**Italian Visa Instructions:**

In order to study in Italy, you are required to have a valid student Schengen Visa. While Arcadia University is prepared to assist you with the visa application process, you are responsible for staying informed about the specific requirements of your study visa and lodging the appropriate application materials with the Italian Consulate. Please refer to the instructions listed and example materials in this section when completing the study visa application.

You are receiving these instructions at the time of your acceptance. However, most consulates will not allow you to apply more than 90 days in advance of your departure. We highly recommend that you start to work on your materials as soon as you receive this booklet. You will then be ready to submit your application at the 90 day mark.

**Italian Consulates**

The Italian Visa process is administered in the US by a series of consulate offices located throughout the country. Each consulate office administers student visas in a slightly different way. Therefore it is important that you review the specific requirements carefully, as the visa process is not uniform across the country. Most consulates require that you appear in person to submit your application. However, there are some exceptions. Please refer to the instructions listed on the consulate webpage to determine whether you must submit your application in person.

**The Application Process**

**Step 1 - Acquiring a Passport**

You must possess a valid passport. If you do not have a passport, please begin the process of securing one immediately. Please refer to the section “Securing a Passport” on our website [www.arcadia.edu/cea](http://www.arcadia.edu/cea). If you already have a passport, please check to see that it has not expired. Your passport should be valid for the duration of your program and for an additional six months.

**Step 2 - Reviewing the Italian Student Visa Instructions**

Now that you are accepted, we encourage you to review these Italian student visa instructions and the additional materials included in this packet:

- Official Arcadia University Acceptance Letter
- Original Accept Letter from your overseas Italian Program
- Original Certification Letter addressed to the Consulate General
- CISI Health Insurance Letter

**Step 3 - Determine the Italian Consulate**

You will need to apply for your student visa from an Italian Consulate representing the jurisdiction where 1) You live at a permanent address; or 2) where you attend college. A list of Italian Consulates and their addresses can be found using the “State Locator” link at: [http://www.italconsdetroit.org/statelocator/statelocator.htm](http://www.italconsdetroit.org/statelocator/statelocator.htm). From this site you will be able to link to any consulate office in the US.

**STEP 4 - Complete the Application Form**

Once you have determined your consulate of jurisdiction, you will need to complete an application to obtain your visa. Please refer to your consulate's website to obtain the application form as not all consulates use the same form.

**STEP 5 - Submitting your Application to the Consulate**

Once you have completed your application, you will need to compile the information listed below and submit it, along with your application, to your consulate for processing. When appropriate, please include a pre-paid express mailer with your application.

To apply for a student visa, the following items are required by all consulates:

- **Passport**
- 1-2 recent, **passport-sized photos** to attach to your application.
- **Acceptance Letter** from Arcadia University.
- Original **Accept Letter** from your overseas Italian program.
- Original **Certification Letter** addressed to the Consulate General verifying enrollment as a full-time student in an official university or school in Italy and verifying full financial responsibility for tuition and housing.
- **Affidavit of Support** - This form may be provided on your consulate’s website or you can download this form from the Arcadia University website: [www.arcadia.edu/cea/forms](http://www.arcadia.edu/cea/forms).
- **Affidavit of Financial Assets** - This form may be provided on your consulate’s website or you can download this form from the Arcadia University website: [www.arcadia.edu/cea/forms](http://www.arcadia.edu/cea/forms).
- **CISI health insurance letter** from Arcadia University.
- A copy of your **flight itinerary or travel tickets** with exact departure and arrival dates.
- Notarized Copies of student or **state identification** or the original if applying in person.
As of May 2006, some consulates may request the following additional items:

- An original home school **Letter of Enrollment**. Please request this letter from your home institution’s registrar’s office. The Italian Consulate website will explain what the letter should include. Please provide an original letter signed by the registrar or a university representative, including the university seal and/or stamp.
- If mailing your student visa application, you must include a self-addressed envelope for your passport (w/visa) to be returned back to you. The Consulate of your jurisdiction will tell you the type of mailer to use.

**Helpful Tips:**

- As of May 2006, these visa instructions are correct. However, you should be aware that each Italian consulate office retains the right to amend its visa process at any time. We encourage you to refer back to your consulate’s website frequently throughout the process. As Arcadia University becomes aware of changes in the visa process, we will alert you by email.

- Be sure to make copies of your entire application for your records. **If you are submitting by mail, all documents will need to be notarized.**

- The study visa will be affixed to your passport by the consulate. Please be sure this document is located in your passport prior to your departure to Italy.

- Please note that Arcadia will provide one original of each document listed below. If your Consulate request two originals, you will need to make a copy (in color for the Italy Accept and CISI Letter) and have it notarized so that it will serve as a second, official document.

- If you are not a US citizen, you are responsible for any Italian visa regulations that pertain to your particular citizenship. For more information, contact your local Italian Consulate.

- If you plan on applying to the San Francisco Consulate, please contact your program coordinator for additional instructions.

- Honorary Consulates are offices that have been authorized by the Italian Government to assist US residents with their visa applications. If there is an Honorary Consulate in your area, they may be able to facilitate the visa application process by validating your documents.

- If you are financially supported by your parents, they will need to provide the following documents of support: 1) notarized Affidavit of Financial Assets, 2) notarized Affidavit of Support and/or, 3) bank statements.

- If you are financially supporting yourself, you will need to provide proof of financial aid, scholarships or other financial awards in the form of original, official copies of the award letters.
The Visa Application Form

Be prepared to provide the following information. The information provided below is intended to assist you in completing your application form. If you have any questions, please contact your Italian Program Coordinator at the Center for Education Abroad.

- **Date of Birth** - Please note the dates as: day/month/year.
- **ID#** - You may use your Social Security number
- **Type of Passport** - National Passport
- **If you reside in a country other than your country of origin, have you permission to return?** In most cases this would not apply or “NA”.
- **Current Occupation** - Student
- **Employer and employer’s address and telephone number** - Your University/College information
- **Main Destination** - Write the city Rome, Lecce, Florence or Perugia, Italy
- **Type of Visa** - Long stay
- **Visa** - Individual
- **Number of Entries requested** - Multiple
- **Duration of Stay** - You may put the program dates
- **Other Visas** - You will fill this out as it applies to you
- **In the case of transit** - This does not apply, call if you have questions.
- **Previous stays in this or other Schengen States** - If you have traveled or stayed in any of the Schengen Countries, you may list them and the dates here.
- **Purpose of Travel** - Full-time Study in a University Program
- **Date of Arrival** - Program date
- **Date of Departure** - Program end date - if you are going to travel after the program your status will revert to tourist
- **Border of First Entry in the Schengen states** - Please list the country that you will first be arriving into.
- **Border of Entry in Italy** - Write the City, Italy
- **Means of transport** - Plane unless you come by ship or train.
- **Name of Host or Company Name** - write the name of the Director of Italy program school.
  The Umbra Institute – Daniel Tartaglia *** Accademia Italiana – Barbara McHugh
- **Telephone** - Italy School Program Phone number - see the Program website
- **Full Address** - Italy School Program address (see website)
- **Who is paying for your travel and costs during your stay** - fill in accordingly
- **Means of support during your stay** - Cash/travelers checks/credit cards, etc. - Mark all that apply
- **Personal data of EU or EEA citizen you depend on** - “NA – not applicable”