

# Italian Student Visa Instructions: Applying Independently through New York

## CONSULATE GENERAL OF ITALY IN NEW YORK

690 Park Avenue  
New York, NY 10065  
Telephone: +1 (212) 737-9100  
Fax: +1 (212) 249-4945  
Email: [newyork.visas@esteri.it](mailto:newyork.visas@esteri.it)

Jurisdiction: New York State, New Jersey (Counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren) or Connecticut, and Bermuda.

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.

**Make an appointment at the Italian consulate in New York [immediately](#).** 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 in your application.

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 Pl) 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 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
- ✓ 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 31st**
- ✓ 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.

The consulate requires original documents and these need to be submitted in the exact order of the [list](#) below. Please also note that you will have to provide a separate set of photocopies (stapled together) of the documents indicated in points 6, 7, 8, and 9.

- 1. [Long term visa application form](#).** Please note that all the names appearing on the passport must appear on the application form (all data must match those on the passport).
- 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. Recent passport-size photograph not older than 6 months,** on white background, full face and front view.
- 4. Photocopy of Student ID**
- 5. Photocopy of Driver's License/ State ID** – You will also need to bring your ID with you.
  - 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.
  - **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.
  - **Non-U.S. Citizens** are also required to provide their **Round Trip Flight Itinerary** entering and exiting the [Schengen Zone](#).

- 6. Letter filled out from the University in Italy** (not simply filled out by the American Institution but on their own letterhead) directed to the Visa Office of the Italian Consulate in New York, 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**
  
- 7. Letter from the University in United States**, addressed to the Visa Office of the Italian Consulate in New York 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. Personal bank letter or bank statement on its official letterhead**, indicating the total amount of funds in their personal US bank account (no joint bank accounts or foreign accounts accepted).
  
- 9. Schengen medical insurance** covering medical evacuation and repatriation for your entire stay in Italy. **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION.**
  
- 10. Personal 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. Return Envelope. Passports are returned exclusively by mail by this consulate.** On the day of your appointment, you MUST bring a self-addressed, prepaid envelope (prepaid labels with a barcode or stamps + tracking number) and a photocopy of it. The Visa Office will accept only prepaid priority mail envelopes from the U.S. Postal Service (no FedEx, no UPS). You must also present the [Declaration for Mailing Passports](#) document filled out.

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

- **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.**

## 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](#).

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  
New York**

FOTOGRAFIA  
**LEAVE  
BLANK**

1. Cognome/Surname (x) <b>LAST NAME (must match passport)</b>				Spazio riservato all'amministrazione
2. Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x) <b>LEAVE BLANK</b>				
3. Nome/i / First names (given name(s)) (x) <b>FIRST and MIDDLE NAME (must match passport)</b>				
4. Data di nascita (giorno-mese-anno) Date of birth (day/month/year) <small>DATE OF BIRTH- format: day/month/year (29/05/1991)</small>	5. Luogo di nascita/Place of birth <b>CITY and STATE of birth</b>	7. Cittadinanza attuale/current nationality <small>NATIONALITY (ex: USA, CHINESE)</small> Cittadinanza alla nascita, se diversa <small>Nationality at birth, if different</small> <small>If you were born a different nationality</small>		Numero della domanda di visto:
8. Sesso /Sex: <input type="checkbox"/> Maschile/Male..... <input type="checkbox"/> Femminile/Female..... <b>select appropriate box</b>	6. Stato di nascita /Country of birth <b>COUNTRY of birth</b>	9. Stato civile/ marital status..... <small>select appropriate box</small> <input type="checkbox"/> Non coniugato/a/ single <input type="checkbox"/> Coniugato/a/Married <input type="checkbox"/> Separato/a /Separated <input type="checkbox"/> Divorziato/a /Divorced <input type="checkbox"/> Vedovo/a /widow(er) <input type="checkbox"/> Altro (precisare) /Other (please, specify):..		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 case of minors: Surname, first name, address (if different from the 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:
12. Tipo di documento/type of passport: <b>SELECT "ORDINARY PASSPORT"</b> <input checked="" type="checkbox"/> Passaporto ordinario /Ordinary passport <input type="checkbox"/> Passaporto diplomatico/ Diplomatic passport <input type="checkbox"/> Passaporto di servizio / Service passport <input type="checkbox"/> Passaporto ufficiale / Official passport <input type="checkbox"/> Passaporto speciale / Special passport <input type="checkbox"/> Documento di viaggio di altro tipo (precisare) /Other travel document (please, specify)				Nome di chi ha ricevuto la pratica allo sportello:
13. Numero del documento di viaggio/Number of travel document <b>PASSPORT NUMBER</b>	14. Data di rilascio./Date of issue..... <b>date issued</b>	15. Valido fino al /Valid until <b>date of expiration</b>	16. Rilasciato da/ Issued by..... <small>COUNTRY of issue (ex: USA, CHINA)</small>	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
17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente <small>Applicant's home address and e-mail address</small> <small>Your PERMANENT ADDRESS and EMAIL ADDRESS</small>		Numero/i di telefono /Telephone number(s) <small>cell phone and home phone numbers</small>		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
18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality <input checked="" type="checkbox"/> No <b>Select "NO" unless applicable</b> <input type="checkbox"/> Sì. Titolo di soggiorno o equivalente/ Yes, Residence permit or equivalent n. .... Valid until				Tipo di visto: <input type="checkbox"/> D
19. Occupazione attuale / ... Current occupation..... <b>STUDENT</b>				Valido: dal ..... al.....
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 school <b>List your HOME UNIVERSITY name and its ADDRESS</b>				Numero di ingressi: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multipli
21. Scopo del viaggio /Main purpose(s) of the journey ..... <b>Select "STUDY" only</b> <input type="checkbox"/> Ricongiungimento Familiare/Familiare al Seguito / Family reunion visa <input type="checkbox"/> Motivi Religiosi/ Religious reasons <input type="checkbox"/> Sport/Sport <input type="checkbox"/> Missione./Mission.... <input type="checkbox"/> Diplomatico/Diplomatic <input type="checkbox"/> Cure Mediche./ Medical reasons <input checked="" type="checkbox"/> Studio/Study <input type="checkbox"/> Adozione/Adoption <input type="checkbox"/> Lavoro subordinato/Subordinate work <input type="checkbox"/> Lavoro autonomo /self-employment <input type="checkbox"/> Di altro tipo / Other (please, specify).....				

(x) Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio. Questions 1 through 3 must be completed according to the information listed in the travel document.

22. Città di destinazione/City of destination <input type="text" value="FLORENCE, ITALY"/>	23. Eventuale Stato membro di primo ingresso/Member State of first entry (if applicable) <input type="text" value="ITALY"/>	
24. Numero di ingressi richiesti/Number of entries <input type="checkbox"/> Uno/..... <input type="checkbox"/> Due/..... <input checked="" type="checkbox"/> Multipli/.....	25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay (maximum 365 days) <input type="text" value="PLEASE REFER TO DATES IN PACKET (ex: 107 days)"/>	
26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years <input checked="" type="checkbox"/> No <input type="checkbox"/> Sì. Data/e di validità / Yes, date of validity from.....to..... <input type="text" value="Select 'NO' unless you have another Schengen Visa in your passport"/>		
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 checked="" type="checkbox"/> No. <input type="checkbox"/> Sì/ Yes <input type="text" value="Select 'NO' unless applicable"/>		
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" ref. n. .... for "Family Reunion Visa" / Subordinate work (only if requested by the law regarding the specific type of visa requested) <input type="text" value="LEAVE ALL BLANK"/> Rilasciato dal SU1 di/Issued by the "Sportello Unico per l'Immigrazione" of (specify the city)..... Valida dal/..Valid from..... al/to.....		
29. Data di arrivo prevista nell'area Schengen Intended date of arrival in the Schengen area <input type="text" value="REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day/ month/ year)"/>	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 visa of 91 days and up to 364 days) <input type="text" value="REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY"/>	
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. Surname and name of the person in Italy who applied for "family reunion" or surname and name of the employer in Italy <input type="text" value="LEAVE BLANK"/> For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy:		
Indirizzo e indirizzo di posta elettronica della o delle persone che chiedono il ricongiungimento o del datore di lavoro Address and email address of the person(s) who applied for Family reunion or of the employer <input type="text" value="LEAVE BLANK"/>	Telefono e fax della o delle persone che chiedono il ricongiungimento o del datore di lavoro./Telephone or fax number of the person(s) who applied for Family reunion or of the employer <input type="text" value="LEAVE BLANK"/>	
32. Nome e indirizzo dell'impresa/organizzazione che invita /Name and address of host company/organization <input type="text" value="SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132"/>	Telefono e fax dell'impresa/organizzazione . Telephone and fax of the Company/ organization <input type="text" value="(39) 055-5031-31 PHONE (39) 055-5000-31 FAX"/>	
Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa/organizzazione / Surname, first name, address, telephone, fax and email address of contact person in Company/organisation <input type="text" value="SASA PERUGINI- DIRECTOR SU FLORENCE PERUGINI@SYR.EDU PIAZZA SAVONAROLA, 15, FLORENCE I-50132"/>		
33. Le spese di viaggio e di soggiorno del richiedente sono a carico/ Cost of travelling and living during the applicant's stay is covered by: <input type="checkbox"/> Check the following boxes indicated and write in the following:		
<input checked="" type="checkbox"/> del richiedente/Myself  Mezzi di sussistenza/means of support <input type="checkbox"/> Contanti/cash <input type="checkbox"/> Traveller's cheque <input checked="" type="checkbox"/> Carte di credito/credit card <input type="checkbox"/> Alloggio prepagato / prepaid accomodation <input checked="" type="checkbox"/> Trasporto prepagato/prepaid transport <input type="checkbox"/> Altro (precisare/Other)  INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonomo, Missione, Diplomatico, Adozione.  INFORMATION NOT NECESSARY IF APPLYING FOR THE FOLLOWING TYPES OF VISAS: Family reunion/Subordinate work /self-employment/Mission/Diplomatic/Adoption	<input checked="" type="checkbox"/> del promotore(ospite, impresa, organizzazione), precisare/a sponsor(host,company,organisation),please specify <input type="text" value="SYRACUSE UNIVERSITY"/> di cui alle caselle 31 o 32 / referred to in question n. 31 or 32 <input type="checkbox"/> altro(precisare/Other (please, specify))  Mezzi di sussistenza/Menas of support <input type="checkbox"/> Contanti/cash <input checked="" type="checkbox"/> Alloggio fornito / Accomodation provided <input type="checkbox"/> Tutte le spese coperte durante il soggiorno/ All expenses covered during the stay <input type="checkbox"/> Trasporto prepagato/prepaid transport <input type="checkbox"/> Altro (precisare)/ Other (please specify)	

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 citizen			ONLY IF APPLICABLE, fill in this section (34 and 35)
Cognome /Surname		Nome/i / First name(s)	
Data di nascita / Date of birth	Cittadinanza /nationality	Numero del documento di viaggio o della carta d'identità Number of travel document or ID card	
35. Vincolo familiare con un cittadino UE, SEE o CH / Family relationship with an EU, EEA or CH citizen			
<input type="checkbox"/> coniuge/spouse <input type="checkbox"/> figlio/a /son/daughter <input type="checkbox"/> altri discendenti diretti/ other descendants <input type="checkbox"/> ascendente a carico / dependent ascendant			
36. Luogo e data / Place and date		37. Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian)	
CITY, STATE, DATE of signature		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

I am aware that the visa fee is not refunded if the visa is refused

STUDENT SIGNATURE

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 è 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 risarcimento qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dell'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.

I am aware of and consent to the following: the collection of the data required by this application form, submission 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 appears on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant Italian Authorities and processed by these Authorities for the purposes of a decision on my visa application.

Such data as well as data concerning the decision regarding my application or a decision whether to annul or revoke a visa issued will be entered into and stored in the Visa Information System of the diplomatic/consular mission and the Ministry of Foreign Affairs. Such data will be accessible to the National Visa Authorities. Moreover, such data will be accessible to the Schengen Authorities competent for carrying out checks on visas at external borders, to the immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence in the territory of the Member States are fulfilled and of identifying persons who do not or who no longer fulfill these conditions) to the Member States authorities competent for examining an asylum application. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences.



## 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 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. No joint accounts are permitted. The account must be in the student's name ONLY.** Syracuse Abroad cannot waive or alter this requirement.

**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 \$50 per day in Florence):

- Center semester students: approximately \$5,500-6,000USD

**\*\*NOTE:** Some programs vary in length. Please use the chart on page 6 to determine the length of your program and multiply the number of days by \$50USD.

Guidelines for the bank letter or statement

- YOU (the student) are the account holder, joint accounts are not permitted
- 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](mailto:John.Doe@USBS.com)



## 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 New York 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 New York and use the address below:

Consulate General of Italy in New York  
690 Park Avenue  
New York, NY 10065

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

ADDRESS: [CONSULATE ADDRESS]      FROM: [YOUR NAME]      CLERK: 0011

[CITY STATE ZIPCODE]      ADDRESS: [YOUR ADDRESS]

C.D. NO. OR USED FOR: [ITALIAN VISA FEE]      [YOUR PHONE NUMBER]

000000000000 000000000000

## 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

**Only required for students with a non- U.S. passport.** 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**

  
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 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: 1H2538	Aircraft: 737
Arrive: 6:17pm	Cabin: Coach
Meal: --	Seat: 17C

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**RETURN**

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

Flight: 1H8473	Travel Time: 3h 00m
Depart: 9:00am	Aircraft: 737
Arrive: 12:00pm	Cabin: Coach
Meal: --	Seat: 17D

3 hour layover FRA

Syracuse Airways Your Reservations

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

Flight: 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
Total	\$1,430

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

**You paid \$1,430**

## What is the Schengen Area?

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

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



## 9. Prepaid Self Addressed Envelope

Passports are returned exclusively by mail from this consulate. On the day of your appointment, you **MUST** bring a self-addressed, prepaid envelope (prepaid labels with a barcode or stamps + tracking number) and a photocopy of it. The Visa Office will accept only prepaid priority mail envelopes from the U.S. Postal Service (no FedEx, no UPS). You must also provide the consulate with the [Declaration for Mailing Passports](#) document filled out.

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

