

Spring 2020
Italian Visa Application Checklist
Requirements of the Italian Consulate in NYC

Review Deadline for all materials by OIE:

- Attend a Required Document Review session by November 15, 2019

All students participating in a spring 2020 Rome semester program are required to submit their visa applications directly to the Italian Consulate.

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 2020 semester program should not plan any travel outside the U.S. from mid-October 2019 to departure in January 2020, until you know the date of your visa appointment and confirm processing time with the Consulate.**

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

- Discover Italy: Rome
- Discover Italy: Education
- Discover Italy: Pharmacy

The purpose of this 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 "Students participating in study abroad programs":
http://www.consnewyork.esteri.it/consolato_newyork/en/i_servizi/per_chi_si_reca_in_italia/studenti.html
- The Italian Consulate in NYC may issue updates to these requirements. If they do, OIE will share these updates with you.

Italian Visa Application and Pre-Departure Requirements Progress Tracking

The charts below contain a summary of the steps required in order to complete your Italian visa application and your OIE Pre-Departure Requirements.

Action Item	Student to Complete	OIE Review Completed
1. Schedule Visa Appointment with Italian Consulate & submit date to your OIE student portal using the “Visa Appointment Date” Questionnaire		
2. Sign up for a Required Document Review Session with OIE		
3. Visa Application Form (Original)		
4. Passport Photo (Original)		
5. Passport (Original + 2 Copies) (+ 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. Proof of Financial Support (Original + Copy)		
12. GeoBlue Health Insurance Letter (Original + Copy)	OIE to provide to students	
13. Round Trip Flight Itinerary (Copy)		
14. Prepaid Envelope (Original + 1 Copy)		
15. Declaration for Mailing Passports (Original)		
16. Confirm your visa appointment with the Italian Consulate		
17. Participate in a Required Document Review Session		
18. Visa Fee Payment (Cash or money order, only)		
19. Attend your visa appointment		
20. Upload a copy of your Italian visa & Passport to OIE		
21. Start your online Permit of Stay application & bring Packet of Document Photocopies to Rome + 4 passport size photos		

☐ Student needs to schedule a follow-up Required Document Review Session with an OIE advisor by (date) _____

☐ Student has completed all Italian visa application documents! 

Additional Pre-Departure Requirements

Action Item	Student to Complete	OIE Review Completed
Post Decision Questionnaires (Flight Information, Visa Appointment Date, International Phone Number, Emergency Contact Information, Health Disclosure Form, Passport Information)		
Upload copies of your student visa, passport, and Permesso paperwork		
Class Registration		
OIE Orientation Course		
Attend Cultural Mentorship Program Session – dates listed on the Confirmed Students page		

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 Rome semester program: October 16, 2019**, but can and needs to be booked now. OIE encourages you to book a visa appointment as soon as possible after October 16, but no later than **November 19, 2019**.
 - 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 past experience 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 “**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 starting October 11, 2019.
 - All spring 2020 Rome Semester participants are required to meet with an OIE advisor to have your completed Italian visa application documents and Pre-Departure Requirements reviewed between October 11 and November 15, 2019.
 - Students can sign up for a Required Document Review Session on OIE’s website by clicking on “Contact Us” and then “Required Document Review Session.”
3. **One Original, Completed, Signed Visa Application Form**
 - The completed Long term 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.
 - Review Johnny Thunderbird’s Sample Visa Application (posted on the “[Apply for an Entry Visa Page](#)”) and use it as a guide to complete your visa application.
 - **Use the Visa Application Form With Pre-Filled Answers** (posted on the “[Apply for an Entry Visa Page](#)”)
 - **But**, if any of the pre-filled answers do not apply to you, e.g., the intended date of entry, you will need to complete the Blank Visa Application Form – copying the rest of the pre-filled answers onto this form!
 - 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 + Two Copies of Bio Page (picture and signature page)

- Your Passport must (1) be valid until at least November 8, 2020, (2) have been issued in 2010 or later, and (3) include at least 2 blank 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 until at least November 8, 2020); for international students, a U.S. visa (valid until at least November 8, 2020) and a Form I-20 signed in Summer 2020 or later (valid through date of SJU graduation).

6. One Copy of your Current Student ID Card (Storm Card) – front and back

7. One Copy of your Driver's License (or State ID) – front and back

- The address on this ID must be in New York, Connecticut and the following New Jersey Counties: Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren.
- 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 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
 - 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 Proof of Financial Support:

All Proof of Financial Support documents must be recent. Recent means issued within 30 days prior to your visa appointment date. *In prior semesters, many students have been asked to show a balance of more than \$5,800, please do so if at all possible.*

- (1) **Student Personal Bank Letter or Bank Statement on Official Letterhead**
 - Verifying *at least \$5,800*, which represents \$50 per day, that student will be studying in Italy (116 days total) in the student's personal checking and/or savings account (the student must be the only person listed on the bank account).
 - *Please note that as of May 2019, Italian Consulates no longer accept letters from Student Financial Services as proof of financial support.*

AND

- (2) **Student Credit Card Statement**
 - The credit card statement must list the student's name (another individual can also be listed, such as parent/guardian), and the credit limit.

Bank Letter Tips!

- Hand the Sample Bank Letter on page 8 of this Italian Visa Application Checklist to the bank employee and encourage them to follow it exactly. The Bank Letter must include all the information included on the Sample Bank Letter, except for your account # (which is optional).
- The Bank Letter must be on bank letterhead.
- The Bank Letter must be **signed** by a bank employee.
- Bank Letters or Statements for retirement accounts or stock portfolios are not accepted by the Italian Consulate.

12. One Original + One Copy of your GeoBlue Health Insurance Letter

- OIE will provide this to you

13. One Copy of your Round Trip Flight Itinerary

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

14. 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). **The envelop must size must be large enough to fit paper that is 8.5 x 11 inches.**
- 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.

15. 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 9 of this Italian Visa Application Checklist.

16. One Packet of Photocopies must be compiled from the documents you gathered in steps 5, 8, 9, 11, and 12. The packet must be included at the end of the visa application in the following order and stapled together:

- (1) Copy of your Passport (+ Proof of Legal Residence in U.S. for non-U.S. citizens)
- (2) SJU Rome Acceptance Letter (in Italian)
- (3) OIE Acceptance Letter (in English)
- (4) Copy of your proof of financial support
- (5) GeoBlue health insurance letter

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 50 Euro – as of September 30, 2019 this is \$56.00.
 - The Italian Consulate in New York will post new visa costs online. Updated pricing information can be found here: 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 copy of your Italian visa & Passport to OIE by uploading scans or pictures through your online study abroad student portal via the Copy of Visa and Passport Upload Questionnaires.

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

22. Start your online *Permesso di Soggiorno* (Permit of Stay) application. Instructions to apply for an Italian Permit of Stay are listed on pages 10 and 11 of this Italian Visa Application Checklist.

- **You will need to bring all of the stamped paperwork returned by the Italian Consulate to the Rome Campus.** This is the “Packet of Document Photocopies,” which will include the following:
 - Copy of your acceptance letter in Italian and English
 - Copy of your proof of financial support
 - Copy of your GeoBlue health insurance verification letter

*All with a stamp from the Italian Consulate on the first page.

 - You also need to bring the copies you made of your passport and visa; **and 4 passport-size photos.**

23. Bring the Packet of Document Photocopies, your transcript copy, and a copy of your Italian visa with you to Rome to complete the application in Rome.

Tips on Filling Out the Visa Application Form!

- **#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 U.S. Passport, put “USA”
- **#11 national identity number:** Leave blank if you are a U.S. citizen. 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 “USA” if you have a U.S. 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.
- **#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:** Leave blank, we have got you covered with our pre-filled answer to #32
- **#34 and #35:** Leave blank, unless you are relying on family living in Italy for financial support

Sample Bank Letter

[Bank Letterhead]

[Date]

Consulate General of Italy
Visa Office
690 Park Avenue
New York, NY 10021

TO WHOM IT MAY CONCERN,

This is to certify that the title of the following account(s) reflects **[name and address of account holder]** as an account holder.

Account type	Account number <i>(optional)</i>	Amount *	Date opened

** May express exact amount or "In excess of more than XXXXX US dollars"*

The above mentioned balance(s) represents the accumulation of successive deposits.

Sincerely,

Signature



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.....

Applying for an Italian Permit of Stay Spring 2020

The Italian government requires you to register your visa, and your presence in Italy, by applying for a *Permesso di Soggiorno*, or **Permit of Stay**. This is required by Italian immigration law, therefore failure to comply will result in dismissal from your study abroad program.

The St. John's Rome team will help guide you through the *Permesso di Soggiorno* application process, and related travel regulations. Below is a summary of the process both prior to and after arrival in Rome.

How does the *Permesso di Soggiorno* application process affect my independent travel?

According to E.U. immigration regulations, for the first 90 days of your student visa, you are allowed to (1) travel freely in Italy; and (2) exit Italy to travel to another E.U. country and then re-enter Italy. This travel must be conducted with your passport, the receipt showing that you submitted a *Permesso di Soggiorno* application, and additional paperwork that will be provided to you in Rome.

After the initial 90-day period, you are allowed to continue to travel freely within Italy. However, **you cannot enter and re-enter Italy without receiving your *Permesso di Soggiorno* card**. Please note that it is highly unlikely that your *Permesso di Soggiorno* card will be issued prior to the end of your study abroad program in Italy.

Therefore, we suggest that once you are able to book independent travel, you plan to travel to other countries in Europe during the first 90 days of the study abroad program, and save some of your plans to explore all of the amazing cities and towns in Italy for the end of the semester. **You should not book any independent travel for weekends or breaks until you receive your *Permesso di Soggiorno* finger-printing appointment date, course syllabi and the final Academic Calendar. Please note that your finger-printing appointment could occur during a semester break period.**

Estimated timeframe for the *Permesso di Soggiorno* application process

- **Prior to departure:** Receive your *Permesso* paperwork from the Italian consulate at the same time that you receive your passport with affixed visa; and use the instructions on the following page to complete the first part of your *Permesso* online application.
- **Weeks 1-2 of your study abroad program:** Complete *Permesso* paperwork during orientation, and present your *Permesso* request at the local post office. After going to the local post office, the St. John's Rome team will provide you with the date for your finger-printing appointment at the central immigration office. This appointment is usually within 8 to 12 weeks' time, and is assigned by the Italian immigration authorities. The appointment cannot be changed. The Academic Calendar for Rome semester programs will be finalized after your *Permesso di Soggiorno* finger-printing appointment is confirmed.
- **Weeks 8-12 of your study abroad program:** Attend your mandatory finger-printing appointment at the central immigration office. After you have been finger-printed, the Italian government has a minimum 40-business day processing period to issue your official *Permesso di Soggiorno* card. However, this processing period has no maximum time frame. Therefore, it is highly unlikely that your *Permesso di Soggiorno* card will be issued prior to the end of your study abroad program in Italy.

- **Past 90-days from the start of your student visa:** You cannot legally exit and re-enter Italy unless you have received your *Permesso di Soggiorno* card. You also cannot legally travel within the E.U. without your *Permesso di Soggiorno* card. Please note that some students from other universities who have traveled outside of Italy after the first 90 days and then attempted to return to Italy without having received their *Permesso di Soggiorno* card, have been prevented from re-entering Italy and even been detained in jail.
- **Past 40-business day processing period:** The St. John's Rome team will check regularly to see if and when your *Permesso di Soggiorno* card is delivered to the local police station. If your *Permesso* is issued prior to the end of your study abroad program, you will then go to the police station to collect it.
- **At the expiration of your student visa:** You are no longer bound by the regulations of the *Permesso*, and automatically convert from "student visa" to "tourist" status. If your visa expires later than the last day of the study abroad program, and you wish to travel in Europe after the program, the *Permesso* regulations apply until the expiration date of your visa.
- **Travel after the expiration date of your student visa:** Under current Italian immigration law, once your Italian student visa expires, U.S. citizen students who wish to continue to travel in Italy are allowed to do so for up to 89 additional days.
 - Please keep in mind that these additional 89 days are also restricted by the regulation that U.S. citizens may only spend 89 or fewer days in the [Schengen territory](#) within a 180-day period under this "tourist" status. It is your responsibility to closely monitor the days that you spend in the Schengen territory – a useful tool to help with this is the European Commission's [Schengen calculator](#). This means that you have to count the days you may spend in the Schengen area both before the start date of your Italian student visa and after the end date of the visa. Please keep in mind that it is often challenging to secure a visa stamp when traveling within Europe, therefore you should retain proof of all plane tickets and hotel reservations as proof of the days that you are outside of the Schengen territory. Any partial day that you spend in the Schengen territory, even on a layover in an airport, is counted as a full day towards part of your 89-day limit. You should also review the [United States and Schengen Borders Agreement](#) available from the U.S. Department of State.
 - Students who are citizens of other countries need to research whether or not they require a visa to remain in Italy or travel to other countries both during and after the end of the program.

Complete your *Permesso di Soggiorno* online application prior to departure

1. Register with Eduitalia via the following link: <https://secure.edu-services.org/eduservices/plc/SJU/Spring2020>. Complete the online application (9 step process). You will need to refer to your passport and visa to complete this application.
2. After registration, you may receive a **confirmation email** from Eduitalia. Please note, not all students receive the confirmation email, and it is ok if you do not receive it. You do not have to pay the approximately 173 Euro *Permesso di Soggiorno* fee. It is included in your Office of International Education program fee.
3. **You will need to bring all of the stamped paperwork returned by the Italian Consulate to the Rome Campus.** This is the "Packet of Document Photocopies," which will include the following:
 - Copy of your acceptance letter in Italian and English
 - Copy of your proof of financial support
 - Copy of your GeoBlue health insurance verification letter

*All with a stamp from the Italian Consulate on the first page.

 - You also need to bring the copies you made of your passport and visa; **and 4 passport-size photos.**