

Italian Student Visa Instructions: Applying Independently through San Francisco

CONSULATE GENERAL OF ITALY IN SAN FRANCISCO

2590 Webster Street
San Francisco, CA 94115
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Jurisdiction: Alaska, California (except the following counties: Imperial Valley, Kern, Los Angeles, Orange, Riverside, San Diego, Santa Barbara, San Bernardino, San Luis Obispo and Ventura, which fall within the jurisdiction of the Consulate General in Los Angeles), Hawaii, Idaho, Montana, Oregon, Utah, Washington. Also, the following American territories of: American Territories of Samoa, American Territory of Guam, Northern Mariana Islands, Johnston Atoll, Wake Island, Midway Islands.

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

Main contact at Syracuse Abroad for visas:

Dylan Eldred, Florence Visa Coordinator
315-443-9428, syrflorence@syr.edu

Before you begin:

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

Make an appointment at the Italian consulate in San Francisco [immediately](#). This should be for a “Nationals” visa [National visas (all visas over 90 days long)] – you will select “study” as reason for visit. Appointments at this consulate are hard to find, so we recommend you start looking for an appointment now and continue to check regularly. The earliest possible appointment date you can schedule is **Monday, September 7th** 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 **October 1st.**

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 **November 9th.** 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 **November 27th.**

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 **December 31st**.

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 ends **on Sunday, May 9th** while our regular program begins on **Thursday, April 29th**. More information about how to sign up for the Signature Seminar will be shared with you soon.

WAIVER NOTICE

By applying independently for your visa, you accept full responsibility for the application process. **Syracuse Abroad cannot work with the Italian Consulates on behalf of independent visa applicants.** If you experience difficulty or errors with your visa, you must work directly with the Italian Consulate to have them resolved. Syracuse Abroad can provide advice and guidance but is not liable or responsible for independent visa applicants.

Additional Questions? We would be happy to assist you. Please email: syrflorence@syr.edu.

Important To Dos and Deadlines

- ✓ Earliest date to schedule your visa appointment at the consulate-
Monday, September 7th
- ✓ Complete “Independent Visa Plan (Italy)” questionnaire in your OrangeAbroad Portal- by **October 1st**
- ✓ 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 **November 9th**
- ✓ Deadline to have your visa appointment at the consulate-
November 27th
- ✓ 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 **December 31st**

Checklist of Required Visa Documents

These documents are mandatory, no exceptions can be made.

PRINT DOCUMENTS SINGLE-SIDED.

- ☐ **1. [One Application form](#)** completely and clearly filled out and signed by the applicant. Please use the proper application form: **National Visa (more than 90 days)** or Schengen Visa (90 days or less, non-U.S. citizens only).
- ☐ **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. The passport must have two blank pages and cannot have been issued more than ten years ago.

Non-U.S. Citizens: Proof of **permanent residence** in the United States (only for non-U.S. citizens): U.S. Alien Registration Card or valid long-term U.S. visa.

- Plus: photocopy of the residence card or the passport page with the U.S. visa.
 - U.S. B1/B2 visas do NOT count as proof of permanent residence. If you are in the United States on a B1 or B2 visa, you cannot apply for a visa here. You must return to your home country and apply through the appropriate Italian Embassy or Consulate in your home country.
- ☐ **3. One recent Passport size standard ID photograph:** 45mm (1.77 inch) tall by 35mm (1.37 inch) wide, full face, front view, color.
- ☐ **4. Photocopy of student's ID and driver's license** (or state ID)
- ☐ **5. Enrollment Letter** in Italian filled out from the **University in Italy** (not simply filled out by the American Institution but on their own letterhead) addressed to the Visa Office of the Italian Consulate in San Francisco, 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](#)**
- ☐ **6. Enrollment Letter** from the **University in United States**, addressed to the Visa Office of the Italian Consulate in San Francisco, specifying that the student is officially enrolled with said University and 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 of the program. **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION**

- ☐ **7. Proof of international health coverage for the entire duration of the program.** **SYRACUSE ABROAD WILL PROVIDE THIS LETTER TO YOU FOR YOUR APPLICATION**
- ☐ **8. Proof of Financial Means.** Applicant must provide **your entire, most recent bank statement indicating your account balance.** The account balance must equal or exceed \$4,000 USD.
 - **Notarized [Affidavit of Financial Support](#).** If a family member is financially responsible for you, please present both their **notarized [Affidavit of Financial Support](#)**, completely filled out, and (1) a letter from their bank, on the bank's letterhead, signed by a bank official and with a recent date, or (2) their entire, most recent bank statement showing an account balance which must equal or exceed \$4,000 USD.
- ☐ **9. Money Order** (type D study) duly filled out and made to: Consulate General of Italy in San Francisco. 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).
- ☐ **10. A self-addressed** (from yourself and to yourself) **pre-paid US Postal Service Priority or Express Mail envelope** so that your passport can be mailed back to you. San Francisco consulate does not offer in-person pick-up. The [Declaration for Mailing Passports](#) document needs to be completely and clearly filled out to provide to the consulate with your envelope.

ADDITIONAL REQUIRED ITEMS NOT LISTED ON CONSULATE'S WEBSITE

- 1. 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 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
San Francisco

FOTOGRAFIA

LEAVE
BLANK

1. Cognome /Surname (x) LAST NAME (must match passport)			Spazio riservato all'amministrazione
2. Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x) LEAVE BLANK			
3. Nome/i / First names (given name(s)) (x) FIRST and MIDDLE NAME (must match passport)			
4. Data di nascita (giorno-mese-anno) Date of birth (day/month/year) DATE OF BIRTH- format: day/month/year (29/05/1991)	5. Luogo di nascita/Place of birth CITY and STATE of birth	7. Cittadinanza attuale/current nationality NATIONALITY (ex: USA, CHINESE) Cittadinanza alla nascita, se diversa Nationality at birth, if different If you were born a different nationality	Data della domanda:
6. Stato di nascita /Country of birth COUNTRY of birth	8. Sesso /Sex: ☐ Maschile/Male..... ☐ Femminile/Female..... select appropriate box	9. Stato civile/marital status..... select appropriate box ☐ Non coniugato/a /single ☐ Separato/a /Separated ☐ Vedovo/a /widow(er) ☐ Altro (precisare) /Other (please, specify):..	Domanda presentata presso: ☐ Ambasciata/Consolato ☐ Centro comune ☐ Fornitore di servizi ☐ Intermediario commerciale ☐ 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..... LEAVE BLANK			Nome:
11. Numero d'identità nazionale, ove applicabile / national identity number, where applicable LEAVE BLANK			Responsabile della pratica:
12. Tipo di documento/type of passport: SELECT "ORDINARY PASSPORT" ☒ Passaporto ordinario /Ordinary passport ☐ Passaporto di servizio / Service passport ☐ Passaporto speciale / Special passport ☐ 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 PASSPORT NUMBER	14. Data di rilascio/Date of issue date issued	15. Valido fino al /Valid until date of expiration	Documenti giustificativi: ☐ Documento di viaggio ☐ Mezzi di sussistenza ☐ Invito ☐ Mezzi di trasporto ☐ Assicurazione sanitaria di viaggio ☐ Altro
16. Rilasciato da/ Issued by COUNTRY of issue (ex: USA, CHINA)		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	Decisione relativa al visto: ☐ Rifiutato ☐ Rifiutato per segnalazione SIS non cancellabile. ☐ Pratica Sospesa ☐ Rilasciato
18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality ☒ No Select "NO" unless applicable ☐ Sì. Titolo di soggiorno o equivalente/ Yes, Residence permit or equivalent n. Valid until			Tipo di visto: ☐ D ☐ Valido: dal al
19. Occupazione attuale / ... Current occupation..... STUDENT			Numero di ingressi: ☐ 1 ☐ 2 ☐ Multipli
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 List your HOME UNIVERSITY name and its ADDRESS			
21. Scopo del viaggio /Main purpose(s) of the journey Select "STUDY" only ☐ Ricongiungimento Familiare/Familiare al Seguito / Family reunion visa ☐ Motivi Religiosi/ Religious reasons ☐ Sport/Sport ☐ Missione/Mission..... ☐ Diplomatic/Diplomatic ☐ Cure Mediche/ Medical reasons ☒ Studio/Study ☐ Adozione/Adoption ☐ Lavoro subordinato/Subordinate work ☐ Lavoro autonomo /self-employment ☐ 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 FLORENCE, ITALY	23. Eventuale Stato membro di primo ingresso/Member State of first entry (if applicable) ITALY
24. Numero di ingressi richiesti/Number of entries ☐ Uno/..... ☐ Due/..... ☒ Multipli/.....	25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay (maximum 365 days) 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 ☒ No Select "NO" unless you have another Schengen Visa in your passport ☐ Sì. Data/e di validità / Yes, date of validity from.....to.....	
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. ☐ Sì/ Yes Select "NO" unless applicable Data, se nota/ Date if known	
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) Rilasciato dal SUI 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 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) 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 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 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 LEAVE BLANK
32. Nome e indirizzo dell'impresa/organizzazione che invita /Name and address of host company/organization SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132	Telefono e fax dell'impresa/organizzazione Telephone and fax of the Company/ organization (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 SASHA 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: Check the following boxes indicated and write in the following:	
☒ del richiedente/Myself Mezzi di sussistenza/means of support ☐ Contanti/cash ☐ Traveller's cheque ☒ Carte di credito/credit card ☒ Alloggio prepagato / prepaid accomodation ☒ Trasporto prepagato/prepaid transport ☐ Altro (precisare/Other) INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonoma, Missione, Diplomatico, Adozione. INFORMATION NOT NECESSARY IF APPLYING FOR THE FOLLOWING TYPES OF VISAS: Family reunion/Subordinate work /self-employment/Mission/Diplomatic/Adoption	☒ del promotore(ospite, impresa, organizzazione), precisare/a sponsor(host,company,organisation), please specify SYRACUSE UNIVERSITY di cui alle caselle 31 o 32 / referred to in question n. 31 or 32 ☐ altro(precisare/Other (please, specify)) Mezzi di sussistenza/Menas of support ☐ Contanti/cash ☒ Alloggio fornito / Accomodation provided ☐ Tutte le spese coperte durante il soggiorno/ All expenses covered during the stay ☐ Trasporto prepagato/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 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		
☐ coniuge/spouse ☐ figlio/a /son/daughter ☐ altri discendenti diretti/ other descendants ☐ 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.

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 Article 4 of the Decree no. 286/98 and I am therefore refused entry.

.....

STUDENT SIGNATURE

2. Passport and photocopy of ID page

You must submit your official passport and a photocopy of the ID page (and of your US visa if applicable) with your visa application.

1. Your passport must be SIGNED in PEN
2. Your passport must be valid for at least six months after the program end date
3. Make 2 copies of your passport ID and keep one for your records. DO NOT submit your passport to the Italian consulate without making a photocopy for yourself first.

Photocopy your ID page just as you see below on an 8 ½ x 11 sheet of paper. Do not photocopy any other items onto the page.

Passport must be SIGNED HERE!

CHECK EXPIRATION



3. One Official Passport Photo



The consulate requires a separate photo to create your visa.

This does not need to be the same photo as in your passport. This photo should reflect your current appearance and be no more than 6 months old. You may have official passport photos taken at the post office, drugstores and other stores (*i.e.*, CVS) for a fee. The photo should feature only you in front of a white background. **You may not take the photo yourself.** Only send one photo with your visa application but keep the extra photos and bring them with you

to Italy. Please write your name clearly on the back of the photo. Please see the sample on the left. The photo should be **glued** to the appropriate spot on the application. No staples permitted.

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 your entire, most recent bank statement indicating your account balance 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, or if a family member is financially responsible for you, please present both the notarized [Affidavit of Financial Support](#), completely filled out, and (1) a letter from their bank, on the bank's letterhead, signed by a bank official and with a recent date, or (2) their entire, most recent bank statement showing an account balance which must equal or exceed the minimums. **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:

- Center semester students: must equal or exceed **\$4,000 USD** for a semester program.

Guidelines for the bank letter or statement

- YOU (the student) OR the specified person in support of the student is the account holder
- Letter or statement must reference US checking or savings accounts only.
- Letter or statement must be original and look as official as possible:
 - Copies, scans, and faxes are not accepted.
 - If providing a bank letter- it should be on the bank's original letterhead and have a signature of a representative if possible.
 - *Note that some large national banks (such as Chase or Bank of America) may only provide an electronic Bank Letter and some do not provide signatures.*
- You may combine accounts from different institutions to reach your required amount.

United States



Bank of Syracuse

**Example of a
Bank Letter**



123 Main Street
Syracuse, NY 13210

September 20, 2025

To The Honorable Italian Consulate General:

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

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

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

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



AFFIDAVIT OF SUPPORT

NOTICE TO THE PERSON SIGNING THIS FORM: Your signature on this form must be authenticated in person by a US notary public, Italian Consular officer or Honorary Consul. Un-notarized or digitally notarized signatures, or signatures notarized by non-US notaries will NOT be accepted.

This form must be submitted to the Italian Consulate in San Francisco in original along with a photocopy of your valid photo ID, your most recent bank statement(s), and your most recent paystub or other proof of employment/income. Please see the applicant's visa instructions for details.

I, born in on
(person providing financial support) (City, Province, Country) (dd/mm/yyyy)

FORMALLY DECLARE THAT

(1) The visa applicant:

..... born in on
(full name as it appears on the applicant's passport) (City, Province, Country) (dd/mm/yyyy)

is my and intends to travel in Italy from to
(family relationship – child, parent, sibling) (dd/mm/yyyy) (dd/mm/yyyy)

(2) I have sufficient income and assets and I will pay for all of the visa applicant's expenses during his/her entire stay in Italy.

(3) I am enclosing the required information about my professional and financial situation (last three months' bank statements and recent paystub or proof of income) to prove I can do so.

Affiant:
(Signature) (Date)

SPACE BELOW RESERVED FOR THE NOTARY'S USE

6. Money Order

Applicants are required to pay a processing fee in the form of a personal money order. Please check the exact amount on the [fee page](#) of the Italian Consulate's website. Note that the fees are updated each quarter (January 1, April 1, July 1 and October 1) so you should check the website close to your appointment date for the current fee.

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

Consulate General of Italy San Francisco
2590 Webster Street
San Francisco, CA 94115

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.

Do **NOT** Sign Back!

The image shows a sample of a United States Postal Service Postal Money Order form. The form is yellow with green borders. It includes fields for the serial number (0101010100), date, post office (55555), and amount (ONE HUNDRED DOLLARS & 00¢). The payee is listed as the Consulate General of Italy. The form also includes a section for the payee's address and a section for the payor's name, address, and phone number. The form is marked with a red 'X' and the text 'NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS SEE REVERSE WARNING'. The form is numbered 15-820 030.

SERIAL NUMBER 0101010100	DATE	POST OFFICE 55555	CHECK AMOUNT
AMOUNT ONE HUNDRED DOLLARS & 00¢		*****	
PAY TO CONSULATE GENERAL OF ITALY		NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS SEE REVERSE WARNING	
ADDRESS CONSULATE ADDRESS		YOUR NAME	
CITY STATE ZIP CODE		YOUR ADDRESS	
C.D. NO. OF USED FOR ITALIAN VISA FEE		YOUR PHONE NUMBER	

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. Prepaid Self Addressed Envelope

Passports and visas will be returned exclusively by mail. The applicant must bring a self-addressed, prepaid or stamped envelope. The Visa Office will accept only **USPS Express Mail prepaid envelopes** from the U.S. Postal Service (no FedEx, no UPS). The Visa Office is not responsible for lost or stolen passports in transit. The [Declaration for Mailing Passports](#) document must be completely and clearly filled out to provide to the consulate with your envelope.

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

