

# Italian Student Visa Instructions: Applying through Philadelphia Consulate

## CONSULATE GENERAL OF ITALY IN PHILADELPHIA

1818 Market Street, 9<sup>th</sup> Floor  
Philadelphia, PA 19103, United States  
Tel.: (215) 592-7329  
Email: [visti.filadelfia@esteri.it](mailto:visti.filadelfia@esteri.it)

Jurisdiction: Pennsylvania, Delaware, Maryland (except Prince George and Montgomery Counties), New Jersey (the following counties only: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem), North Carolina, Virginia (except Fairfax and Arlington Counties) and West Virginia.

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

Main contact at Syracuse Abroad for visas:  
**Dylan Eldred**, Florence Visa Coordinator  
315-443-9428, [syrflorence@syr.edu](mailto:syrflorence@syr.edu)

### Before you begin:

- Ensure your passport is valid for at least six months after your program ends.
- Ensure you have a [REAL ID](#) if you have any domestic air travel between April and the start of the Florence program as you will need to submit your passport to the consulate to process your visa and will not be able to use your passport for travel during this time.

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

1. **Make an appointment at the Italian consulate in Philadelphia 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 (Visa Office appointments service) – you will select “study” as reason for visit. 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 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 Philadelphia. 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, January 2<sup>nd</sup>**.

**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 22<sup>nd</sup>** while our regular program begins on **Wednesday, September 2<sup>nd</sup>**. 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. COMPLETE IN BLACK INK AND CAPITAL LETTERS.**

**Remember to keep a copy of all documents for your records!**

The consulate requires original documents and these need to be submitted in the exact order of the list below.

- **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).
  - **\*Visa Application Form must be notarized if mailing materials to the consulate.**
- **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.

Non-US citizens: original and copy of **Permanent Residence Card OR other US immigration document** allowing re-entry into the United States valid for at least 90 days since exit from Schengen area (e.g., valid long-term US visa, Advanced Parole, etc.). **International students must submit**

**copy of F-1 Visa and endorsed I-20.**

- **3. One recent passport size picture (2" x 2", full front view, white background, taken within the last 6 months).**
- **4. Photocopy of Student ID and Photocopy of Driver's License (or State ID), preferably copied onto the same single piece of paper.** You will also need to bring your ID with you.
- **5. 2 Letters of acceptance from an accredited academic institution in Italy written in Italian language.** The letter, on the institution's letterhead, must be addressed to the Consulate General of Italy stating that you have been accepted and admitted to its location in Italy, **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION**
- **6. Letter from the University in United States,** addressed to the Visa Office of the Italian Consulate in Philadelphia, confirming his/her enrollment in the University Study Abroad Program in Italy. **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION**

- **7. 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, along with your expected date of graduation. **Syracuse University students- this letter will be provided to you by Syracuse Abroad.**
- **8. Schengen medical insurance.** **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION.**
- **9. Proof of Financial Means** in the form of a 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). Please note that the minimum amount of funds required to study in Italy is at least \$35USD per day.
  - **Notarized Affidavit of Financial Support:** In case of applicant's insufficient funds, or the applicant has a joint bank account with their parent or guardian, one or both parents must submit an affidavit of support along with their personal bank statement. **The Affidavit must be notarized by a Notary Public.**
- **10. Money Order** from the USPS properly filled out and addressed to Consulate General of Italy in Philadelphia. 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. Pre-paid, self- addressed USPS Priority Mail envelope** (with barcode or stamps and tracking number) and a photocopy of it – NO FEDEX ALLOWED. This envelope will be used to send your passport and visa back to you once it has been processed. A [Declaration for Mailing Passports document](#) needs to be completed and submitted to the consulate with your pre-paid envelope.

## 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 for 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.

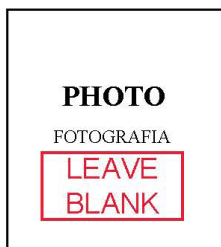
### Number of Days for Fall 2026 (question 24)

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



**Consulate General of Italy  
Philadelphia (USA)**

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

**This application form is free**  
Modulo gratuito



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

SI PREGA DI COMPILARE IL PRESENTE FORMULARIO IN TUTTE LE SUE PARTI.  
UNA COMPILAZIONE INCOMPLETA POTREBBE COMPORARE UN ALLUNGAMENTO NEI TEMPI DI TRATTAZIONE.

1. Surname (Family name) (*) <i>Cognome</i>			<b>LAST NAME (must match passport)</b>			Spazio riservato all'Amministrazione <i>For Office use only</i>  Data di presentazione della domanda:  Numero della domanda:  Domanda presentata presso: <input type="checkbox"/> Ambasciata/Consolato <input type="checkbox"/> Fornitore dei servizi <input type="checkbox"/> Altro (precisare):  Responsabile della pratica:  Nome di chi ha ricevuto la pratica allo sportello:
2. Surname at birth (Former family name/s) (*) <i>Cognome alla nascita (Cognomi precedenti)</i>			<b>LEAVE BLANK</b>			
3. First name/s (Given name/s) (*) <i>Nome/i</i>			<b>FIRST and MIDDLE NAME (must match passport)</b>			
4. Date of birth (dd/mm/yy) <i>Data di nascita (gg/mm/aa)</i>		5. Place of birth / <i>Luogo di nascita</i>		7. Current nationality / <i>Cittadinanza attuale</i>		
<b>DATE OF BIRTH- format: day/month/year (29/05/1991)</b>		<b>CITY and STATE of birth</b>		<b>NATIONALITY (ex: USA, CHINESE)</b>		
		6. Country of birth / <i>Stato di nascita</i>		Nationality at birth, if different <i>Cittadinanza alla nascita, se diversa</i>		
		<b>COUNTRY of birth</b>		<b>If you were born a different nationality</b>		
8. Gender <i>Sesso</i>		9. Marital Status / <i>Stato civile</i>				
<input type="checkbox"/> Male / <i>Maschile</i> <input type="checkbox"/> Female / <i>Femminile</i> <b>select appropriate box</b>		select appropriate box <input type="checkbox"/> Single / <i>Non coniugato/a</i> <input type="checkbox"/> Divorced / <i>Divorziata/o/a</i> <input type="checkbox"/> Other (pls. specify) ..... <i>Altro (precisare)</i>				
		<input type="checkbox"/> Married / <i>Coniugato/a</i> <input type="checkbox"/> Widower / <i>Vedovo/a</i> <input type="checkbox"/> Separated / <i>Separato/a</i>				
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>						
<b>LEAVE BLANK</b>						
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>						
<b>SELECT "ORDINARY PASSPORT"</b>						
<input type="checkbox"/> Diplomatic Passport / <i>Passaporto diplomatico</i> <input type="checkbox"/> Official Passport / <i>Passaporto ufficiale</i>						
12. Number of travel document <i>Numero documento di viaggio</i>		13. Date of issue <i>Data di rilascio</i>		14. Valid until / <i>Valido fino a</i>		
<b>PASSPORT NUMBER</b>		<b>date issued</b>		<b>date of expiration</b>		
				15. Rilasciato da / <i>Issued by</i>		
				<b>COUNTRY of issue (ex: USA, CHINA)</b>		
16. Applicant's home address and e-mail address / <i>Indirizzo del domicilio e di posta elettronica del richiedente</i>				Telephone number/s <i>Numero/i di telefono</i>		
<b>Your PERMANENT ADDRESS and EMAIL ADDRESS</b>				<b>cell phone and home phone numbers</b>		
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 checked="" type="checkbox"/> No / <b>Select "NO" unless applicable</b> <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> .....						
18. Current occupation / <i>Occupazione attuale</i>						
<b>STUDENT</b>						
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>						
<b>List your HOME UNIVERSITY name and its ADDRESS</b>						
20. Main purpose/s of the journey / <i>Scopi principali del viaggio</i>						
<input type="checkbox"/> Family reunification/following family member / <i>Ricongiungimento 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 type="checkbox"/> Other (pls. specify) / <i>Di altro tipo (precisare)</i> .....						
<b>Select "STUDY" only</b>						
<input type="checkbox"/> Sport / <i>Sport</i> <input type="checkbox"/> Mission / <i>Missione</i> <input type="checkbox"/> Diplomatic / <i>Diplomatico</i> <input checked="" type="checkbox"/> Study / <i>Studio</i> <input type="checkbox"/> Adoption / <i>Adozione</i> <input type="checkbox"/> Salaried employment / <i>Lavoro subordinato</i>						

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

21. Your destination in Italy / Destinazione in Italia <b>FLORENCE, ITALY</b>		22. Schengen State of first entry (if applicable) <i>Eventuale Stato Schengen di primo ingresso</i> <b>ITALY</b>	OSSERVAZIONI E ANNOTAZIONI
23. Number of entries requested / Numero di ingressi richiesti <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> Multiple entries / <i>Multipli ingressi</i>		24. Number of days of intended stay (max. 365) <i>Indicare i giorni di soggiorno previsti (massimo 365)</i> <b>PLEASE REFER TO DATES IN PACKET (ex: 107 days)</b>	
25. Intended date of arrival in Schengen area <i>Data di arrivo prevista nell'area Schengen</i> <b>REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day/ month/ year)</b>			
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> <b>LEAVE ALL BLANK</b>  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 chiedono il Ricongiungimento Familiare o del Datore di Lavoro</i> <b>LEAVE BLANK</b>		Telephone and fax number of the person(s) who applied for Family Reunification or the Employer / Numero di Telefono e di fax della/e persone che chiedono il Ricongiungimento Familiare o del Datore di Lavoro <b>LEAVE BLANK</b>	
27. Name and address of host Company/Organization <i>Nome e indirizzo dell'impresa/organizzazione che invita</i> <b>SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132</b>		Telephone and fax number of the Company /Organization / <i>Telefono e fax dell'impresa/organizzazione</i> <b>(39) 055-5031-31 PHONE (39) 055-5000-31 FAX</b>	
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> <b>SASA PERUGINI- DIRECTOR SU FLORENCE   PERUGINI@SYR.EDU PIAZZA SAVONAROLA, 15, FLORENCE I-50132</b>			
28. Cost of traveling and living during the applicant's stay is covered by / Le spese di viaggio e soggiorno del richiedente sono a carico <i>Check the following boxes indicated and write in the following.</i> <input checked="" type="checkbox"/> the applicant / <i>del richiedente</i> <input checked="" type="checkbox"/> a sponsor (host, company, organization), please specify <i>del promotore (ospite, impresa, organizzazione, precisare)</i> <b>SYRACUSE UNIVERSITY</b> referred to in box n. 26 or 27 / <i>di cui alle caselle 26 o 27</i> <input type="checkbox"/> Other (pls. specify) / <i>Altro (precisare)</i>  Means of support / <i>Mezzi di sussistenza</i> <input 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 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, SBB o CH</i> Surname / <i>Cognome</i> <b>ONLY IF APPLICABLE, fill in this section (29 and 30)</b>   First Name/s / <i>Nome/i</i>			
Date of birth / <i>Data di nascita</i>	Nationality / <i>Cittadinanza</i>	Number of travel document or ID card <i>Numero del documento di viaggio o della carta d'identità</i>	
30. Family relation with an EU, EEA or CH citizen / <i>Vincolo familiare con un cittadino UE, SBB 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> <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> <b>CITY, STATE, DATE of signature</b>		32. Signature (for minors, signature of parental authority/legal guardian) <i>Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)</i> <b>STUDENT SIGNATURE</b>	

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

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

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

**I am aware of the fact that the refusal of a visa does not give rise to the reimbursement of fees paid** **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.*

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

*Tali dati, così come i dati riguardanti la decisione relativa a questa domanda, o un eventuale decisione di annullamento o revoca di un visto rilasciato, saranno inseriti e conservati nel sistema informatico della Rappresentanza diplomatico-consolare e del Ministero degli Affari Esteri e della Cooperazione Internazionale. Tali dati saranno accessibili alle autorità nazionali competenti per i visti. Inoltre, saranno accessibili alle autorità Schengen competenti ai fini dei controlli sui visti alle frontiere esterne, alle autorità degli Stati membri competenti in materia di immigrazione e di asilo (ai fini della verifica dell'adempimento delle condizioni di ingresso, soggiorno e residenza regolari nel territorio degli Stati membri e dell'identificazione delle persone che non soddisfano, o non soddisfano più, queste condizioni), alle autorità degli Stati membri competenti ai fini dell'esame di una domanda di asilo. A determinate condizioni, i dati saranno anche accessibili alle autorità designate degli Stati membri e a Europol ai fini della prevenzione, dell'individuazione e dell'investigazione di reati di terrorismo e altri reati gravi.*

The Ministry of Foreign Affairs and International Cooperation (Piazzale della Farnesina 1, 00135 Roma, [www.esteri.it](http://www.esteri.it), [dgf16@esteri.it](mailto:dgf16@esteri.it)) is the Italian authority responsible (controller) for data processing.

*Il Ministero degli Affari Esteri e della Cooperazione Internazionale (Piazzale della Farnesina 1, 00135 Roma, [www.esteri.it](http://www.esteri.it)) è l'autorità italiana responsabile (titolare) del trattamento dei dati.*

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

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

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

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

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

*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.).*

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

*La mera concessione del visto non dà diritto ad alcun tipo di risarcimento qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dell'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.*

Place and date / Luogo e data

**CITY, STATE, DATE of signature**

Signature (for minors, signature of parental authority/legal guardian)

*Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)*

**STUDENT SIGNATURE**

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

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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.



### 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

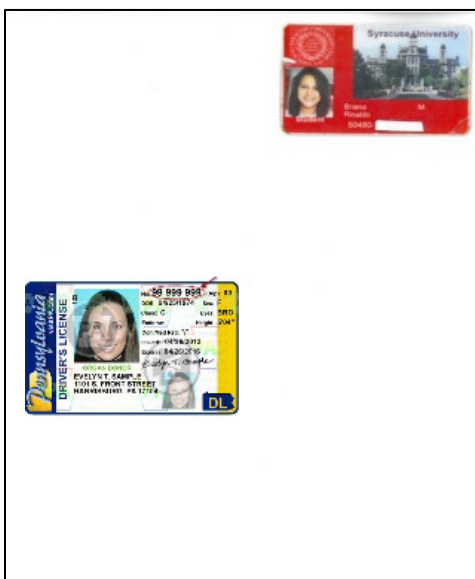
to Italy. Please write your name clearly on the back of the photo. Please see the sample on the left. The photo should be stapled or glued to the appropriate spot on the application or attached with a paper clip.

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

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

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

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



## 5. Proof of Financial Means

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

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

If you are unable to provide proof of the required amount in your own personal checking or savings account, you may submit a bank letter or statement from a checking/savings account in a parent or guardian's name supporting you. If you wish to do this, the account holder must also complete the [Affidavit of Support](#), have it notarized and submit it with your visa materials. **If you have a joint bank account with a parent or guardian, your parent or guardian must complete the [Affidavit of Support](#).**

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

Accessible amounts required (amounts add up to at least \$35USD per day in Florence):

- Center semester students: approximately \$3,750 - \$4,150USD

**\*\*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 \$35USD.

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

I, the undersigned,

\_\_\_\_\_

*Name and Last Name*

born in \_\_\_\_\_ on \_\_\_\_\_

*Place* *Date*

residing at

\_\_\_\_\_

*Street Address, City and State*

\_\_\_\_\_

I depose and say that

I will take financial responsibility for my son / daughter / wife / husband / parents :

\_\_\_\_\_

*Name and Last Name( of the applicant)*

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

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

Print name and last name:

\_\_\_\_\_

Sworn and subscribed to before me on *(date)* \_\_\_\_\_

**U.S Notary Public Signature and Seal:**

\*notarization must be done within this page

## 6. Money Order

Applicants are required to pay a processing fee in the form of a personal money order. 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). The Philadelphia consulate accepts money orders **from USPS (US Postal Service) ONLY**.

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

Consulate General of Italy Philadelphia  
1818 Market Street  
9th Floor  
Philadelphia, PA 19103

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.

The image shows a sample of a United States Postal Service Postal Money Order form. The form is green and yellow. It includes the following fields and information:

- UNITED STATES POSTAL SERVICE** logo and **POSTAL MONEY ORDER** title.
- SERIAL NUMBER**: 0101010100
- POST OFFICE**: 555555
- CHECK AMOUNT**: ONE HUNDRED DOLLARS & 00¢
- DATE**: (Red box)
- NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS (SEE REVERSE WARNING)**
- FROM**: YOUR NAME (Red box)
- TO**: CONSULATE GENERAL OF (Red box)
- ADDRESS**: CONSULATE ADDRESS (Red box)
- CITY STATE ZIPCODE**: (Red box)
- YOUR ADDRESS**: (Red box)
- YOUR PHONE NUMBER**: (Red box)
- ITALIAN VISA FEE**: (Red box)
- CLERK**: 0011
- POSTNET**: 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

To obtain a visa, students must provide proof of entry and exit from Europe. You must provide confirmation that you have purchased a round-trip ticket to Italy and out of the Schengen Area (explanation on the following page). Make a copy of the flight confirmation from the airline, agent or travel agency. This must include all legs of your flight, confirmation that you purchased the flight, and your legal name on the confirmation.

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


You are responsible for researching whether you need a visa for any independent travel before, during or after the program. **International students are strongly advised to check tourist visa requirements thoroughly** as there may be restrictions.

Syracuse Airways
Your Reservations

**You're confirmed!**

Date issued: Tuesday, September 02, 2014

Confirmation code:  
**BDPQ758**



Scan barcode for boarding pass

Trip details: [Download to calendar](#)

**DEPART**

**JFK → FRA** New York City to Frankfurt (January 11, 2015)  
 Flight: SA3796      Travel Time: 7h 25m  
 Depart: 11:00am      Aircraft: 747  
 Arrive: 1:00pm      Cabin: Coach  
 Meal: Lunch      Seat: 25F

2 hour layover FRA

**FRA → FLR** Frankfurt to Florence (January 11, 2015)  
 Depart: 3:00pm      Travel Time: 3h 17m  
 Flight: LH 2938      Aircraft: 737  
 Arrive: 6:17pm      Cabin: Coach  
 Meal: --      Seat: 17C

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**RETURN**

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

3 hour layover FRA

Syracuse Airways
Your Reservations

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

**Total travel cost**  
(1 passenger)

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

Charged to Jenny C. Doe  
 \*\*\*\*\*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 will be returned exclusively by mail.** On the day of your appointment, please provide a **USPS or UPS Express Mail pre-paid, self-addressed envelope (prepaid labels with a barcode or stamps + tracking number) and a photocopy of it.** A [Declaration for Mailing Passports document](#) needs to be completed and submitted to the consulate with your pre-paid envelope. **The Visa Office will accept only prepaid priority mail envelopes from the U.S. Postal Service or UPS, no FedEx.**

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

