student"): <b>STUDENT</b>		<input type="checkbox"/> Valido: dal .....	
20. Datore di lavoro, indirizzo e numero di telefono. Per gli studenti nome e indirizzo dell'istituto di insegnamento / Employer and employer's address and telephone number. For students, name and address of home institution: <b>Your Home University Name and Address</b>		al .....	
21. Scopo del viaggio / Main purpose(s) of the journey: <input type="checkbox"/> Ricongiungimento Familiare/Familiare al Seguito / Family reunion/Accompanying family member <input type="checkbox"/> Motivi Religiosi/Religious purposes <input type="checkbox"/> Cure Mediche/Medical reasons..... <input type="checkbox"/> Lavoro autonomo/Self-employment <input type="checkbox"/> Di altro tipo (precisare)/Other (please specify).		Numero di ingressi: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multipli	
		Numero di giorni: .....	

(x) Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio  
Fields 1 - 3 shall be filled in accordance with the data in the passport or travel document

<p>22. Città di destinazione / City of destination in Italy: <u>Florence, Italy</u></p>	<p>23. Eventuale Stato membro di primo ingresso Other European Schengen country of first entry: <i>Country of first arrival in Schengen Zone (refer to flight itinerary)</i></p>
<p>24. Numero di ingressi richiesti/ Number of entries required: <input type="checkbox"/> Uno/Single entry <input type="checkbox"/> Duo/ Two entries <input checked="" type="checkbox"/> Multipli/Multiple entries</p>	<p>25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay. Indicate number of days (max 365 days): <b>Refer to dates on chart in visa packet</b></p>
<p>26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years: <input type="checkbox"/> No/ No <b>Select NO unless you have obtained another Schengen visa in the past three years</b> <input type="checkbox"/> Sì/Yes Data/e di validità /Date(s) of validity dal/ from ____ / ____ / ____ al /to ____ / ____ / ____ (day / month / year)</p>	
<p>27. Impronte digitali rilevate in precedenza ai fini della presentazione di una domanda di visto Schengen Fingerprints collected previously for the purpose of applying for a Schengen visa <input type="checkbox"/> No/No <input type="checkbox"/> Sì/Yes Data, se nota/Date, if known: ____ / ____ / ____ (day / month / year) <b>Select NO unless applicable</b></p>	
<p>28. Numero del NullaOsta rilasciato ai fini del Ricongiungimento Familiare/Familiare al Seguito/Lavoro Subordinato (solo ove richiesto dalla normativa disciplinante il tipo di visto richiesto)/ Nulla Osta (Entry Permit) Number issued for Family Reunion/Accompanying family member/Work, where applicable: Rilasciato dal SUI di /Issued by Immigration Desk of (city): _____ Valido dal/Valid from ____ / ____ / ____ (day / month / year) al/until ____ / ____ / ____ (day / month / year) <b>Leave Blank</b></p>	
<p>29. Data di arrivo prevista nell'area Schengen/Intended date of arrival in the Schengen area <u>DD / MM / YYYY</u> (day / month / year) <b>Arrival date should match flight itinerary</b></p>	<p>30. Data di partenza prevista dall'area Schengen (solo per i visti aventi durata compresa tra i 91 ed i 364gg.)/Intended date of departure from the Schengen area (only for visas between 91 and 364 days of stay) <u>DD / MM / YYYY</u> (day / month / year) <b>Departure date should match flight itinerary</b></p>
<p>31. Cognome e nome della persona che ha richiesto il ricongiungimento o del datore di lavoro. Altrimenti, nel caso di visto per Adozione, Motivi religiosi, Cure Mediche, Sport, Studio, Missione: indirizzo di recapito in Italia/First and last name of the person(s) in Italy requesting the reunion, or of the employer. For Adoption, Religious purposes, Medical reasons, Sport, Study and Mission visas, give (school) address in Italy: <b>Leave Blank</b></p>	
<p>Indirizzo e indirizzo di posta elettronica della/e persona/e che chiedono il ricongiungimento, o del datore di lavoro / Address and e-mail of person(s) requesting the reunion, or of the employer: <b>Leave Blank</b></p>	<p>Telefono e fax della/e persona/e che chiedono il ricongiungimento, o del datore di lavoro / Telephone and fax of person(s) requesting the reunion, or of the employer: <b>Leave Blank</b></p>
<p>32. Nome e indirizzo dell'impresa/organizzazione invitante / Name and address of inviting company/organization: <b>Syracuse University in Florence Piazza Savonarola, 15, Florence I-50132</b></p>	<p>Telefono e fax dell'impresa/organizzazione invitante / Telephone and fax of inviting company/organization: <b>(39) 055-5031-31 phone (39) 055-5000-31 fax</b></p>
<p>Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa / organization / Name and last name, address, phone, fax and e-mail address of contact person in company/organization: <b>Sasha Perugini, Director Syracuse Florence perugini@syr.edu Piazza Savonarola, 15, Florence I-50132</b></p>	
<p>33. Le spese di viaggio e di soggiorno del richiedente sono a carico del /Cost of traveling and living during the applicant's stay is covered by:</p>	
<p><input checked="" type="checkbox"/> richiedente/Myself: Mezzi di sussistenza/Means of support: <input checked="" type="checkbox"/> Contanti/Cash <input type="checkbox"/> Traveller's cheque /Traveller's cheque <input checked="" type="checkbox"/> Carte di credito /Credit card <input type="checkbox"/> Alloggio prepagato/Prepaid accommodation <input checked="" type="checkbox"/> Trasporto prepagato/Prepaid transport <input type="checkbox"/> Altro (precisare)/Other (please specify): _____ <b>INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonoma, Missione, Diplomatico, Adozione. INFORMATION NOT REQUIRED IN CASE OF VISA FOR: Family reunion, Accompanying family member, Work, Self employment, Mission, Diplomatic, Adoption.</b></p>	<p><input checked="" type="checkbox"/> promotore (ospite, impresa, organizzazione), precisare/ Sponsor (host, company, organization) please specify: <u>Syracuse University</u> di cui alle caselle 31 o 32/referred in field 31 or 32 <input type="checkbox"/> altro (precisare)/other (please specify): _____ Mezzi di sussistenza/Means of support: <input type="checkbox"/> Contanti/Cash <input checked="" type="checkbox"/> Alloggio fornito/Accommodation provided <input type="checkbox"/> Tutte le spese coperte durante il soggiorno/All expenses covered during stay <input type="checkbox"/> Trasporto prepagato/Prepaid transport <input type="checkbox"/> Altro (precisare)/Other (please specify): _____</p>

<b>34. Dati anagrafici del familiare che è cittadino UE, SEE o CH/Personal data of the family member who is an EU, EEA or CH (Swiss) citizen:</b> Complete only if applicable, fill in sections 34-35, otherwise leave blank		
Cognome / Last Name		Nome/i / First and Middle Name(s)
Data di nascita /Date of birth	Cittadinanza / Nationality	Numero del documento di viaggio o della carta d'identità/Passport or ID number:
<b>35. Vincolo familiare con un cittadino UE, SEE o CH / Family relationship with an EU, EEA or CH (Swiss) citizen:</b> <input type="checkbox"/> coniuga/spouse <input type="checkbox"/> figlio/a / child <input type="checkbox"/> altri discendenti diretti/other direct descendants <input type="checkbox"/> ascendente a carico/dependent parents		
<b>36. Luogo e data / Today's Place and Date</b> ..... DD / MM / YYYY (day / month / year) City, State of signature      Date of signature		<b>37. Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian):</b> Student signature (no parent signature, no electronic signatures)
Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti prestati per la trattazione della pratica I am aware that the visa fee is not refunded if the visa is refused <b>Student Signature</b>		

Sono informato/a del fatto e accetto che la raccolta dei dati richiesti in questo modulo, la mia fotografia e, se del caso, la rilevazione delle mie impronte digitali sono obbligatorie per l'esame della domanda di visto e che i miei dati anagrafici figuranti nel presente modulo di domanda di visto, così come le mie impronte digitali e la mia fotografia, saranno comunicati alle competenti autorità italiane e trattati dalle stesse ai fini dell'adozione di una decisione in merito alla mia domanda. Tali dati, così come i dati riguardanti la decisione relativa alla mia domanda o un'eventuale decisione di annullamento o revoca di un visto rilasciato, saranno inseriti e conservati nel sistema informatico della Rappresentanza diplomatico consolare e del Ministero degli Affari Esteri. Tali dati saranno accessibili alle autorità nazionali competenti per i visti. Inoltre, saranno accessibili alle autorità Schengen competenti ai fini dei controlli sui visti alle frontiere esterne, alle autorità degli Stati membri competenti in materia di immigrazione e di asilo (ai fini della verifica dell'adempimento delle condizioni di ingresso, soggiorno e residenza regolari nel territorio degli Stati membri e dell'identificazione delle persone che non soddisfano, o non soddisfano più, queste condizioni), alle autorità degli Stati membri competenti ai fini dell'esame di una domanda di asilo. A determinate condizioni, i dati saranno anche accessibili alle autorità designate degli Stati membri e a Europol ai fini della prevenzione, dell'individuazione e dell'investigazione di reati di terrorismo e altri reati gravi. Sono informato/a del mio diritto di ottenere la notifica dei dati relativi alla mia persona registrati nel sistema informatico e del diritto di chiedere che i dati inesatti relativi alla mia persona vengano rettificati e che quelli relativi alla mia persona trattati illecitamente vengano cancellati. Su mia richiesta espressa, l'autorità che esamina la domanda mi informerà su come esercitare il mio diritto a verificare i miei dati anagrafici e a rettificarli o sopprimerli, così come delle vie di ricorso previste a tale riguardo dalla legislazione nazionale. L'autorità di controllo nazionale dei dati e il Garante per la Protezione dei Dati Personali. Dichiaro che tutti i dati da me forniti sono completi ed esatti. Sono consapevole che le dichiarazioni false comporteranno il respingimento della mia domanda o l'annullamento del visto già concesso e comporteranno la richiesta di avvio di azioni giudiziarie da parte della Rappresentanza ai sensi della legislazione dello Stato (articolo 331 c.p.p.). La mera concessione del visto non dà diritto ad alcun tipo di riacquisto qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dall'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprint and my photograph will be supplied to the relevant authorities of the Member State and processed by those authorities, for the purposes of a decision on my visa application. Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) of the Diplomatic Consular Representative Office and Ministry of Foreign Affairs; such data will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions) and to the authority of the Member State competent for the examination of asylum application. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and other serious criminal offences. I am informed of my right to obtain notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data related to unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State is the "Garante per la Protezione dei Dati Personali". I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application (art. 331 c.p.p.). The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5 (1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and art. 4 of D. Lgs. 286/98 and I am therefore refused entry.

Luogo e data / Today's Place and Date ..... DD / MM / YYYY (day / month / year) City, state of signature	Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian) Student signature (no parent signatures, no electronic signatures)
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## 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 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. Please see the sample on the left. The photo should be stapled or glued to the appropriate spot on the application.

### 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.

**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 three most recent bank statements or a letter from a US banking institution, on the bank's letterhead, signed by a bank official and with a recent date, indicating your account balance. **The accounts must be either a checking 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 statements 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 (a minimum of \$ 1000.00USD per each month of stay is required)

- Center semester students: approximately \$4,000USD

Guidelines for the bank letter or statements

- YOU (the student) OR the specified person in support of the student is the account holder
- Letter or statements must reference US checking or savings accounts only.
- Letter or statements 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



**AFFIDAVIT OF SUPPORT**

I, \_\_\_\_\_ born in \_\_\_\_\_

On \_\_\_\_\_

BEING DULY SWORN ON OATH, DEPOSES AND SAYS:

- That the visa applicant \_\_\_\_\_  
born in \_\_\_\_\_ (city/State) on \_\_\_\_\_ (DOB)  
is my son/my daughter/myself
- That the applicant intends to pursue his/her education by  
attending \_\_\_\_\_ (name of academic Institution)  
in \_\_\_\_\_ (City/Province in Italy)  
from/to \_\_\_\_\_ (exact period of study)  
for the academic year \_\_\_\_\_
- That I, the affiant, have full employment as \_\_\_\_\_  
(profession)
- That I have sufficient income/assets to responsibly cover the visa applicant's expenses  
during his/her entire course of study in Italy as well as any and all other unforeseen  
expenses which the applicant may incur during his/her entire stay in Italy.
- That I, the affiant, will pay the visa applicant's expenses as outlined above.

FURTHER, AFFIANT SAYETH NOT.

Affiant's signature \_\_\_\_\_

SWORN AND SUBSCRIBED TO BEFORE ME THIS \_\_\_\_\_ DAY OF  
THE MONTH OF THE YEAR \_\_\_\_\_

SEAL

\_\_\_\_\_  
(Signature of Notary Public)

## 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 Chicago 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 Chicago and use the address of the consulate:

Consulate General of Italy Chicago  
500 North Michigan Avenue  
Suite 1850  
Chicago IL 60611

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** 15-800  
000

SERIAL NUMBER: 01010100      YEAR, MONTH, DAY:  **DATE**      POST OFFICE: 55555      U.S. DOLLARS AND CENTS:  **CHECK AMOUNT**

AMOUNT: ONE HUNDRED DOLLARS & 00¢ \*\*\*\*\*

PAY TO:  **CONSULATE GENERAL OF**

ADDRESS:  **CONSULATE ADDRESS**

**CITY STATE ZIPCODE**

C.S.D. NO. OR USED FOR:  **ITALIAN VISA FEE**

NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS  
SEE REVERSE WARNING

FROM:  **YOUR NAME**      CLERK: 0011

ADDRESS:  **YOUR ADDRESS**

**YOUR PHONE NUMBER**

⑆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/plan to mail your visa materials to the consulate 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**

  
Scan barcode for boarding pass

[Trip details](#) [Download to calendar](#)

**DEPART**

**JFK → FRA** New York City to Frankfurt (January 11, 2015)  
 Flight: 5A3796      Travel Time: 7h 55m  
 Depart: 11:00am      Aircraft: 747  
 Arrive: 1:00pm      Cabin: Coach  
 Meal: Lunch      Seat: 25F

2 hour layover FRA

**FRA → FLR** Frankfurt to Florence (January 13, 2015)  
 Depart: 3:00pm      Travel Time: 3h 17m  
 Flight: LH 2938      Aircraft: 737  
 Arrive: 6:17pm      Cabin: Coach  
 Meal: ---      Seat: 17C

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**RETURN**

**FLR → FRA** Florence to Frankfurt (April 30, 2015)  
 Flight: LH473      Travel Time: 3h 00m  
 Depart: 9:00am      Aircraft: 737  
 Arrive: 12:00pm      Cabin: Coach  
 Meal: ---      Seat: 37D

3 hour layover FRA

Syracuse Airways Your Reservations

**FRA → JFK** Frankfurt to New York City (April 30, 2015)  
 Flight: 5A2846      Travel Time: 7h 45m  
 Depart: 5:00pm      Aircraft: 747  
 Arrive: 4:45pm      Cabin: Coach  
 Meal: Dinner      Seat: 30C

**Total travel cost**  
(1 passenger)

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

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

## What is the Schengen Area?

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

- Austria
- Belgium
- 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 the passport/visa returned by mail from the consulate once it is processed, you must provide a pre-paid, self-addressed, return envelope, trackable. Mailing label sections “TO” and “FROM” must BOTH contain applicant’s Name and Address. The consulate recommends using FedEx or UPS. You must also complete the [Declaration of Mailing Passports](#) form and provide it to the consulate.

If requesting return by mail, we suggest that you **save your tracking number** to be able to track when your passport is mailed to you with your visa.

