

Italian Student Visa Packet: Consulate General of Italy in Chicago

For Group Submission

Group submission allows a representative from Syracuse Abroad to collect the passports and application materials from our eligible students and submit them to the consulate for processing.

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Chicago. Your assignment is based on your home or school address.

Before you begin:

- **Ensure you have a passport valid for at least 6 months after your program ends.**
- **Ensure you have a [REAL ID](#) if you have any domestic air travel between October 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.**
- **If you need your passport for travel anytime between October 15th and the start of the Florence program, do not submit your visa application documents to our office for the group submission.** You will need to apply for your visa independently. Contact us immediately for more information. Note that it is possible for independent visa processing to take up to 90 days so make sure to plan accordingly if you choose this option.
- **Group visa material submission deadline: [Monday, October 19th](#)**
- Main contact:
 - **Dylan Eldred**, Florence Visa Coordinator
315-443-9428, syrflorence@syр.edu
- Students with European Union citizenship traveling with their EU passport do not need a visa. Please make sure your EU passport is valid for at least six months after the program end date.
- Full year students: If there is any chance that you may decide to stay a second semester with our program, you should get a visa to cover both semesters in advance. If you do not, you will have to return to the US during the break and apply for a new visa for the second semester. **Please contact us if you are planning on staying for two semesters.**
- **IMPORTANT: Please do not, under any circumstances, contact the consulate regarding your visa application.** As you are part of our group submission, the consulate requires that all contact regarding the group submission must come from Syracuse Abroad.

Rules for Submitting Your Italian Visa Application:

- **Make sure your passport is signed in PEN!**

- **Respect the deadline!**

All documents must be postmarked or dropped off at our office by the deadline. If you miss the deadline, we cannot guarantee you to be part of the group submission, and you may have to submit your application independently.

- **Print all documents single-sided only.**

- Do not use staples, paper clips, glue or tape on any portion of your application.
- All forms with handwritten sections must be legible and written in **black or blue ink**.
- All photos, photocopies and scans must be clear and easy to read.
- You may print and photocopy in black and white or color.
- You may use the forms in this packet or download them from your [OrangeAbroad Portal](#).
- Make copies of all documents for your records and reference.
 - Note: Especially keep a copy of the ID page of your passport.
- If mailing your visa materials to our office, mail applications through a courier service with tracking information (FedEx, UPS, USPS Priority). UPS is recommended.

Mail or bring completed visa documents to:

Syracuse Abroad
ATTN: Italy Visas
106 Walnut Place
Syracuse, NY 13244

To drop off your visa materials at our office, **you will need to schedule a visa review and [drop off appointment](#)**. Appointments are available from Wednesday, October 1 to Monday, October 19. We highly recommend that you make your appointment as early as possible during the given timeframe. Due to the high volume of students, we will not be able to take walk-ins to drop off visa materials during this period.

Checklist of Required Visa Documents

These documents are mandatory; no exceptions can be made.

The following documents must be mailed or brought to Syracuse Abroad:

- ☐ 1. Official **SIGNED** passport (signed in pen)
- ☐ 2. One official passport photo (taken within the last six months), with your name written on back
- ☐ 3. **Notarized** photocopy of your driver's license or state ID
- ☐ 4. Italian visa application form (**with 3 signatures**)
- ☐ 5. Photocopy of University ID card
- ☐ 6. Enrollment Verification Letter from your home university's registrar's office (non-Syracuse students only)
- ☐ 7. Visa Fee: Money order payable to the Consulate General of Italy in Chicago
- ☐ 8. Bank letter/Proof of financial means and (if applicable) **notarized** affidavit of support (see page 11 for details)
- ☐ 9. Copy of round-trip flight itinerary
- ☐ 10. Complete Passport Return Address Questionnaire in [OrangeAbroad Portal](#)
- ☐ 11. Designation Form: Permission for Syracuse Abroad to travel with your passport

Note: What is a Notary?

You will notice one document requires notarization. A notary is a person authorized to perform legal formalities; in this case, authorization of a signature on an official document. This tells the consulate that it has been legally confirmed that YOU signed the document before him/her. You can find notaries at most banks.

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

1. Your Official Passport

The consulate requires your official passport SIGNED in pen in order to place the visa inside as a permanent page. This visa confirms the official approval of your stay in your host country and is required for any student not of European Union citizenship.

****If you do not have a passport or your passport will expire within six months of your program ending, apply for/ renew your passport immediately, using the expedited service!****

Syracuse Abroad strongly recommends that you have your passport application expedited to ensure your new passport arrives in time to apply for your visa with the group. If you do not use the expedited service and your passport does not arrive until after the deadline, we cannot guarantee that you will be able to be part of the group submission.

Applications for passports and passport renewal can be found online at [Travel.State.Gov](https://travel.state.gov).

2. One Official Passport Photo



The consulate requires a separate photo to create your visa. The photo should reflect your current appearance and should be less than six months old. You may have official passport photos taken at the post office, drugstores and other stores 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.

3. Notarized Copy of Your Driver's License or State ID

Your driver's license or state ID confirms your residence in the United States and/or your residence within the consulate's jurisdiction. When photocopying your driver's license card please follow these steps:

- Photocopy your driver's license or state ID onto the template on the following page.
 - ***DO NOT SIGN YET***
- Take the sheet to a notary and have the document notarized (see note on page 3)
- Send the original to Syracuse Abroad (a copy of the notary stamp will not be accepted).



Place and date

Signature of the student

Signature must be notarized by a public notary:

Signed before me on: _____

Signature of the public notary: _____

Seal of the public notary

On this day, before me, the undersigned, a Notary Public in and for said state, personally appeared this individual, proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual, acted, executed the instrument.

4. Visa Application Form

To print a copy of the blank application form, please [click here](#) or log into your [OrangeAbroad Portal](#). Please fill out each page exactly as it is filled out on the sample (pages 7-9 in this packet) with your appropriate information. There are **three** signatures required on this application and you must complete all for the application to be complete.

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

Number of Days for Spring 27 (question 25)

Question 25: Program	Number of Days
Florence Center, Studio Arts, Architecture, Florence Center: Wake Forest Business, Florence Center and University of Florence (courses taught in English)	107 days
Signature Seminar	117 days

Program Dates for Spring 27 (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
Florence Center, Studio Arts, Architecture, Florence Center: Wake Forest Business, Florence Center and University of Florence (courses taught in English)	Arrive January 13, 2027
Signature Seminar	Arrive January 13, 2027

Question 30: Program	Departure Date
Florence Center, Studio Arts, Architecture, Florence Center: Wake Forest Business, Florence Center and University of Florence (courses taught in English)	Depart April 29, 2027
Signature Seminar	Depart May 9, 2027



Consolato Generale d'Italia
Chicago, IL

FOTOGRAFIA
PHOTOGRAPH

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

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

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

22. Città di destinazione / City of destination in Italy: <u>Florence, Italy</u>	23. Eventuale Stato membro di primo ingresso Other European Schengen country of first entry: <i>(Country of first arrival in Schengen Zone. Refer to flight itinerary)</i>
24. Numero di ingressi richiesti/ Number of entries required: ☐ Uno/Single entry ☐ Due/ Two entries ☒ Multipli/Multiple entries	25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay. Indicate number of days (max 365 days): <u>Refer to dates on chart in visa packet</u>
26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years: ☐ No/ No Select NO unless you have obtained another Schengen visa in the past three years ☐ Si/Yes Data/e di validità /Date(s) of validity dal/from ____/____/____ al/to ____/____/____ (day / month / year)	
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 ☐ No/No ☐ Si/Yes Data, se nota/Date, if known: ____/____/____ (day / month / year) 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 (Entry Permit) Number issued for Family Reunion/Accompanying family member/Work, where applicable: Rilasciato dal SUI di /Issued by Immigration Desk of (city): _____ Valido dal/Valid from ____/____/____ (day / month / year) al/until ____/____/____ (day / month / year) Leave Blank	
29. Data di arrivo prevista nell'area Schengen/Intended date of arrival in the Schengen area <u>DD / MM / YYYY</u> (day / month / year) Arrival date should match flight itinerary	30. Data di partenza prevista dall'area Schengen (solo per i visti aventi durata compresa tra i 91 ed i 364gg.)/Intended date of departure from the Schengen area (only for visas between 91 and 364 days of stay) <u>DD / MM / YYYY</u> (day / month / year) Departure date should 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/First and last name of the person(s) in Italy requesting the reunion, or of the employer. For Adoption, Religious purposes, Medical reasons, Sport, Study and Mission visas, give (school) address in Italy: Leave Blank	
Indirizzo e indirizzo di posta elettronica della/e persona/e che chiedono il ricongiungimento, o del datore di lavoro / Address and e-mail of person(s) requesting the reunion, or of the employer: Leave Blank	Telefono e fax della/e persona/e che chiedono il ricongiungimento, o del datore di lavoro / Telephone and fax of person(s) requesting the reunion, or of the employer: Leave Blank
32. Nome e indirizzo dell'impresa/organizzazione invitante/ Name and address of inviting company/organization: <u>Syracuse University in Florence</u> <u>Piazza Savonarola, 15, Florence I-50132</u>	Telefono e fax dell'impresa/organizzazione invitante / Telephone and fax of inviting company/organization: <u>(39) 055-5031-31 phone</u> <u>(39) 055-5000-31 fax</u>
Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa / organization / Name and last name, address, phone, fax and e-mail address of contact person in company/organization: <u>Sasha Perugini, Director Syracuse Florence</u> <u>perugini@syr.edu</u> <u>Piazza Savonarola, 15, Florence I-50132</u>	
33. Le spese di viaggio e di soggiorno del richiedente sono a carico del /Cost of traveling and living during the applicant's stay is covered by: ☒ richiedente/Myself:	
Mezzi di sussistenza/Means of support: ☒ Contanti/Cash ☐ Traveller's cheque /Traveller's cheque ☐ Carte di credito /Credit card ☐ Alloggio propagato/Prepaid accommodation ☐ Trasporto propagato/Prepaid transport ☐ Altro (precisare)/Other (please specify): _____ INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonoma, Missione, Diplomatico, Adozione. INFORMATION NOT REQUIRED IN CASE OF VISA FOR: Family reunion, Accompanying family member, Work, Self employment, Mission, Diplomatic, Adoption.	☒ promotore (ospite, impresa, organizzazione), precisare/ Sponsor (host, company, organization) please specify: <u>Syracuse University</u> di cui alle caselle 31 o 32/referred in field 31 or 32 ☐ Altro (precisare)/other (please specify): _____ Mezzi di sussistenza/Means of support: ☐ Contanti/Cash ☒ Alloggio fornito/Accommodation provided ☐ Tutte le spese coperte durante il soggiorno/All expenses covered during stay ☐ Trasporto propagato/Prepaid transport ☐ 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 (Swiss) citizen: Complete only if applicable, fill in sections 34-35, otherwise leave blank		
Cognome / Last Name		Nome/i / First and Middle Name(s)
Data di nascita / Date of birth	Cittadinanza / Nationality	Numero del documento di viaggio o della carta d'identità/Passport or ID number:
35. Vincolo familiare con un cittadino UE, SEE o CH / Family relationship with an EU, EEA or CH (Swiss) citizen:		
☐ coniuge/spouse ☐ figlio/a / child ☐ altri discendenti diretti/other direct descendants ☐ ascendente a carico/dependent parents		
36. Luogo e data / Today's 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):
..... DD / MM / YYYY (day / month / year) City, State of signature Date of signature		Student signature (no parent signature, no electronic signatures)
Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti prestati per la trattazione della pratica I am aware that the visa fee is not refunded if the visa is refused		
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 e il Garante per la Protezione dei Dati Personali. Dichiaro che tutti i dati da me forniti sono completi ed esatti. Sono consapevole che le dichiarazioni false comporteranno il respingimento della mia domanda o l'annullamento del visto già concesso e comporteranno la richiesta di avvio di azioni giudiziarie da parte della Rappresentanza ai sensi della legislazione dello Stato (articolo 331 c.p.p.). La mera concessione del visto non dà diritto ad alcun tipo di risarcimento qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dall'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprint and my photograph will be supplied to the relevant authorities of the Member State and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) of the Diplomatic Consular Representative Office and Ministry of Foreign Affairs; such data will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member State, immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions) and to the authority of the Member State competent for the examination of asylum application. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and other serious criminal offences.

me processed I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data related to unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned.

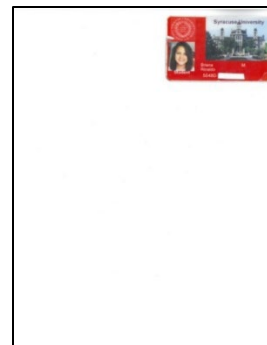
The national supervisory authority of that Member State is the "Garante per la Protezione dei Dati Personali"

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application (art. 331 c.p.p.). The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5 (1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and art. 4 of D. Lgs. 286/98 and I am therefore refused entry.

Luogo e data / Today's Place and Date	Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian)
..... DD / MM / YYYY (day / month / year)	
City, state of signature	Student signature (no parent signatures, no electronic signatures)

5. Photocopy of Your University ID

Your university ID card provides proof that you are a full-time student at an accredited university. Photocopy your University ID card onto a blank sheet of paper.



6. 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.**

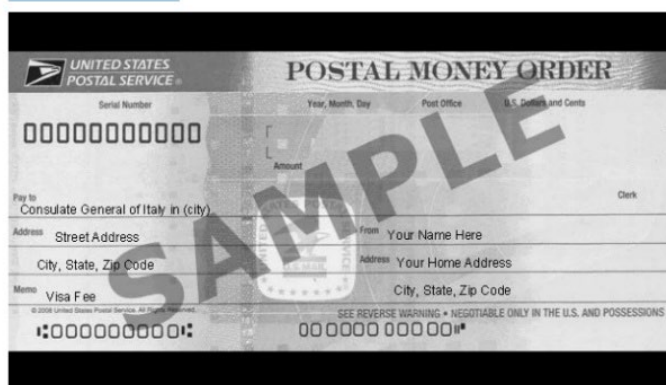
Provide the original letter, preferably with a stamp or signature. Copies will not be accepted. If your school would rather send your letter directly to Syracuse Abroad, please contact [our team](#).

****If you are an SU student, you do not need to do anything for #6 on the checklist. We will be obtaining this letter on your behalf.***

7. Visa Fee: Money Order

The Italian consulate charges a fee for a long stay student visa. Please submit a money order made out to the Consulate General of Italy in Chicago for the exact fee amount (fees change quarterly based on exchange rate; new fee information will be available after October 1st. **You will receive an email after October 1 with details**). Money orders can be purchased at your local post office (preferred), some convenient stores, or banks. **Do NOT Sign Back!**

Make Payable To: **Consulate General of Italy in Chicago
150 North Michigan Avenue, Suite 1500
Chicago, IL 60601**



8. Bank Letter (Proof of Financial Means)

The consulate requires proof that you have financial means to reside in Florence by presenting the consulate with an original, signed bank letter from a **US bank or financial institution**.

Syracuse Abroad cannot waive or alter this requirement. All students must provide documentation of their funding. See the requirements below and sample bank letter on the following page.

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 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 on page 13, 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.** Please note you may only use the Affidavit of Support provided for you in this packet. You may not use a form from another jurisdiction as they are different.

Statements from retirement accounts, 401k and stock portfolios are NOT accepted by the Italian consulates in lieu of a bank letter.

Accessible amounts required:

- Semester students: \$4,000

****NOTE:** Some programs vary in length. If your program is longer than four or ten months, you will need to add \$1,000 per month to the amount.

The format of the letter is basic, but should convey the following:

- YOU (the student) OR the specified person in support of the student is the account holder
- The specified funds are present in your checking/savings account(s) at the time the letter is generated

Guidelines for the bank letter:

- Letter(s) must reference U.S. checking or savings accounts only.
- Letter(s) must be original and look as official as possible:
 - Copies, scans, and faxes are not accepted.
 - Letter(s) 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.*
- Letter(s) must be dated as close to the visa deadline as possible.
- You may combine accounts from different institutions to reach your required amount.

United States Bank of Syracuse



123 Main Street
Syracuse, NY 13210

**Example of a
Bank Letter**



March 10, 2026

To The Honorable Italian Consulate General:

This letter certifies that the title of the following accounts reflects [your name here] as an account holder.

Account Type	Account No.	Amount *	Date Opened
Checking	ends in xxxx	\$4,245.36	01/01/2000
Savings	ends in xxxx	In excess of \$8,000.00	01/01/2000

The above-mentioned balance(s) is accurate as of [today's date].

Sincerely,
John Doe
Bank Teller and Customer Service Representative
(315) 555-2252
John.Doe@USBS.com



AFFIDAVIT OF SUPPORT

I, _____ born in _____

On _____

BEING DULY SWORN ON OATH, DEPOSES AND SAYS:

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

FURTHER, AFFIANT SAYETH NOT.

Affiant's signature _____

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

SEAL

(Signature of Notary Public)

9. 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 early October. Please ensure that you purchase your flight before the visa deadline.

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: BDPQ7S8		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		
RETURN			
FLR → FRA Florence to Frankfurt (April 30, 2015)			
Flight: LH6473	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		
Total	\$1,430		
Charged to Jenny C. Doe		You paid \$1,430	
*****7328 (Visa)			

What is the Schengen Area?

The Schengen Area includes the countries listed below. Your return flight at the end of the semester must show you departing from the Schengen Area.

- 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)



10. Complete Passport Return Address Questionnaire in OrangeAbroad Portal

Your passport will be mailed directly from our office back to you after the visa has been secured (the visa is attached to a page within your passport). You are required to provide Syracuse Abroad with the address where you would like your passport to be mailed back to. For most students this will be your permanent home address. If visas happen to be ready while students are still on campus, Syracuse students will have the option to pick up their passport at our office.

You will need to complete the Passport Return Address questionnaire in your [OrangeAbroad Portal](#) by the visa submission deadline (Thursday, October 15th) to inform us of the address that you would like your passport mailed to. Please be sure to accurately include all details of your address to ensure that your passport is mailed back to the correct location. We will then create a UPS label and email you to inform you once your passport with your Italian student visa has been placed in the mail.

11. Designation Form

Please print and sign the next page and include it with your visa application documents. This form explains that you grant us permission to submit your visa application on your behalf and obtain your passport with the visa from the Consulate. **This is for Syracuse Abroad internal use only and will not be submitted to the Consulate.**



Designation of Syracuse University Abroad as Representative for Visa Application Process

To the student: in order for Syracuse University Abroad to submit your student visa application to the Consulate on your behalf and retrieve your passport with visa from the Consulate, you must complete and sign the below authorization.

I, _____, hereby authorize Syracuse University Abroad staff as representatives of Syracuse University Abroad to submit the necessary student visa application forms, including my passport, to the Consulate on my behalf. I also authorize the representatives to receive my processed visa application materials, including my passport, on my behalf.

Signature of student

Cell phone or other contact information