

Italian Student Visa Instructions: Applying Independently through Houston

CONSULATE GENERAL IN HOUSTON

1330 Post Oak Blvd.
Suite 1950
Houston, TX 77056
Tel.: (713) 850-7520
Fax: (713) 850-9113
E-mail: visas.houston@esteri.it

Jurisdiction: Arkansas, Louisiana, Oklahoma, Texas

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

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 one option to submit your visa materials to the Italian consulate in Houston:

- 1. Register on Prenot@mi**
 - Create an account (if not already registered).
 - Select *Consulate General of Italy in Houston* → **“National Visas - Study Visa/US CITIZENS ONLY”**.
 -
- 2. Create your user account and make an appointment [here](#).**
- 3. For a step-by-step guide on how to schedule an appointment, [click here](#).**

4. **Book the virtual appointment**
 - Choose the first available slot.
 - This appointment **does not require in-person attendance** unless specifically requested by the Consulate. There won't be any online interview or link involved. **The appointment works as an authorization to submit the application.**
5. **Prepare the application package**
6. **Mail or drop off** the application **ONLY ON or AFTER** the date of the Prenot@mi virtual appointment.
Applications sent before the appointment date cannot be accepted. On or after the appointment date, U.S. citizens may submit their application:
 - **by mail/courier,**
 - **or by drop-off** at the Consulate's entrance (security desk), without accessing visa counters.
7. In all cases, applicants must include a copy of the **Prenot@mi appointment confirmation** inside the package.

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.

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.

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/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 Pl) 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.

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. COMPLETE ALL FORMS IN BLACK INK AND CAPITAL LETTERS.

- 1. [Visa Application Form](#)**, all the names appearing on the passport must appear on the application form (all data must match those on the passport).
 - ***Visa Application Form must be notarized if mailing materials to the consulate.**
- 2. Recent passport-size photograph** 2 x 2 inches (51 x 51 mm) on white background, full face and front view, stapled/glued to the application form. Scanned or photocopied photos will NOT be accepted.
- 3. Physical passport plus 1 copy of the main page.** The passport or travel document must be valid at least six months after the visa expiration date. Please make sure the passport is no older than 10 years and has at least two blank pages to affix the visa.

For non-US citizens: original and copy of Permanent Residence Card (1 copy front and back side) OR other US immigration document allowing re-entry into the United States (e.g., valid long-term US visa, Advanced Parole, etc.). International students must submit a notarized copy of F-1 Visa and I-20 (1 copy of each document) .

- 4. Copy of Driver's License /State ID and Student ID** as proof of residence in the jurisdiction of this Consulate. Full-time students should also include a copy of Student ID. If you recently moved and have not updated your ID, you must submit another proof of current address (e.g., utility bills, bank statements, etc.).
- 5. Original letter of enrollment from home/US academic institution**, indicating the student's status in the American school system (full-time in good standing) and expected date of graduation. **Syracuse University students- this letter will be provided to you by Syracuse Abroad.**
- 6. Original letter of acceptance from an accredited Italian academic institution.** The letter, on the institution's letterhead, must 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**
- 7. Letter from the University in United States**, addressed to the Visa Office of the Italian Consulate in Houston 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. [SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION](#)

- 8. Proof of financial means.** A recent bank statement or a letter from a US banking institution, (a minimum of \$ 800.00USD 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 time of disbursement.

[Affidavit of Support](#). If the applicant does not have own funds because they supported by their parents or has a joint bank account with their parent or guardian, one or both parents must submit an affidavit of support with the bank statement as mentioned above. 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** (type D Study) duly filled out and made to: Consulate General of Italy in Houston. 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 will need to provide a priority express UPS or USPS pre-paid and pre-addressed priority envelope with **tracking**. Declaration for Mailing Passports should be filled out and signed. Passport and visa can be collected at the consulate during regular business hours as well. You will also need to provide the [declaration for mailing your passport document](#) if you would like your passport return via mail.

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 24 and 25 of your visa application.

Number of Days for Fall 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	118 days

Program Dates for Fall 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 September 2, 2026
Signature Seminar	Arrive August 22, 2026



Consolato Generale d'Italia a Houston



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

This application form is free
Modulo gratuito

PHOTO
Fotografia

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

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

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

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

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

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

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

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.



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. 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 recent 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 \$800USD per month 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.

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



Example of a
Bank Letter

Bank of Syracuse

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

To:

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

Date _____

I, the undersigned, _____
Name and Last Name

born in _____ on _____
Place Date

residing at _____
Street address, City and State

Depose and say:

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

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

Last name, First name: _____ (*print name*)

Signature _____

U.S. Notary Public Signature and Seal:

PLEASE ATTACH A COPY OF RECENT BANK STATEMENT

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 Italian Consulate's 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 Houston and use the address of the consulate:

CONSULATE GENERAL IN HOUSTON
1330 POST OAK BLVD
STE 1950
HOUSTON TX 77056

Please make sure you write your name, 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.

The image shows a sample of a United States Postal Service Postal Money Order form. The form is titled "POSTAL MONEY ORDER" and includes the following fields and information:

- Serial Number:** 01010100
- Year, Month, Day:** DATE
- Post Office:** 555555
- U.S. Dollars and Cents:** CHECK AMOUNT
- Amount:** ONE HUNDRED DOLLARS & 00¢
- Pay to:** CONSULATE GENERAL OF
- Address:** CONSULATE ADDRESS
- City, State, Zipcode:** CITY STATE ZIPCODE
- C.D. No. or Used For:** ITALIAN VISA FEE
- From:** YOUR NAME
- Address:** YOUR ADDRESS
- Phone Number:** YOUR PHONE NUMBER

The form also includes a warning: "NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS SEE REVERSE WARNING" and a clerk's name: "CLERK 0011".

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 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: 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



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	\$90
Total	\$1,430

Charged to Jenny C. Doe
 *****7238 (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 you will need to provide a UPS or USPS EXPRESS PRIORITY prepaid mail envelope with tracking along with the application. Other form of mailing will be rejected. If the application is missing the return envelope, the passport will not be shipped back but it will be picked up in person. [Declaration for Mailing Passports](#) document should be filled out and signed to provide to the consulate with your prepaid envelope. Passport and visa can be collected at the consulate during regular business hours as well.

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.

