

SAI

Visa Application Procedure

You will need a passport in order to apply for your visa. If you do not have one, please apply immediately and pay to expedite the passport application.

SAI will process student visa applications for students residing within the jurisdiction of the **Boston, D.C., Detroit, Houston, Miami, New York, Philadelphia, and San Francisco** Italian Consulates. Students may complete their application for a student visa based on the Italian Consulate in their home jurisdiction or to the Italian Consulate in whose jurisdiction they attend school. Students with European Citizenship do not require a visa.

Please note that it is a student's responsibility to submit ALL required materials by the due date to SAI. Incomplete applications will not be processed. Students without a proper visa may be unable to attend school in Italy. Furthermore, SAI cannot guarantee the timely return of your passport and visa if these deadlines are not met. Questions should be directed to the Visa Coordinator at SAI: visas@saiprograms.com

If you plan to depart several weeks prior to the start of classes, or will need your visa prior to the start of your program, you will be responsible for obtaining your student visa. This holds you responsible for ensuring that you have your passport & processed visa in time for your departure. Please contact the visa coordinator immediately.

If you will be attending multiple sessions, be sure to notify SAI's California office of your plans as soon as possible. Obtaining a visa for your entire period of study requires that you submit a program application and the required deposits and fees for all terms so acceptance letters may be issued for the full period of study and can then be submitted to the Italian Consulate. You must apply for the full period of study before you depart as it is not possible to obtain a student visa or to extend a student visa while in Italy.

It is MANDATORY that all students who will be submitting their visa application to SAI do so no less than 75 days prior to departure.

With that in mind, please send the required materials to SAI as early as possible, as we can begin your visa process 90 days prior to departure.

If you do not meet the deadline of submitting your visa application materials to SAI, you may be responsible for applying on your own for your student visa.

It can take anywhere from 30 to 60 days (in some cases, it may take more or less time depending on the particular Italian Consulate) for your visa to be issued and returned with your passport to SAI after the Italian Consulate receives it. SAI will return your passport & processed visa (which is attached to a page in your passport) to you in the prepaid, self-addressed, Express Mail envelope you have provided.

COST: \$250 For those students submitting their visa application to SAI.

If you wish to apply on your own, you will need to verify the specific requirements of the Italian Consulate in your jurisdiction. **Please contact SAI to request the additional letters (Letter of Enrollment, a Letter of Acceptance from the Italian Institution, Insurance Letter and your Course Schedule) that complete your visa application.**

Italian Consulates have the full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Submitting all required documentation does NOT guarantee the issuance of any particular visa.

CHECKLIST:

- You must submit all documentation in ORIGINAL PLUS 1 SET OF COPIES.**
- Original Passport** with a validity that exceeds intended stay by at least 3 months (90 days). The passport must have a full blank page on which the visa can be affixed.
- One recent passport photo glued** to your visa application where specified.
- Photocopy of Passport** (photo & signature page only). Please ensure that you have signed your passport. Please ensure that it is a clear copy.
- Photocopy of Drivers License, State ID or University ID** (whichever provides proof of residency in the Consulate's jurisdiction). Please ensure that it is a clear copy.
- Visa Application** filled out completely, with your signature **NOTARIZED**. Please ensure to list your **MOTHER'S MAIDEN** name for #12 on the Visa Application. The Italian Consulate will render applications with white-out, crossed out or written over answers invalid. If you make a mistake while filling it out, you must print out a new application.
- Affidavit of Financial Support** (only if someone other than the student will be financially responsible for the student). In signing the Affidavit of Financial Support, the parent or guardian must provide proof of adequate financial means (see below). This signature must be **NOTARIZED**.
- ORIGINAL Bank Letter OR ORIGINAL Financial Aid Letter – NO PHOTO COPIES OR COMPUTER PRINT OUTS Recent Bank Letter NO BANK STATEMENTS** (checking or savings) with the balance of the account(s) showing monetary stability (\$1000 per month while in Italy). This should be for *either*: the person signing the Affidavit of Financial Support, or the student, if self-sufficient. **The Bank Letter must be on bank letterhead with a bank official's signature, indicating the full account number and the exact balance (the Boston Consulate will not accept the bank letter if it does not have the full account number and the exact balance of the checking/ savings account or combined accounts).** This letter must have a recent date. **Financial Aid Students** may instead attach an official letter from the institution that has granted the aid, indicating the amount allocated for that semester, costs, etc. in their name.
- ORIGINAL Letter from the HOME University/College/School. NO PHOTO COPIES** The letter should be on the university's letterhead with a raised university seal addressed to Italian Consulate General, Boston confirming the applicant's enrollment status. The applicant should be fully enrolled in the current academic year or already enrolled for the following semester. Information such as anticipated graduation date, major, etc. should be expressed.
- Flight Itinerary** The Boston Consulate will only issue a visa if your ticket shows dates for no more than the duration of the program plus two weeks. You may use these extra days before and/or after your term. If you plan on extending your stay you must change your flight once you arrive in Italy. (Your roundtrip itinerary must show exact dates of travel and borders of entry and exit).
- Pre-paid and self-addressed Express Mail Envelope which can be tracked, (Remember to retain your tracking number)** USPS or FedEx. Your passport and visa will be returned to you in this envelope. Be sure you will be living at the address provided, or that someone will be there to forward your passport to you quickly.
- SAI visa processing fee:** \$250, made payable to Study Abroad Italy. Please ensure to list the applicant's name on the check.

****All of the above items must be sent to our office by EXPRESS MAIL ONLY (USPS or FedEx).**

Please do not include other Study Abroad Italy payments or correspondence with your visa materials. It is advisable that you make a copy of your visa application materials for your personal files.

**Attn: Visa Coordinator
Study Abroad Italy
7151 Wilton Avenue, Suite 202
Sebastopol, CA 95472
800.655.8965
visas@studyabroaditaly.com**

Study Abroad Italy

INSTRUCTIONS ON COMPLETING THE APPLICATION FOR THE SCHENGEN VISA

1. Surname (family name) **Your Last Name**
2. Surname(s) at birth: **Maiden Name if applicable or leave blank**
3. First names (given name): **First and Middle Name**
4. Date of birth (**year-month-date**)
5. ID-number (optional): **Leave blank**
6. Place and country of birth: **City, State and Country of birth**
7. Current nationality/ies: **U.S. and/or other nationality**
8. Original nationality (nationality at birth): **U.S. or other nationality**
9. Sex: Circle either **male** or **female**
10. Marital status: Circle **your** marital status
11. Father's name: **Your Father's name.**
12. Mother's name: **Your mother's MAIDEN name (her full name given at birth)**
13. Type of passport: Circle **National** passport, unless you have one of the other special types of passport
14. Passport Number: **Write your passport number**
15. Issued by: **Listed under Authority** (list the place where your passport was issued, which is stated under Authority, on your passport)
16. Date of issue: List **day-month-year** passport was **issued**
17. Valid until: List **day-month-year** passport is **valid until**
18. If you reside in a country other than your country of origin, have you permission to return to that country? **Write N/A**, unless this question pertains to you
19. Current occupation: **Student**
20. Employer and employers address and telephone number. For students, name and address of school: **List US school you are currently enrolled in and the address**
21. Main destination: **(City), Italy** (Location of program)
22. Type of Visa: Circle **Long stay** (for Semester and Year Programs), Circle **Short stay** (for Summer Programs)

23. Visa: Circle **Individual**

24. Number of entries requested: Circle **Multiple Entries**

25. Duration of stay: **List the number of days of the term. Count ONLY the number of days of the program from Housing Check In until the last day of final exams, EVEN IF YOU ARE ARRIVING A FEW DAYS BEFORE OR LEAVING A FEW DAYS AFTER THE PROGRAM.** For 2 semesters count from Housing Check In of the first term until the last day of final exams of the second term.

26. Other visas (issued during the past three years) and their period of validity:
List other visas obtained otherwise, answer No

27. In case of transit, have you an entry permit for the final country of destination? Your final destination is Italy so this does not pertain to you. **Write N/A**

28. Previous stays in this or other Schengen states: **List any previous stays in the Schengen area – (list the country and date).** The Schengen area includes: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, The Netherlands, Norway, Portugal, Spain, and Sweden. **Otherwise answer No.**

29. Purpose of travel: Circle **Cultural/ Sports** and write **student** on the dotted line.

30. Date of arrival: **Actual date you will arrive in Italy**

31. Date of departure: **Actual date you will depart Italy**

32. Border of first entry in the Schengen area: **This is the place your flight first lands, (ex. France, Germany, or any of the Schengen states), before arriving in Italy**

Some applications ask for the Border of Entry in Italy: **List the first city in Italy you arrive in**

33. Means of transport: (into Italy). List **plane** or **train**

34. Name of host or company in the Schengen states and the contact person at host-company. If not applicable, give name of hotel or temporary address in the Schengen states: **List the Name, Address, Telephone, & E-mail of the School you will be attending in Italy:**

Apicius-International School of Hospitality: Via Guelfa 85, 50129 Florence, Italy,
Telephone: 055 2658135 info@apicius.it

Domus Academy: Via G. Watt 27, 20143 Milan Italy, Telephone: 02 42414001,
info@domusacademy.it

Florence University of the Arts: via Magliabechi, 1 - 50122 Florence Italy
Telephone: 055 244664 info@fua.it

John Cabot University: Via Della Lungara 233, 00165 Rome, Italy,
Telephone: 06 6819121, jcu@studyabroadrome.com

The Mediterranean Center: Via Roma 124, 91600 Siracusa, Italy,
Telephone: 09 31449262, mab@studyabroaditaly.com

NABA school of art and design: Via C. Darwin 20, 20143 Milan Italy,
Telephone: 02 973721, info@naba.it

35. Who is paying for your cost of traveling and for your costs of living during your stay? **Circle “myself” and write in “See Bank Statement or Letter”. OR Write in name of supporting person (usually your parent) and then write: “See Affidavit of Support and Bank Statement or Letter”.**

36. Means of support during your stay: **Circle all appropriate answers.**

Travel and/or health insurance Valid until: **WRITE “See HTH Worldwide Insurance Services letter”.** (SAI will provide this HTH Letter for your Visa Application)

37. Spouse’s family name: **If applicable list, otherwise write N/A**

38. Spouse’s family name at birth: **If applicable list, otherwise write N/A**

39. Spouse’s first name: **If applicable list, otherwise write N/A**

40. Spouse’s date of birth: **If applicable list, otherwise write N/A**

41. Spouse’s place of birth: **If applicable list, otherwise write N/A**

42. Children: **If applicable list, otherwise write N/A**

43. Personal data of the EU or EEA citizen you depend on. **Write N/A**
If you are a EU Citizen please contact our office

45. Applicant’s home address: **Your permanent home address**

46. Telephone number: **Your home phone number**

47. Place and date: **Place and date where you have the visa application NOTARIZED.**

48. Sign your name **in front of the NOTARY PUBLIC**

For those students who are applying on their own, appearing in person at the Consulate, you must sign your Visa Application in front of a Consular Officer and you will not get your application notarized

The Italian Consulate will render applications with white-out, crossed out or written over answers invalid. If you make a mistake while filling it out, please print out a new application.

Affidavit of financial support

(Study program in Italy)

Please note:

- The affidavit must be completely and clearly filled out by the person providing financial support.
- The affidavit must be signed and notarized.

I the affiant, _____, born in _____
First name Middle name Last name City, State and Country

on _____
Date of birth

BEING DULY SWORN ON OATH, DEPOSE AND SAY:

1. That the visa applicant _____ born in _____
First name Middle Name Last name City, State and Country
_____ on _____ is
Date of birth

___ my son ___ my daughter ___ my _____

2. That the visa applicant intends to pursue his/her education by attending _____
Name of academic institution
_____ in _____, during the period _____
Location of institution in Italy From To
of the academic year _____ .

3. That I, the affiant, have full time employment as a _____ and
Profession
currently employed at _____,
with sufficient income and assets to provide for the expenses the applicant may incur while studying in Italy.

4. That I, the affiant will pay the applicant's expenses as outlined above.

Date

Affiant's signature

OFFICIAL NOTARIZATION AND SEAL

(Sample Letter)

[Bank Letterhead]

[DATE]

Consolato Generale d'Italia
100 Boylston Street, Suite 900
Boston, MA 02116

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 (full account number)	*Amount (exact number)	Date Opened

* Amount must total at least \$4000 (\$1000/month the student is in Italy)

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

Sincerely,

Signature