



# ACADEMIC STUDIES ABROAD

## Student Visa Information for Italy

### Do I need a Student Visa?

- **If you have a U.S. passport:** You can legally spend a maximum of 90 days in the [Schengen Area](#) of Europe (including Italy) within a 180-day period as a Tourist, with no prior visa. Therefore, U.S. citizens going on ASA Summer programs will not need a Student Visa. **If you have a U.S. passport and your ASA program is more than 90 days in length (e.g. a Semester program), you MUST obtain a Student Visa.** A Student Visa is a type of Long Stay or Long Term Visa (also called a National Visa).
- **If you have a passport from a country in the European Union:** You will, most likely, not need a Student Visa, even if your program is more than 90 days in length. If you have an EU passport, please bring this to ASA's attention.
- **If your passport is from a country besides the U.S. and European Union:** You will need a Student Visa in order to study in Italy for more than 90 days. (You may also need a visa to study in Italy for fewer than 90 days.) If you have a passport that is not from the U.S. or the European Union, please bring this to ASA's attention immediately.

### Your Passport

- **THE CONSULATE WILL KEEP YOUR PASSPORT WHILE YOUR VISA IS BEING PROCESSED. For this reason, DO NOT plan any international travel during the 3 months leading up to your ASA program (this includes Canada). If you already have an international trip planned during that time, please call us as soon as possible (617-327-9388).** Depending on how close your trip falls to the ASA program start date, you may have to apply for your Student Visa *in advance of your trip date* to make sure you have your passport back. However, because Student Visas applications are usually not accepted more than 90 days before your program start date, the timing of your trip will be the most important factor.
- **CHECK YOUR PASSPORT'S EXPIRATION DATE. Your passport must be valid for at least 6 months beyond your return date from abroad.** If it expires anytime between now and 6 months *after* your planned return date from abroad, you must have it renewed. **Airlines will bar you from boarding your flight if your passport expires within 6 months after your return date.** *Ex:* If your return date from abroad is June 30, 2019, your passport must not expire before Jan. 1, 2020. If it expires before Jan. 1, 2020, you would need to have it renewed immediately. Passengers have been denied boarding for a passport expiring 1 day under the 6-month rule!
- A "VALID PASSPORT" is one that does not expire for at least 6 months beyond your return date from abroad.

**IF YOU DO NOT HAVE A VALID PASSPORT, WE CANNOT STRESS THIS ENOUGH – APPLY FOR ONE IMMEDIATELY. EXPEDITED PROCESSING IS RECOMMENDED. Please ensure you have your new passport before [ASA's Application Deadline](#).** You will need your valid passport IN HAND – the one with which you will travel abroad – **before** you can apply for a Student Visa. In some cases, you can't even make a visa appointment until you have your passport! This can become a serious problem because visa appointments fill up FAST. In addition, ASA will not be able to enroll you in classes without a copy of your valid passport, and the deadline to enroll you in classes will be very shortly after you are accepted to the ASA program.

Regular passport processing takes 6-8 WEEKS and is not a guarantee. We have seen passports take more than 8 weeks by regular service! **Expedited passport processing is recommended, as it takes just 2-3 weeks.**

## **Where do I apply for a Student Visa?**

Student Visas are issued by the **Consulate General of Italy**, so you must apply for your visa through the Italian Consulate. There are **10 Italian Consulates in the U.S.**, located in major cities such as Miami, San Francisco, etc. Each Consulate is responsible for a set jurisdiction of several states and will **ONLY** issue visas for **residents and students** of those states. *Ex:* Italian Consulate in Boston issues visas **ONLY** for residents and students of ME, MA, NH, RI, VT.

**Students who live and study in the same jurisdiction may only apply at ONE Consulate.** *Ex:* If you study in NH and live in MA, you *must* apply for your visa at the Italian Consulate in Boston and not any other Consulate.

**Students who live and study in different jurisdictions may apply at one of TWO Consulates.** *Ex:* If you study in NH and live in NY, you can apply for your visa at the Italian Consulate in Boston OR at the Italian Consulate in New York City – your choice.

See end of this document for a list of each Consulate General and their jurisdictions.

## **Do I need to go the Consulate in person?**

The majority of students will have to go to the Consulate General in person\*. (Whenever a personal appearance by the visa applicant is required, that means your parent(s) or other representatives cannot go in your place. They can still go with you, however.) In the jurisdictions that are smaller geographically (Boston, Los Angeles, Miami, New York City, and Washington DC), all students must appear in person at the Consulate General.

\*In jurisdictions that are larger geographically (Chicago, Detroit, Houston, Philadelphia, and San Francisco), student visa applicants may be able to meet in person with an **Honorary Consulate, Vice Consulate, or Consular Correspondent in your local area**, instead of traveling to the Consulate General. (This is NOT the same as a Notary Public!) *Example:* Under the Consulate General in Chicago, there is an Honorary Consul in Minneapolis, so students who live or go to school in Minnesota may be able to meet with him/her to have the visa application paperwork certified, and then mail the certified visa application paperwork to Chicago, thereby saving a trip to Chicago.) If this is allowed by your Consulate General, their website will say so. (However, as a reminder, this is NOT allowed by all of the Consulates General; many require the visa applicant to appear in person AT the Consulate General, no exceptions.) In addition, NOT all Honorary/Vice Consulates and Consular Correspondents will assist with Study Visas, even if they are listed on the website of the Consulate General! For example, if a Consulate lists 10 different satellite Consuls, sometimes only 1 of them assists with Study Visas. You have to check with that individual directly to confirm.

If your Consulate General permits student visa applicants to meet with a local **Honorary Consulate, Vice Consulate, or Consular Correspondent**, their role is to certify your visa paperwork, which assures the Consulate General that your identity and paperwork are genuine. Once certified, the paperwork can be mailed to the Consulate General. (Ask the Honorary/Vice Consulate what the preferred courier of the Consulate General is before mailing it – UPS, USPS, etc. – and **ALWAYS** send your paperwork **WITH TRACKING!** Also, ask the Honorary/Vice Consulate what kind of pre-paid, pre-addressed envelope with tracking you should send along with your paperwork, so the Consulate General can send your passport back to you. The Consulate General may prefer one courier over another – UPS, USPS, etc. Always purchase the fastest pre-paid shipping as possible, so your passport gets back to you as quickly as possible.)

Once again, the majority of students will have to go to the Consulate General. Being able to work with an Honorary/Vice Consulate or Consular Correspondent generally only happens in very specific cases and for a small handful of students, because not all of the Honorary and Vice Consulates assist with visas, even if they are listed on the Consulate's website. **YOU MUST CONTACT THE HONORARY/VICE CONSUL DIRECTLY** to confirm they will definitely assist with Study (Long Stay) Visas. Be specific about your visa type when contacting them!

To be clear, if you cannot find an Honorary or Vice Consulate who can certify your visa paperwork, you will *have* to go to the Consulate General in person.

## **When should I apply for a Student Visa?**

**WE ADVISE YOU TO APPLY FOR YOUR STUDENT VISA 45-60 DAYS BEFORE DEPARTURE (or 45-60 days before you need your passport back, if you have any international travel planned during the 3 months leading up to your ASA program start date).**

Visa applications are accepted **by appointment only**. (For how to make an appointment, see below: “Do I need a visa appointment?”)

**At least 2 weeks before your visa appointment**, you must begin compiling the necessary visa documents.

**Rush or expedited visa processing is NOT available.**

## **Do I need a Visa Appointment?**

**Yes, ALL students will need a visa appointment** and will have to go to that appointment in person. (See earlier in this document for information about where the appointment will take place.)

Students who are applying at the Consulate General – you must make your appointment **online** on the Consulate General’s website ahead of time.

Students who are applying through an Honorary/Vice Consulate or Consular Correspondent – you must contact the Honorary/Vice Consulate or Consular Correspondent directly (email or phone) to schedule an appointment.

**WE CANNOT STRESS THIS ENOUGH: MAKE YOUR VISA APPOINTMENT AS SOON AS POSSIBLE! Select a date that is 45-60 days before departure (or 45-60 days before you need your passport back, if you have any international travel planned during the 3 months leading up to your ASA program start date). Appointments fill up FAST. Please do not procrastinate!** See important advice below about making an appointment!!

The best way to make sure you have a visa appointment when you need one is to **begin looking for a visa appointment as soon as you are accepted by ASA**. (Late applicants may be at a disadvantage in getting a visa appointment, so it is always best to submit your ASA application early.)

**Once you have a visa appointment, you must notify ASA of your appointment date ASAP, as there are several visa documents ASA will have to send to you. It can take us 2-3 weeks to get these documents for you, because one of them has to be sent to us from Italy.**

Don’t forget, there are additional documents you must bring to the appointment, besides the ones provided by ASA. Be sure to begin compiling all your visa documents **AT LEAST 2 WEEKS BEFORE YOUR APPOINTMENT**.

**BOTTOM LINE: MAKE YOUR VISA APPOINTMENT NOW and pick a date that is 45-60 days prior to your departure (or 45-60 days before the date you need your passport back, if you have international travel planned before your program).**

## **Visa Policies**

It is **THE STUDENT’S RESPONSIBILITY** to obtain a Student Visa. ASA cannot apply for your visa for you. This document will tell you how to successfully get your visa, so please read it carefully and follow the guidelines.

The Italian Consulates are official government institutions, and visa requirements are set and governed by the Immigration policies of the Italian government. ASA cannot influence or speed up the processing of your visa, or change visa procedures. It is important for you to comply with the Immigration policies of any foreign country you want to visit. *The Consulates DO NOT offer rush or expedited visa processing.*

This document contains all the information ASA has learned of over the years and is here to assist you with the visa application process that goes on between you, the applicant, and the Italian Consulate that represents your state of study or residence. However, the information in this document may not be 100% correct or up-to-date, because visa requirements are subject to change. It is essential that you **CHECK YOUR CONSULATE'S WEBSITE for the most up-to-date information about YOUR Consulate's visa requirements (i.e. the documents you will need to present)**. The required paperwork and the format in which they need the paperwork VARY by Consulate, as well as processing time!

**If a Student Visa is required for your ASA program and/or your country of citizenship, you will not be allowed to attend the ASA program and will receive no refund if you do not obtain a Student Visa.**

## **FAQs**

***The paperwork for getting a visa seems excessive, and it is inconvenient for me to travel to the Italian Consulate. Why do I have to do this?***

Each country has the right to vet foreigners who want to study or reside, even temporarily, in their country. The U.S. government has its own rigorous process for vetting foreigners (including Italians) who want to study or reside here. After September 11<sup>th</sup>, the U.S., tightened Immigration policies for foreigners wanting to come here. Many countries – including Italy and other European countries – subsequently tightened *their* Immigration procedures for Americans, in what is called reciprocal visa policy. Nowadays, the process for Americans to study in Italy is similar to the process that Italians must undergo to study in the U.S. For example, it is normal for Italians to have to go in person to the U.S. Embassy in Rome in order to apply for a visa, no matter how far from Rome they may live. They also have to show the U.S. government that they have money to support themselves while they are in the U.S. (This will be required of you as well.)

We realize that some of the procedures and requirements for getting a visa may seem unreasonable to you, but there is a purpose behind each of the visa requirements. As was just mentioned, the Italian Consulate requires you to show that you have money to support yourself while you are in Italy. This is simply to ensure you will not become destitute (and, therefore, be reliant on the government or in need of a job) while you're abroad. (Again, showing proof of funds is also part of the United States' process of vetting visa applicants.) To show you have money to support yourself, some Consulates ask to see bank statement(s) from you/your parents with a minimum amount of funds in the account. We understand that some people may feel uncomfortable with the idea of handing over their bank statements, but please know this is a standard part of applying for a visa. To be clear, if the Consulate asks you for bank statement(s) or any other documentation, you must bring them. This and other personal information will be kept private by the Consulate.

Simply put, the visa requirements are set forth by the government of Italy and, therefore, must be followed. There is only one way to get a visa, which is to complete the application process specified by the Italian Consulate. The laws are strict, so what they say goes, even if it seems ridiculous to you!

***Can I work while I'm abroad?***

No, it is not legal for you to work while on a Student Visa (or a tourist visa, for that matter). In order to legally work in Italy or most any other country, you need a work visa/permit.

***I've called the Consulate, but they never answer the phone. What should I do?***

Some Consulates do not accept phone calls; others only accept phone calls during certain hours of the day. Some Consulates will not answer visa questions on the phone (and it even says so on their website). If you really need to speak with a live person, you should call the Consulate as many times a day as you can, and try at different times of the day. If you leave a voice mail, don't be shocked if you don't get a call back. Email is usually the best way to contact them, but be patient, as they may take several business days to email you back. Be sure to check your junk/spam folder for their messages.

***What do I need to bring to my visa appointment?***

See next section of this document.

***What if my visa is denied?***

This has never happened in ASA history. 100% of our students have been successful in getting a Student Visa. If you apply for your visa on time (recommended: 45-60 days prior to departure) and bring all the required paperwork, there should be no reason your visa won't be granted.

***Do I really have to apply 45-60 days in advance?***

We strongly recommend you apply 45-60 days before departure (or before you need your passport back, if you have any international trips planned before your program start date). This will leave plenty of time for your visa to be processed, regardless of which Consulate you are applying to (as processing time varies), and gives you a cushion in case of busy times and holidays.

Visa processing time varies by Consulate. Some Consulates will tell you it takes 4 weeks; others say 6 weeks. Some may even say 3 weeks. However, processing can be slower during busy times (July through September and October through January). Because most study abroad programs begin in January or September, keep in mind that tons of students are applying for visas all at the same time. Holidays can also slow processing. Applying 45-60 days ahead will protect you from such delays greatly reduce the likelihood of not getting your visa in time, as well as your stress level!

If 30 days ahead is the absolute earliest you can apply (which could happen if appointments are scarce), then you may have no choice but to go with that. While 30 days can work, please try for 45-60 days to be on the safe side. The more time you can give yourself, the better. **Once again, the Consulates DO NOT offer rush or expedited service.**

***What is the earliest I can apply for my visa?***

Typically, the earliest the Consulate will accept a visa application is 90 days before your program start date. If for some reason you want to apply for your visa more than 90 days before your program start date, you should contact the Consulate directly to get permission in writing. If the reason is because you have an international trip planned prior to your program and will need your passport back for that trip, be prepared to provide verification of your trip (copy of flight itinerary).

***What if my visa isn't ready by my departure date?***

Although it is extremely rare, your visa might not be ready by your departure date if you applied on the late side, or if the processing of your application is delayed because you didn't bring all the required documents. Applying 45-60 days before departure (or before you need your passport back, if you have an international trip planned before your program starts) will GREATLY decrease the likelihood of this!

If your visa isn't ready by your departure date, you would simply have to delay your departure a few days while your visa is being finalized. If your departure is less than a week away and you have not received any updates from the Consulate as to your visa status, you should definitely contact the Consulate *and* ASA immediately.

***How do I get my passport back from the Consulate?***

Your visa will be affixed to the inside of your passport, so when you get your passport back, your visa will be inside it.

Some Consulates make you pick up your passport in person; others will mail it back to you IF you provide them with a pre-paid, self-addressed envelope with tracking. If your Consulate offers the option to return your passport by mail, they will say this on their website and specify which courier and service you must use (usually USPS Express Mail). Please check your Consulate's website to confirm. If the Consulate's website is not clear on whether they will mail it back to you, email them well before your appointment date to ask if they will mail it back, and if yes, what type of pre-paid envelope you should bring. Keep your receipt and tracking number for your records!

NOTE: If you are late applying for your visa, it may be recommendable to pick up your visa in person, if possible, and not have it mailed back to you, in order to avoid any possible delays!

***What else do I need to do to legalize my stay in Italy, besides get a Student Visa?***

All Student Visa holders must legalize their stay in Italy by obtaining a Permit of Stay (*Permesso di Soggiorno*) within 8 days of your arrival in Italy. The Permit of Stay costs about US\$100-350 depending on where you are studying. (*Cost is subject to change.*) Don't worry, the ASA staff on-site will help you with the Permit of Stay application process after you get to Italy, and before you leave we will tell you what documents to bring with you. (It is mandatory to get a Permit of Stay, as if you are caught without it, you may be fined, imprisoned, or deported by the Italian government, AND removed

from the ASA program. Please be advised that police often ask foreign students for documentation at random. You must have this documentation on your person at all times.)

***I'm on my Consulate's website, but I cannot find any open visa appointments. What should I do?***

If you can't find any open Student Visa appointments, it means one of two things. 1) All the Student Visa appointments have already been taken. You will have to continuously check the website for cancellations. 2) The Consulate may open appointments in blocks (1-2 weeks of appointments at a time), and they simply haven't opened up appointments during your timeframe yet. You will have to continuously check the website until you see appointments open up during the timeframe you need.

If you can't find an appointment, it is super important to CHECK BACK FREQUENTLY (DOZENS OF TIMES A DAY) because once a cancellation or a block of appointments opens up, they will go FAST!

The key to avoiding the stress of not being able to find an appointment is to MAKE A VISA APPOINTMENT AS SOON AS YOU ARE ACCEPTED BY ASA. And, don't forget to let us know your appointment date as soon as you have it, so we can make sure you have the ASA-provided visa documents in time!

**What to Do if You Can't Find a Visa Appointment!**

- Login to the Consulate's website AS MANY TIMES A DAY AS YOU POSSIBLY CAN (DOZENS!) and look for openings. The more times you check, the better chance you have of finding a cancellation. There could be hundreds of other students who are also looking for visa appointments, so when openings happen, they can be gone in a matter of minutes. That's why it's important to check frequently. (3, 5, or 10 times a day may not be enough!)
- Try logging out and logging back in to refresh the appointment calendar.
- Enlist the help of your family and friends to help you check the Consulate's website. Give them your login info, your exam schedule, and the dates/times of any other commitments that you absolutely cannot miss.
- If you don't have an appointment – take the first appointment you can find, even if it's on the late side, and then continue checking the Consulate's website constantly to see if you can find an earlier appointment.
- If you already have an appointment but want to try for an earlier one – check the Consulate's website constantly to see if a cancellation opens up.
- Have all your visa paperwork ready to go, in case you find a next-day cancellation! This can happen!
- Check the website of your Consulate General to see if you can apply through an Honorary Consulate, Vice Consulate, or Consular Correspondent. It may be easier to get an appointment with them. (*Not permitted by all Consulates General – check your Consulate's website.*)
- If you were to contact the Consulate to say you cannot find an appointment, they will give you this very same advice (to check the website constantly) – because there is no other way to get an appointment. They do not give appointments by phone or email.

**Required Documents Overview**

**THE DOCUMENTS YOU MUST PROVIDE IN ORDER TO APPLY FOR YOUR VISA, AS WELL AS THE FORMAT OF THE DOCUMENTS, VARY BY CONSULATE! FOR YOUR REFERENCE BELOW, WE HAVE PROVIDED A LIST OF THE TYPICAL REQUIRED DOCUMENTS, AS WELL AS A HELPFUL EXPLANATION OF EACH REQUIREMENT. YOU MUST ALSO CHECK YOUR CONSULATE'S WEBSITE TO FIND OUT WHICH DOCUMENTS YOUR CONSULATE REQUIRES, AND THE FORMAT.**

- **Valid passport** Must be **signed** by you; must have at least two blank pages to which your visa can be affixed; must be valid for at least 6 months past your proposed return date from Italy. **YOU MUST LEAVE YOUR ACTUAL PASSPORT AT THE CONSULATE THE ENTIRE TIME YOUR VISA IS BEING PROCESSED (45 - 60 DAYS)!**
- **Clear, legible photocopy of your passport's picture page and signature page** In a U.S. passport, these are two consecutive pages and should be photocopied/photographed together. **MAKE SURE YOU SIGN IT FIRST! MAKE SURE THE ENTIRE FIRST TWO PAGES ARE VISIBLE, AND THAT NO PART OF THE PASSPORT IS CUT OFF.**
- **Non-U.S. citizens must provide proof of their current status in the U.S. (e.g. green card or U.S. visa). Green card or U.S. visa must ALSO show that you are permitted to re-enter the U.S. after studying in Italy.** Your green card or U.S.

visa must be valid at least 3 months beyond your intended departure date from the [Schengen Area](#). Bring your original green card or U.S. visa to show to the Consulate, plus a clear, legible photocopy of your green card or U.S. visa, to leave with the Consulate. If your U.S. visa is affixed to an old passport, bring a copy of your old passport's picture page.

- **Visa Application Form (“Application for National Visa (D)”)** This document must be downloaded from your Consulate's website, printed, and filled out by hand IN BLOCK CAPITALS in blue or black ink. (Look for a link that says “Forms” as it may be found there.) Some Consulates require you to submit 2 original copies of the application form; others require just 1 original copy – check your Consulate's website to be sure. **Make sure it says “Application for a National Visa (D)” at the top. If it doesn't say that, you are using the wrong application form! [CLICK HERE FOR AN ANSWER KEY on how to fill out the Application for a National Visa \(D\)](#)!** (Submit 1-2 originals, per your Consulate's requirements – plus one photocopy of each original)
- **1-2 official passport photos** showing the top of your head to the bottom of your chin, without any hats or sunglasses. Photographs must be recent, color photos and have a white background. Must be official passport photos taken at a photo shop, Walgreens, etc. Some Consulates require 1 photo, others want 2 photos. Check your Consulate's website to be sure. The Consulate WILL NOT accept snapshots or passport photos printed from your computer! Finally, the Consulate's website will tell you how large the picture should be in inches or millimeters. Measure it to make sure it matches the size indicated on your Consulate's website!
- **Proof of Residency or Student Status in one of the states in your Consulate's jurisdiction** Most Consulates accept a driver's license, state ID card, or student ID card. Check your Consulate's website to be sure. Bring the original card to show to the Consulate, plus a clear, legible photocopy to leave with the Consulate.
- **Visa Processing Fee – currently US\$58.20-\$61.50, varies by Consulate. Fees are established quarterly. Check your Consulate's website for the most up-to-date fee as of 4<sup>th</sup> quarter (Oct. 1, 2018). (Non-refundable)**  
The fee for a Study Visa varies by Consulate and is non-refundable. As of Oct. 2018, the Study Visa fee for U.S. citizens is anywhere from \$58.20-\$61.50 depending on the Consulate. You must check your Consulate's website for the current visa fee. The visa fee may be different if you are not a U.S. citizen. Please note that the visa fee is determined by the Italian Embassy and is subject to change at any time. Check the Consulate's website to be sure of the required amount and payment format; most Consulates will only accept money orders for the exact amount. A money order can be obtained at any U.S. Post Office. If the Consulate's website isn't clear on who you should make the money order payable to (e.g. what to write in the “Pay To” and “Address” sections of the money order), you can wait and fill those in during your appointment – but just be sure to keep your money order in a very safe place until then because if the “Pay To” isn't filled in and you lose the money order, it can be cashed by whomever finds it! Always save your money order receipts in a safe place as well, separate from the actual money order. If you lose your money order or end up not using it for whatever reason, the only way you can get your money back from the post office is if you have your receipts. For more info about money orders, [click here](#).
- **PROVIDED BY ASA Letter of Acceptance from your Italian University, written in Italian (2 ORIGINAL COPIES)**  
Consulates may call this any of the following: Acceptance Letter / Proof of Admission / Certificate of Admission / Official Certificate of Admission from Italian school/university. **ASA will mail you 2 original copies of this letter – give BOTH to the Consulate. You must let us know your visa appointment date! It takes 2-3 weeks for us to get these letters for you because they are sent from Italy. We need to know your appointment date to make sure we can get this for you in time. ASA cannot be held responsible if we do not receive sufficient notice of your appointment date.** (Submit original + one photocopy)
- **PROVIDED BY ASA Letter of Acceptance from ASA (addressed to Consulate General of Italy)** Consulates may call this Acceptance Letter from Study Abroad Program or Description of Study Abroad Program. While some Consulates do not require this anymore, ASA provides one for you nonetheless, and you should bring it to your appointment. ASA will mail this letter to you along with the previous item and the next 2 items. (Submit original + one photocopy)
- **PROVIDED BY ASA Proof of Medical Insurance Letter** This letter will verify you have medical coverage that meets the Consulate's insurance requirements (including hospitalization, emergencies, evacuation and repatriation) for the full duration of your program. This will be mailed to you with the 2 previous items and following item. Insurance cards are not accepted. (Submit original + one photocopy)
- **PROVIDED BY ASA Proof of Accommodation Letter** Your Consulate may not specifically ask for this, but bring it anyway. If your Consulate does ask for it, they may call it “letter from study abroad program specifying address where student will be staying.” This letter will verify you have Accommodation (housing) in Italy for the duration of your program and will be mailed to you with the 3 previous items. Please note that the address given in this letter is NOT necessarily where you will be living, but it is an address you can use for visa purposes. You will receive your *actual* housing assignment via email approximately 2 weeks before your program start date. (Submit original + one photocopy)
- **Letter from the college/university you attend in the U.S.** addressed to the Consulate General of Italy, confirming your enrollment status (must say you are currently enrolled full-time and are a student in good standing) and expected date of graduation. The letter must also state that you are going to participate in a study abroad program at \_\_\_\_ (insert name of the Italian university/institution you will attend) and state the program dates/duration of enrollment in the study abroad program. Must be an original letter and in official form (signed and on college/university letterhead). You can usually obtain this letter from your college/university's Study Abroad Office/International Education Office. Be sure to provide them with complete details as to what the letter needs to say, as this letter may not be a standard request.

- **Copy of your confirmed, round trip flight itinerary (May not be required by all Consulates.)** If your Consulate requires this, it means you DO have to purchase your round trip flights (to/from the U.S. and [Schengen area](#)) BEFORE receiving your visa. If you are visiting more than one the [Schengen country](#), you must provide proof of your means of transportation between those countries, if it is not reflected on your flight itinerary. A print-out of your purchased flight confirmation is fine (you would simply print out 2 copies for original + photocopy). (Provide original + one photocopy)
- **Declaration for Mailing Passports, signed by you (May not be required by all Consulates.)** Some Consulates provide a “Declaration for Mailing Passports” on their website, which you must download, print, and fill out by hand. The purpose of this document is to release the Consulate of liability if your passport is lost in the mail while being sent back to you. Check your Consulate’s website carefully to see if they require this! Look for a “Forms” link, which is where you can download Consulate-provided documents or templates such as this. (Provide original + one photocopy)
- **Pre-paid, self-addressed USPS Express Mail envelope (\*\*ONLY if your Consulate offers the option to return your passport by mail\*\*)** Your visa will be affixed to the inside of your passport, so when you get your passport back, your visa will be inside it. **Some Consulates make you pick up your passport in person; others will mail it back to you IF you provide them with a pre-paid, self-addressed envelope with tracking.** If your Consulate offers the option to return your passport by mail, they will say this on their website and specify which courier and service you must use (usually USPS Express Mail). Please check your Consulate’s website to confirm. If the Consulate’s website is not clear on whether they will mail it back to you, email them well before your appointment date to ask if they will mail it back, and if yes, what type of pre-paid envelope you should bring. Keep your receipt and tracking number for your records! NOTE: If you are late applying for your visa, it may be recommendable to pick up your visa in person, if possible, and not have it mailed back to you, in order to avoid any possible delays!
- **Proof of Funds / Proof of Financial Means** Consulates may also call this Evidence of Funds or Proof of Economic Means. The purpose is to show that you have money to support yourself while you are in Italy. Financial information is confidential and required from all applicants; your visa cannot be processed without it. You will have to submit **ONE** of the following as your Proof of Financial Means. **However, the options for what you can submit to fulfill this requirement, as well as the format required, vary by Consulate! Check your Consulate’s website for details and always follow their instructions, as the information below is simply meant to shed light on what the Consulate is asking for and how to provide it.**

*Example 1:* Some Consulates will accept a letter from your college/university Financial Aid Office stating the amount of financial aid/scholarships you will receive for your semester abroad and the disbursement date. Other Consulates will NOT accept this as your Proof of Funds and ALWAYS require you to show you have the money in cash. *Example 2:* Some Consulates will accept a bank statement or statements; others require a letter from your bank on bank letterhead, written specifically for this purpose. *Example 3:* Some Consulates want your bank statement(s) to show you have US\$800 per month of your stay; others require US\$1,000 per month of your stay; others require US\$50 per day; others may give a required amount per day or month in Euros. *Example 4:* Some Consulates need just 1 bank statement; others need 3 months’ worth of bank statements. (Submit original + one photocopy)

  - **Recent bank statement(s) from a checking or savings account** in the student’s name, showing you possess at least \$\_\_\_ per month of your stay in Italy. Check your Consulate’s website for the required amount of money. Must show cash funds. College funds, retirement funds, etc. are not accepted, as the value of such accounts is variable. If the student does not have sufficient funds in an account in their name, you can instead provide bank statements from your parent/guardian BUT this must be accompanied by a notarized Affidavit of Support<sup>^</sup> from the parent/guardian stating that the parent/guardian has income/employment/assets and assumes financial responsibility for the student for the duration of their stay in Italy. This also serves to corroborate the bank statements being in the parent/guardian’s name instead of the student’s. Most Consulates’ websites have an Affidavit of Support template you can download. <sup>^</sup> If your Consulate’s website has an affidavit template you can download, use it. Check your Consulate’s website for details about the bank statement(s) or bank letter they require, and the exact amount of money required. This varies by Consulate. Must provide original bank statement(s) or bank letter, plus 1 photocopy. If you receive your bank statements electronically instead of mailed, that is fine – in that case, you would simply print 2 copies of your PDF bank statement(s). (You may also provide bank statement(s)/bank letter from both the student AND parent/guardian as long as the grand total meets the Consulate’s minimum funds requirement. In this case you would also need the Affidavit of Support, as this is required whenever you are using parent/guardian bank info, instead of the student’s.)
    - <sup>^</sup>Most Consulates provide an Affidavit of Support template on their website which you can download, print, and fill out – look for a link that says “Forms” as it may be found there. Must be notarized (signed in front of a Notary Public). Will not be accepted if not notarized. Honorary/Vice Consulates or Consular Correspondents are NOT Notary Publics, and vice versa.
  - **Proof of financial aid or scholarship** for at least \$\_\_\_ per month of your stay in Italy. (NOT ACCEPTED BY ALL CONSULATES AS PROOF OF FUNDS! CHECK YOUR CONSULATE’S WEBSITE CAREFULLY.) Check your Consulate’s website for the required amount of money. If a financial aid letter is accepted by your Consulate, you must REQUEST AN ORIGINAL LETTER from your college/university’s Financial Aid Office AT LEAST 2 WEEKS BEFORE YOUR VISA APPOINTMENT. Allow 2 weeks because it usually takes longer to get this than you think it will, as it is likely not a request that your Financial Aid Office is accustomed to receiving. This can NOT be a print-out from your student account or financial aid statement or any other standardized form used or issued by your university; it MUST be an ORIGINAL LETTER pertaining specifically to your visa application.

ASA has created a [letter template](#) that you can edit and email to your Financial Aid representative. Do not be surprised if the Financial Aid Office requests additional clarification/details on what the letter is for. Finally, once you have the letter, double check to make sure the amount of money verified in the letter is equal to or greater than the amount of money required by the Consulate.

- **Students intending to study in Italy for more than one semester may be required to submit additional documentation.** If you plan to study in Italy for more than one semester, you must contact your Consulate directly to ask if additional documentation is required.
- **Students who are under 18 years of age** Additional documentation not specified here will be required for minors. If you are a minor, read your Consulate's website carefully for information pertaining to you.

## **Reminders!**

- **Students going to Italy for ONE SEMESTER** – A Student Visa is a type of LONG STAY VISA (sometimes also called a NATIONAL VISA TYPE D or STUDY VISA). SEMESTER STUDENTS, **DO NOT APPLY FOR A SCHENGEN VISA OR SHORT STAY VISA!**
- **Additional visa documents, besides the ones listed here,** may be requested from you at the Consulate's discretion.
- **It is the student's responsibility to obtain a Student Visa.** ASA cannot apply for your visa for you. Please read this document carefully and follow the guidelines given here, as well as the guidelines on your Consulate's website.
- **Make your visa appointment NOW and choose an appointment date that is 45-60 days before departure (or 45-60 days before you need your passport back, if you have any international trips planned before your program start date).**
- **Do not rely solely on the list of required documents above.** Each of the Italian Consulates varies in the documents and format they require.
- **Start filling out the visa application form AT LEAST 1 WEEK BEFORE your appointment!** The visa application form can be confusing, and you may need to ask for clarification from ASA or from the Consulate. Don't wait until the last minute to start filling it out!
- **Don't forget your photocopies!** The Consulate requires one set of photocopies, in addition to the original documents. The Consulate WILL NOT make photocopies for you!
- **Make an EXTRA set of photocopies of all your documents, to keep for your records.** The Consulate will keep the paperwork you give to them, so you'll want a copy for yourself.
- **Double check everything.** Make sure you have ALL the documents that the Consulate has requested, in the exact format that they describe (check your Consulate's website). They CAN deny your application even if you forgot something as simple as your photocopies.

## **List of Italian Consulates in the U.S.**

- Italian Consulates close for both Italian AND U.S. holidays! Check their website for a list of holidays.
- The Consulates' websites can be changed from Italian to English. Look for "IT / EN" at the top right, and click EN.
- Visa in Italian is *visto*. Visas is *visti*.
- The links below are subject to change – ESPECIALLY the direct link given for "Visa Info", as any web updates made by the Consulate may change the url. If you find that any links do not work, please let ASA know.
- The "Visa Info" link below is simply a STARTING POINT – rarely is all the necessary visa info found on just one webpage. To find all the necessary information about how to get your visa, you should navigate the Consulate's website thoroughly, as information is often found on multiple pages.
- Location, hours, and contact information for each Consulate can be found by navigating their website.
- Remember, a Student Visa is a type of LONG STAY VISA or Long Term Visa (sometimes called a National Visa). Information pertaining to the Schengen Visa is NOT applicable to those applying for a Student Visa.

▶ **THE COMPLETE ITALIAN CONSULAR NETWORK IN THE UNITED STATES CAN BE FOUND HERE:**  
[http://www.ambwashingtondc.esteri.it/ambasciata\\_washington/en/informazioni\\_e\\_servizi/la\\_rete\\_consolare/la%20rete%20consolare.html/](http://www.ambwashingtondc.esteri.it/ambasciata_washington/en/informazioni_e_servizi/la_rete_consolare/la%20rete%20consolare.html/)

### ► **CONSULATE GENERAL OF ITALY – BOSTON**

Homepage: [http://www.consbooston.esteri.it/consolato\\_boston/en](http://www.consbooston.esteri.it/consolato_boston/en)

Visa Info: [http://www.consbooston.esteri.it/consolato\\_boston/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/student-study-abroad.html](http://www.consbooston.esteri.it/consolato_boston/en/i_servizi/per_chi_si_reca_in_italia/student-study-abroad.html)

Honorary Consulates: [http://www.consbooston.esteri.it/consolato\\_boston/en/il\\_consolato/la-rete-consolare.html](http://www.consbooston.esteri.it/consolato_boston/en/il_consolato/la-rete-consolare.html)

*Jurisdiction: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont*

### ► **CONSULATE GENERAL OF ITALY – CHICAGO**

Homepage: [http://www.conschicago.esteri.it/consolato\\_chicago/en](http://www.conschicago.esteri.it/consolato_chicago/en)

Visa Info: [http://www.conschicago.esteri.it/consolato\\_chicago/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/study.html](http://www.conschicago.esteri.it/consolato_chicago/en/i_servizi/per_chi_si_reca_in_italia/study.html)

Honorary Consulates: [http://www.conschicago.esteri.it/consolato\\_chicago/en/il\\_consolato/la\\_rete\\_consolare/](http://www.conschicago.esteri.it/consolato_chicago/en/il_consolato/la_rete_consolare/)

*Jurisdiction: Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming*

### ► **CONSULATE GENERAL OF ITALY – DETROIT**

Homepage: [http://www.consdetroit.esteri.it/consolato\\_detroit/en](http://www.consdetroit.esteri.it/consolato_detroit/en)

Visa Info: [http://www.consdetroit.esteri.it/consolato\\_detroit/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/](http://www.consdetroit.esteri.it/consolato_detroit/en/i_servizi/per_chi_si_reca_in_italia/)

Honorary Consulates: [http://www.consdetroit.esteri.it/consolato\\_detroit/en/il\\_consolato/la\\_rete\\_consolare/uffici-dipendenti-consolari.html](http://www.consdetroit.esteri.it/consolato_detroit/en/il_consolato/la_rete_consolare/uffici-dipendenti-consolari.html)

*Jurisdiction: Indiana, Kentucky, Michigan, Ohio, Tennessee*

### ► **CONSULATE GENERAL OF ITALY – HOUSTON**

Homepage: [http://www.conshouston.esteri.it/consolato\\_houston/en](http://www.conshouston.esteri.it/consolato_houston/en)

Visa Info: [http://www.conshouston.esteri.it/consolato\\_houston/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/study-visa.html](http://www.conshouston.esteri.it/consolato_houston/en/i_servizi/per_chi_si_reca_in_italia/study-visa.html)

Honorary Consulates: [http://www.conshouston.esteri.it/consolato\\_houston/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/contact-num.html](http://www.conshouston.esteri.it/consolato_houston/en/i_servizi/per_chi_si_reca_in_italia/contact-num.html)

*Jurisdiction: Texas, Oklahoma, Louisiana, Arkansas*

### ► **CONSULATE GENERAL OF ITALY – LOS ANGELES**

Homepage: [http://www.conslosangeles.esteri.it/consolato\\_losanageles/en](http://www.conslosangeles.esteri.it/consolato_losanageles/en)

Visa Info: [http://www.conslosangeles.esteri.it/consolato\\_losanageles/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/](http://www.conslosangeles.esteri.it/consolato_losanageles/en/i_servizi/per_chi_si_reca_in_italia/)

Honorary Consulates: [http://www.conslosangeles.esteri.it/consolato\\_losanageles/en/il-consolato/la\\_rete\\_consolare](http://www.conslosangeles.esteri.it/consolato_losanageles/en/il-consolato/la_rete_consolare)

*Jurisdiction: Arizona, Nevada, New Mexico, Southern California (THESE COUNTIES ONLY: San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, San Diego, Imperial Valley, and Orange counties)*

### ► **CONSULATE GENERAL OF ITALY – MIAMI**

Homepage: [http://www.consmiami.esteri.it/consolato\\_miami/en](http://www.consmiami.esteri.it/consolato_miami/en)

Visa Info: [http://www.consmiami.esteri.it/consolato\\_miami/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/](http://www.consmiami.esteri.it/consolato_miami/en/i_servizi/per_chi_si_reca_in_italia/)

Honorary Consulates: [http://www.consmiami.esteri.it/consolato\\_miami/en/il\\_consolato/la\\_rete\\_consolare/la-rete-consolare.html](http://www.consmiami.esteri.it/consolato_miami/en/il_consolato/la_rete_consolare/la-rete-consolare.html)

*Jurisdiction: Florida, Georgia, South Carolina, Alabama, Mississippi, Puerto Rico, Bahamas, Jamaica, St. Marteen, St. Eustatius, Saba, British and U.S. Virgin Islands, Cayman Islands, Turks & Caicos. (Note: The Honorary Consulate in Charleston, SC, assists with visas. If you live or go to school in the Charleston area, you can save yourself a trip to Miami by working with the Honorary Consulate in Charleston.)*

### ► CONSULATE GENERAL OF ITALY – NEW YORK CITY

Homepage: [http://www.consnewyork.esteri.it/Consolato\\_NewYork/en](http://www.consnewyork.esteri.it/Consolato_NewYork/en)

Visa Info: [http://www.consnewyork.esteri.it/consolato\\_newyork/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/studenti.html](http://www.consnewyork.esteri.it/consolato_newyork/en/i_servizi/per_chi_si_reca_in_italia/studenti.html)

Honorary Consulates: [http://www.consnewyork.esteri.it/consolato\\_newyork/en/la-rete-consolare](http://www.consnewyork.esteri.it/consolato_newyork/en/la-rete-consolare)

*Jurisdiction: New York, Connecticut, Bermuda, Some Counties in New Jersey (THESE COUNTIES ONLY: Bergen, Hudson, Morris, Passaic, Sussex, Union, Warren, Essex, Middlesex, Monmouth, Hunterdon, Mercer, and Somerset)*

### ► CONSULATE GENERAL OF ITALY – PHILADELPHIA

Homepage: [http://www.consfiladelfia.esteri.it/consolato\\_filadelfia/en](http://www.consfiladelfia.esteri.it/consolato_filadelfia/en)

Visa Info: [http://www.consfiladelfia.esteri.it/consolato\\_filadelfia/en/i\\_servizi/per\\_chi\\_si\\_reca\\_in\\_italia/](http://www.consfiladelfia.esteri.it/consolato_filadelfia/en/i_servizi/per_chi_si_reca_in_italia/)

Honorary Consulates: [http://www.consfiladelfia.esteri.it/consolato\\_filadelfia/en/il\\_consolato/la\\_rete\\_consolare/la-rete-consolare.html](http://www.consfiladelfia.esteri.it/consolato_filadelfia/en/il_consolato/la_rete_consolare/la-rete-consolare.html)

*Jurisdiction: Pennsylvania, Delaware, North Carolina, West Virginia, Maryland (all counties EXCEPT Montgomery and Prince George, which are under the jurisdiction of the Italian Embassy in Washington DC), Virginia (all counties EXCEPT Fairfax and Arlington counties and the cities of Alexandria, Falls Church, and Fairfax, which are under the jurisdiction of the Italian Embassy in Washington DC), Some Counties in New Jersey (THESE COUNTIES ONLY: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, and Salem counties)*

### ► CONSULATE GENERAL OF ITALY – SAN FRANCISCO

Homepage: [https://conssanfrancisco.esteri.it/consolato\\_sanfrancisco/en](https://conssanfrancisco.esteri.it/consolato_sanfrancisco/en)

Visa Info: [http://www.conssanfrancisco.esteri.it/consolato\\_sanfrancisco/en/i\\_servizi/per\\_i\\_cittadini/visas.html](http://www.conssanfrancisco.esteri.it/consolato_sanfrancisco/en/i_servizi/per_i_cittadini/visas.html)

Honorary Consulates: [http://www.conssanfrancisco.esteri.it/consolato\\_sanfrancisco/en/il\\_consolato/la\\_rete\\_consolare/la-rete-consolare.html](http://www.conssanfrancisco.esteri.it/consolato_sanfrancisco/en/il_consolato/la_rete_consolare/la-rete-consolare.html)

*Jurisdiction: Alaska, Hawaii, Idaho, Montana, Oregon, Utah, Washington, Samoa, Guam, Northern Mariana Islands, Johnston Atoll, Wake Island, Midways Islands, California (all counties EXCEPT the following, which are under the jurisdiction of the Italian Consulate in Los Angeles: Imperial Valley, Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo, and Ventura counties)*

### ► EMBASSY OF ITALY – WASHINGTON D.C.

Homepage: [http://www.ambwashingtondc.esteri.it/ambasciata\\_washington/en](http://www.ambwashingtondc.esteri.it/ambasciata_washington/en)

Visa Info: [http://www.ambwashingtondc.esteri.it/ambasciata\\_washington/en/visti](http://www.ambwashingtondc.esteri.it/ambasciata_washington/en/visti)

*Jurisdiction: District of Columbia, Maryland (ONLY Montgomery and Prince George counties), Virginia (ONLY Arlington and Fairfax counties and the cities of Alexandria, Falls Church, and Fairfax).*