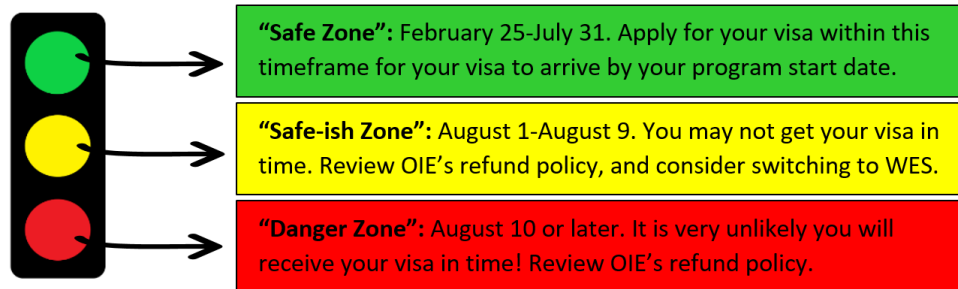


Fall 2021 Discover Italy Visa Application Checklist and Details Requirements of the Italian Consulate in NYC

Read these important notes before getting started on the Italian Visa Application Checklist on page 2:

1. Discover Italy semester students are required to submit their visa application directly to the Italian Consulate.
2. OIE is here to help you prepare for your visa application appointment. **Follow the steps below** and you'll be on your way to getting your visa in no time:
 - i. **Complete the visa checklist** on page 2 of this document.
 - ii. Green means go! Start looking now for an Italian Consulate visa appointment. **Schedule a visa appointment that is between February 25-July 31** and then submit appointment date on your OIE student portal under "Visa Appointment Date".




Note that students...

- are not allowed to begin their program after the program start date of August 24, 2021. *Late arrivals are not permitted.*
 - who choose to schedule their Italian visa appointment within the yellow or red zones above should review [OIE's refund policy](#).
 - who do not have a visa appointment scheduled before the red "danger zone" above may want to consider switching to the [Western Europe Semester \(WES\)](#) program.
- iii. **Make a virtual RDR (required document review) appointment** to have OIE review your completed documents before your visa appointment.
 - iv. **May 7, 2021 is the virtual RDR appointment deadline**, so make your appointment before the spring semester ends! *Note: all visa items listed on page 2 need to be completed prior to your virtual RDR.*
 - v. If you have **any questions** as you prepare your visa materials prior to your virtual RDR appointment, you can email us at studyabroad@stjohns.edu.
3. Do not plan any travel outside the U.S. until you know the date of your Italian visa appointment and confirm processing time with the Italian Consulate. *For your Italian visa, you will need to leave your passport with the Italian Consulate for an estimated 2-4 weeks.*
 4. Not a resident of New York? Out of state residence may be able to apply for a visa at a different Italian consulate. Email studyabroad@stjohns.edu for questions.

Italian Visa Application and Pre-Departure Requirements CHECKLIST

This checklist is a *summary* of the steps required to complete your Italian Visa Application and your Pre-Departure Requirements. All items in **bold** are what you need to take with you to your visa appointment. Have a question? See pages 3-6 of this handout for additional checklist details and page 7 for general visa application tips. Still have a question? Email studyabroad@stjohns.edu.

1. My visa appointment date with the Italian Consulate is _____ . Don't have one? Start looking now!		
2. My virtual RDR appointment date with OIE is _____ . Schedule appointment before May 7!		
Action Item	Student to Complete	OIE Review Completed
3. Visa Application Form (Original)		
4. 1 Passport Photo of yourself (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) <i>front and back</i>		
7. Driver's License (Copy) <i>front and back</i>		
8. SJU Rome Acceptance Letter (Original + Copy)	<i>OIE will provide to students</i>	
9. OIE Acceptance Letter (Original + Copy)	<i>OIE will provide to students</i>	
10. Official SJU Transcript (Original)		
11. Proof of Financial Support (Original + Copy) (bank letter and credit card statement)		
12. CHUBB Health Insurance Letter (Original + Copy)	<i>OIE will provide to students</i>	
13. Round Trip Flight Itinerary (Copy)		
14. Prepaid Envelope (Original + 1 Copy)		
15. Declaration for Mailing Passports (Original)		
16. Visa Fee Payment (only money order)		
17. Reserve and Attend your visa appointment		
18. Upload a copy of your Italian visa & Passport to OIE		

- Student needs to schedule a follow-up RDR by (date) _____
- Student has completed all Italian visa application documents! 

Additional Pre-Departure Requirements

Action Item	Student to Complete	OIE Review Completed
A. Post Decision Questionnaires: Flight Information, Visa Appointment Date, International Phone Number, Emergency Contact Information, Health Disclosure Form, & Passport Information		
B. Upload copies of your student visa and passport to your OIE student portal		
C. Class Registration (questions? Email oieregistration@stjohns.edu)		
D. OIE Orientation Course (on your OIE student portal)		
E. Attend a Cultural Mentorship Program Session – dates listed on the Confirmed Students page		

The steps below are the FULL DETAILS of each step of the checklist on page 2:

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.
 - **Begin looking now for a visa appointment that is between February 25-July 31.** The first possible date for your appointment is 180 days prior to the start (August 24th) of your Rome semester program, so do not book a visa appointment that is scheduled before February 25.
 - 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 4 weeks. Please confirm processing time during your appointment.
 - Walk-in appointments are not permitted.

2. **Sign up** for a Required Document Review (RDR) appointment starting April 5, 2021.
 - All fall 2021 Discover Italy semester participants are required to meet with an OIE advisor to have your completed Italian visa application documents and Pre-Departure Requirements reviewed between April 5, 2021 and May 7, 2021.
 - Students can sign up for an RDR appointment on OIE’s website by clicking on “Contact Us” and then “Required Document Review Session.”

Participate in a Required Document Review (RDR) Session. During your RDR, you will:

 - Provide your completed visa application
 - Provide all items from the checklist
 - Collect your required verification letters (OIE and SJU Rome Acceptance Letters and CHUBB Health Insurance Letter)

3. **One Original, Completed, and 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.

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- 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 June 17, 2022, (2) have been issued in 2012 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 June 17, 2022); for international students, a U.S. visa (valid until at least June 17, 2021) and a Form I-20 signed in May 2022 or later (valid through date of SJU graduation).

6. One Copy of your Current Student ID Card (Storm Card) – front and back on the same side of the page

7. One Copy of your Driver’s License (or State ID) – front and back on the same side of the page.

- 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 on the day of your RDR appointment.

9. One Original + One Copy of your OIE Acceptance Letter (in English)

- OIE will provide this to you on the day of your RDR appointment.

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 (bank letter AND credit card statement):

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, so please do so if at all possible.***

- **(1) Student Personal Bank Letter or Bank Statement on Official Letterhead**

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- Verifying **at least \$5,750**, which represents \$50 per day, that student will be studying in Italy (115 days total) in the student’s personal checking and/or savings account (the student must be the only person listed on the bank account).
- **Italian Consulate NYC does not 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 CHUBB Health Insurance Letter

- OIE will provide this to you on the day of your RDR appointment.

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 envelope 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. Visa Fee Payment

- Submit payment for your visa directly to the Italian Consulate in New York City. **As of March 5, 2020, consular fees can only be paid by money order** which must be completed in its entirety addressed to the “Consulate General of Italy – New York” and must have your name and address indicated in the appropriate area. Price: from January 1, 2021 – March 31, 2021 the “Student Visa” fee is fixed at \$60.00.
 - After March 31, 2021, please check the Italian Consulate in New York’s website for updated “Student Visa” fees: https://consnewyork.esteri.it/consolato_newyork/en/i_servizi/tariffe-0.html

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17. Reserve and attend your visa appointment at the Italian Consulate in NYC.

- **First, Reserve your visa appointment** with the Italian Consulate.
 - i) Due to COVID-19 restrictions, students must email the Italian Consulate in NYC at visas.newyork@esteri.it to book their visa appointment.
 - ii) This email must include a copy of your: student ID, driver's license, and program enrollment letter (provided by OIE.)
- **Second, Attend** your visa appointment at the Italian Consulate in NYC 690 Park Ave., New York NY 10065.

18. 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.

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Additional 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 a 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

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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

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DECLARATION FOR MAILING PASSPORTS

The undersigned.....

born on.....in.....

residing in

.....

passport holder no.....

issued by.....

do hereby declare that I assume all responsibility for the mailing of my passport. I understand that the Consulate General of Italy in New York is NOT responsible for the loss or damage of my passport in transit. I therefore wish for my passport to be mailed back to me via the prepaid/stamped envelope that I have provided including a photocopy.

Sincerely

.....
(signature)



(A printable copy of this page can be found under the “Italian Visa Information and Instructions” on OIE’s website or pick up a copy at your RDR appointment.)