

## **Spring and Summer 2019 Short-Term Programs Italian Visa Application Checklist Requirements of the Italian Consulate in NYC**

This Italian Visa Application Checklist was developed by the St. John's University Office of International Education to help guide non-U.S. citizen students participating in the following study abroad programs with their Italian visa application process:

- Global Passport Rome
- Summer Session I in Rome
- Summer Session II in Rome

**Important Note about International Travel Prior to Studying Abroad:** Due to the processing time of the Italian Consulate, you will most likely receive your passport with affixed visa 2 to 6 weeks after your scheduled appointment with the Italian Consulate in NYC. **Students wishing to study abroad on a spring or summer 2019 Short-Term program should not plan any travel outside the U.S. until you know the date of your visa appointment and confirm processing time with the consulate.**

The purpose of this Short-Term Italian Visa Application Checklist is to provide an explanation of the Italian visa requirements issued by the Italian Consulate in NYC, help guide students with their Italian Visa application process, and explain the additional assistance that will be provided by OIE.

- The requirements of the Italian Consulate in NYC are available here, under "Tourism/Airport Transit": [https://consnewyork.esteri.it/consolato\\_newyork/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/visas-to-enter.html](https://consnewyork.esteri.it/consolato_newyork/en/i_servizi/per_chi_si_reca_in_italia/visas-to-enter.html)
- Please note that the requirements included in this checklist differ from those issued by the Italian Consulate in NYC. The Office of International Education has compiled this checklist based on the requirements that the Italian Consulate in NYC has requested in the past from non-U.S. citizen students participating in a St. John's University Short-Term study abroad program in Italy.
- The Office of International Education will work with you to prepare the application for a visa that is required for you to participate in a St. John's University study abroad program. The Office of International Education cannot extend this assistance to additional time that you may spend in Italy or in Europe as a tourist.

## Italian Visa Application and Pre-Departure Requirements Progress Tracking

The chart below contains a summary of the steps required in order to complete your Italian visa application. Further instructions for each step of the Italian visa application are provided in the pages following. You may check off the boxes under “Student to Complete” as you progress through the steps. An OIE advisor will complete the “OIE Review Completed” columns during your Required Document Review Session.

Action Item	Student to Complete	OIE Review Completed
1. Schedule a visa appointment with Italian Consulate & submit your visa appointment date through the Confirmed Visa Appointment Date Questionnaire in your online study abroad student portal		
2. Sign up for a Required Document Review Session with OIE		
3. Visa Application Form (Original)		
4. Passport Photo (Original)		
5. Passport (Original + 1 Copy) (+ 2 Copies of Proof of Legal Residence in U.S. for non-U.S. citizens)		
6. Student ID Card (Copy)		
7. Driver’s License (Copy)		
8. SJU Rome Acceptance Letter (Original + Copy)	OIE to provide to students	
9. OIE Acceptance Letter (Original + Copy)	OIE to provide to students	
10. Official SJU Transcript (Original)		
11. Hotel Reservation (Original + Copy) <i>*only for programs where students will not stay on the Rome campus</i>	OIE to provide to students	
12. Proof of Financial Support (Original + Copy)		
13. GeoBlue Health Insurance Letter (Original + Copy)	OIE to provide to students	
14. Round Trip Flight Itinerary (Copy)		
15. Prepaid Envelope (Original + 1 Copy)		
16. Declaration for Mailing Passports (Original)		
17. Confirm your visa appointment with the Italian Consulate		
18. Participate in a Required Document Review Session		
19. Visa Fee Payment		
20. Attend your visa appointment		
21. Upload a copy of your Italian visa & Passport to OIE		
22. Secure an Italian immigration stamp upon arrival in Italy		
23. If you are not staying on the SJU Rome campus, request that your hotel submits the <i>dichiarazione di presenza</i> (declaration of presence) paperwork on your behalf		

## All students applying for an Italian visa must complete the following steps:

1. **Schedule** your visa appointment with the Italian Consulate in New York City as soon as possible – they always book up fast! Once scheduled, submit your visa appointment date through the Confirmed Visa Appointment Date Questionnaire in your online study abroad student portal.
  - The first possible date for your appointment is 90 days prior to the start of your Short-Term program in Italy, but can and needs to be booked now.
  - Appointments with the Italian Consulate in NYC are available Monday-Thursday, 9:00am-12:30pm. If you have difficulty scheduling an appointment, the Consulate recommends that you check the online appointment system a few minutes before 6:00pm EST every day (and then continue to refresh the page). Based on the experiences of other students, OIE also recommends that you check periodically throughout the day. Many students have been able to secure appointments at other times.
  - Visit <http://www.consnewyork.esteri.it>, click “EN” in the top right corner select “Visas” (or “Visti”), then follow the steps to book an “on-line appointment” for a either a regular visa or a study visa.
  - Processing time should be between 2 and 6 weeks. Please confirm processing time during your appointment.
  
2. **Sign up** for a Required Document Review Session.
  - All non-U.S. citizens participating in a spring or summer 2019 Short-Term program in Italy are required to meet with an OIE advisor to have your completed Italian visa application documents reviewed at least two weeks prior to their Italian Consulate appointment date.
  - Sign up for a Required Document Review Session by clicking on “Contact Us” and then “Required Document Review Session.”
  
3. **One Original, Completed, Signed Visa Application Form**
  - Use this Schengen Visa Application Form:  
[https://consnewyork.esteri.it/consolato\\_newyork/resource/doc/2015/08/formulario\\_nuovo.pdf](https://consnewyork.esteri.it/consolato_newyork/resource/doc/2015/08/formulario_nuovo.pdf)
  - The completed Visa Application Form must contain **no** mistakes, errors, cross-outs, or white-out. Make sure your answers are written within the box (\*write small and neatly). You may type your answers, or write them in blue or black pen. Use the same color pen for the entire Visa Application Form.
  - Be sure to use the European date format (DD/MM/YYYY, so March 5, 1998 would be 05/03/1998)
  - Leave questions on the Visa Application Form blank if they don’t apply to you.
  - You must sign with place and date (using European date format) on both page 3 and page 4 of the Visa Application Form. This portion of the Visa Application Form needs to be completed by hand, in either blue or black pen. It cannot be typed.
  - See page 7 of this Italian Visa Application Checklist for more tips on completing your Visa Application Form!
  
4. **One Recent Passport Photo**
  - Standard Passport photo format (1”3/8 x 1”3/4 inches in size)
  - Taken within the last 6 months
  - This does not need to be the same photo included in your Passport.
  - You cannot be smiling (and your lips must be closed)
  - The picture must be front facing, in color, on a white background, and on photo-quality paper.
  - Please note you cannot have your hair covering your eyes, and you cannot be wearing glasses, a scarf, a hat or other head covering in these photos. (Please contact the Office of International Education if you wear a head covering for religious reasons.)

5. **One Original & Signed Passport + One Copy of Bio Page (picture and signature page)**
  - Your Passport must (1) be valid for six months beyond the program end date, (2) have been issued in 2010 or later, and (3) include at least 2 blank visa pages (or more if you plan to travel!).
  - ***Non-U.S. Citizens:***
    - All international students must make an appointment with ISSSO to discuss studying abroad and their Form I-20.
    - After this appointment, you need to provide **Two Copies of your Proof of Legal Residence in the United States:** for permanent residents, a Green Card (valid for six months beyond the program end date); for international students, a U.S. visa (valid for six months beyond the program end date) and a Form I-20 signed in May 2019 or later (valid through date of SJU graduation).
    - One set of copies will be for the Italian Consulate and the second set of copies will be for OIE.
6. **One Copy of your Current Student ID Card** (Storm Card)
7. **One Copy of your Driver's License (or State ID)**
  - The address on this ID must be in New York, New Jersey (Counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren), or Connecticut.
  - If you do not have this, you have two other options:
    - (1) Apply for and submit a copy of an IDNYC: <http://www1.nyc.gov/site/idnyc/index.page>; or
    - (2) If you live on campus: Secure a letter from Residence Life verifying the dates that you have lived in St. John's University housing and the address of this housing.
8. **One Original + One Copy of your SJU Rome Acceptance Letter** (in Italian)
  - OIE will provide this to you
9. **One Original + One Copy of your OIE Acceptance Letter** (in English)
  - OIE will provide this to you
10. **One Original + One Copy of your Official SJU Transcript**
  - ***SJU Students:*** Place a request on UIS using the guidelines below and pick it up from the Office of International Education approximately 3 to 4 business days later.
    - Clear any holds on your account.
    - Log into UIS, head to the "Student" tab, click on "Student Records," then click on "Request Printed/Official Transcript."
    - Specify "study abroad" as the reason.
    - Issue to: Consulate General of Italy in New York
  - **Mail to: Office of International Education, Marillac Hall Room 210**
  - **Visiting Students:** Please request your home school transcript directly from your home school.
11. **One Original + One Copy** of your Hotel Reservation
  - This is only for programs where students will stay in a hotel. (This does not apply to programs where students will stay on the Rome campus.)
  - OIE will provide this to you

## **12. One Original + One Copy Proof of Financial Support:**

All Proof of Financial Support documents must be recent. Your bank statements need to show that your account contained a minimum balance that is the equivalent of **\$50 per day in Italy** (e.g., if you will be in Italy for 10 days, the balance must be a minimum of \$500). You need to provide the Consulate with bank statements that show this balance **for the 3 consecutive months prior to the date of your visa appointment**.

- **(1) Student Personal Bank Statement**

- Verifying at least \$50 per day that the student will be studying in Italy in the student's personal checking and/or savings account (the student must be the only person listed on the bank account).

### **Bank Statement Tips!**

- The bank statement cannot be a screenshot from your bank's website. However, if you receive your monthly bank statement electronically in PDF format, a printout of this PDF is acceptable. In addition, the print-out from the Internet will not be accepted by the Consulate unless the name of the bank and the name of the account holder are clearly stated.
- Bank Statements for retirement accounts or stock portfolios are not accepted by the Italian Consulate.

*Or*

- **(2) Office of Student Financial Services Letter**

- Verifying that the student has a credit/remaining balance of at least \$50 per day that the student will be studying in Italy that will be dispersed to the student **after** tuition and fees are covered.

*Or*

- **(3) Combination of Options (1) and (2)**

- A student can also provide proof of financial support through a combination of Options (1) and (2) that totals at least \$50 per day that the student will be studying in Italy.

*AND*

- **(4) Student Credit Card Statement**

- The credit card statement must list the student's name (another individual can also be listed, such as a parent/guardian), and the credit limit.
- You need to provide the Consulate with your credit card statement **for the 3 consecutive months prior to the date of your visa appointment**.

## **13. One Original + One Copy of your GeoBlue Health Insurance Letter**

- OIE will provide this to you

## **14. One Copy of your Round Trip Flight Itinerary**

- Print the PDF or email you receive upon booking your round-trip flight.

## **15. One Original + One Copy of a Prepaid Envelope for Passport Return**

- The Italian Consulate in NYC will only return Passports with the affixed visa by mail.
- On the day of your visa appointment with the Italian Consulate in NYC, you **must** bring a self-addressed, prepaid envelope from the U.S. Postal Service (prepaid labels with a barcode or stamps + tracking number) and a photocopy of it. You will need to submit one copy with your visa application, and you should keep the second copy for your records.
- The Italian Consulate in NYC will only accept prepaid priority envelopes from the U.S. Postal Service (no FedEx, no UPS).

- Tracking of the mailed package is your sole responsibility.
- The Italian Consulate will not take any responsibility for a lost Passport.
- The envelope copy or photograph is for your own records in the event the package is lost in the mail.

**16. One Original Declaration for Mailing Passports**

- You must also present the Declaration for Mailing Passports duly filled out. The Declaration for Mailing Passports is included as page 8 of this Italian Visa Application Checklist.

**17. Confirm your visa appointment** with the Italian Consulate. You will receive an email from the Italian Consulate explaining this procedure, be sure to follow the steps and confirm your appointment right away. If you do not confirm the appointment it will be cancelled, and it might not be possible to secure another appointment.

**18. Participate in a Required Document Review Session**, request the required verification letters (OIE and SJU Rome Acceptance Letters and GeoBlue Health Insurance Letter), and provide your visa application and all supporting documents for review by OIE.

**19. Visa Fee Payment**

- Submit payment for your visa directly to the Italian Consulate in New York City either in exact cash or by Money Order addressed to the “Consulate General of Italy – New York” and must have your name and address indicated in the appropriate area. Price: the U.S. dollar equivalent of 60 Euro – as of April 2019 this is \$69.00
- **Note:** the price may change (depending on the exchange rate), please verify the Schengen visa fee here before your appointment: [https://consnewyork.esteri.it/consolato\\_newyork/en/i\\_servizi/tariffe-0.html](https://consnewyork.esteri.it/consolato_newyork/en/i_servizi/tariffe-0.html)

**20. Attend** your visa appointment at the Italian Consulate in NYC: 690 Park Ave., New York NY 10065.

**21. Provide** a scan of your Italian visa to OIE by uploading a copy to your student portal.

- When you receive your passport back in the mail, be sure to double check that your name is spelled correctly on your visa and that it is issued for the correct program dates.

**22. Secure an Italian immigration stamp** upon arrival in Italy

- When you go through immigration/customs at the airport in Italy, make sure that the immigration officer places an entry stamp on your passport. This could be more difficult to secure if you arriving in Italy from another country within the European Union

**23. Request that your hotel submits the *dichiarazione di presenza*** (declaration of presence) paperwork on your behalf.

- Hotels in Italy are familiar with this process and should routinely submit the declaration of presence for all guests. However, we recommend that you request that the declaration of presence is submitted on your behalf to ensure that the process is followed.
- The St. John’s Rome campus will submit the declaration of presence for all students staying on the Rome campus.

### Tips on Filling Out the Visa Application Form!

- **All students**, leave questions #10, #34-#37 blank
- **#2 Surname at birth (former family name(s))**: Leave blank unless you had a different last name when you were born
- **#7 current nationality**: Refers to citizenship-if you have a Chinese Passport, put “China”
- **#11 national identity number**: If you are not a U.S. citizen and have a national identity number from your home country, list that here – it will likely be your passport number or your country’s version of a U.S. Social Security Number.
- **#13 number of travel document**: Refers to your Passport number
- **#16** Asks for the country your Passport is “issued by,” put “China” if you have a Chinese Passport
- **#17 Address**: Use the address you live at while attending school. This address must be in New York, New Jersey (Counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren), or Connecticut.
- **#18 Residence in a country other than the country of current nationality**: Answer Yes “Si” and enter your USCIS# if you have a Green Card, plus the Green Card expiration date. Answer “No” if you have an F-1 visa.
- **#26 and #27**: Only mark “yes” if you’ve received an European visa in the past 3 years
- **#28**: Leave blank, you are not applying for a “family reunion visa”
- **#31**: Programs taking place on the St. John’s Rome campus, leave blank. Non-St. John’s University Rome campus programs, enter the hotel name, address and email, and telephone and fax number of the program accommodation.
- **#32**: Non-St. John’s University Rome campus programs, leave blank. St. John’s University Rome campus programs, include the following address and phone information:  
St. John’s University  
Via Marcantonio Colonna, 21 A  
Rome, Italy 00192  
Tel: +39.06.393.84299  
Fax: +39.06.393.84200  
**Contact: Elisa Bracalente**, Via Marcantonio Colonna, 21, 00192 Rome, Italy; Tel +39 06-393-84223, Fax +39 06-393-84200, [bracalee@stjohns.edu](mailto:bracalee@stjohns.edu)
- **#34 and #35**: Leave blank, unless you are relying on family living in Italy for financial support



CONSOLATO GENERALE D'ITALIA  
Visa Office  
New York

## DECLARATION FOR MAILING PASSPORT

I ..... (full name)

declare that I assume all responsibility for the mailing of my passport by ordinary mail and that I personally wrote my address on the envelope.

I understand that the Consulate General of Italy in New York is NOT responsible for the loss or damage of my passport in transit and that the visa office cannot provide updates on the status of my visa application.

I therefore wish for my passport to be mailed back to me via the pre-paid envelope that I have provided including a photocopy.

Sincerely,

.....(signature)

date.....