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Step 1: Passport Check

Don't have a passport? Apply for one immediately!

- **U.S. citizens:** go to www.travel.state.gov/passport for details on how to apply.
- **Non-U.S./Non-EU citizens:** visit www.embassy.org/embassies to locate your embassy and passport application instructions.
- You cannot apply for your visa without a valid passport.
- Obtaining a passport can be a lengthy process, so we recommend paying for expedited service.

Have a Passport? Check it!

- **Expiration:** Your passport must be valid for at least **6 months after** the program end date.
- **Signature:** Your passport is not valid without your signature.
- **Blank page:** You must have one entire blank page in your passport for your Italian visa.

EU Passports

- You do not need a visa. Complete your online Passport Form to alert IES Abroad of your citizenship.
- **Dual Citizens:** Carry both passports with you. Present your EU passport when traveling to Italy; present your U.S. passport when returning to the U.S.

Step 2: Locate Your Italian Consulate

Your consulate jurisdiction is determined by your **permanent residence** (your home address). **Refer to the Consulate Contact Chart on the last page of this document to find which Italian consulate has jurisdiction over your state and/or county within your state.**

It may be possible in some circumstances to apply for your visa through the consulate that has jurisdiction over your school (university) address of residence. You will need to check with your school or with the consulate directly to find out if this is possible.

If you are a non-U.S., non-EU citizen, you may or may not be able to apply for your visa in the U.S. through the consulate with jurisdiction over your current university/college address (see Step 5 starting on page 3 of this packet).

Step 3: Determine How You Will Apply for Your Visa

Before contacting a consulate about your visa, speak with your school to find out whether or not they will be assisting you with the visa application process. Some consulates will allow for a school to submit visa applications for all of their students in one "batch" while other consulates will require that each student individually present their visa application to the consulate.

U.S. Citizens

If you determine that you must apply for your visa independently, then you will need to check your consulate's website to determine if your visa application must be presented in person or if it can be presented by mail. Most consulates require a personal appearance, which means you will have to schedule an appointment to travel to the consulate and present your visa application. **Please note that most consulates will NOT allow a parent or guardian to apply for a visa on your behalf.** Refer to the chart on the last page of this packet for a listing of consulate websites.

Non-EU and Non-U.S. Citizens

Many non-EU/non-U.S. students can apply for their visa through the Italian consulate with jurisdiction of their U.S. university/college. You will need to check with the consulate directly to determine if they will accept your visa application and to find out what documentation would be required. Often this information can be found on the consulate's website. Be prepared that if you cannot apply for your visa through the Italian consulate with jurisdiction over your U.S. university/college, you may have to apply in the country of your citizenship.

Step 4: Prepare Your Visa Application

Prepare Supporting Documents

You will need to prepare supporting documents for your visa application whether you are applying independently or batch processing your application through your school.

- **If you are batch processing your visa application through your school:** You should submit **all documents** required and outlined by your school directly to the appropriate person at your school. Don't forget to include your signed original passport! Please note the required documents that your school may need to batch process your visa are NOT necessarily the same requirements that the consulate would require if you apply independently. Be sure to discuss with your school exactly what documents will be required.
- **If you are applying for your visa independently:** Please confirm your visa requirements with your consulate and submit all documents, including your original passport, to your consulate's Visa Section. Your school will need to provide you with additional documents to submit with your visa application and supporting documentation. Most consulates will list all required documents necessary for your visa on their website. Please refer to the Consulate Contact Chart on the last page of this packet. You will also find a Document Details section on Page 9 of this packet that explains many of the common documents required by consulates.

How to Fill Out a Visa Application Form

On the next page is a **SAMPLE** Schengen Visa application form accompanied by a cheat sheet. The **letter codes** (A, B, etc.) are required fields and correspond to the cheat sheet (we use letter codes here because some consulates use different applications that are numbered differently). Please pay close attention to this sample application and the cheat sheet while you complete your Schengen Visa application, as the consulates have become increasingly strict about errors. **We suggest that you complete at least one practice application** before submitting your final completed Schengen Visa application with your complete visa materials the consulate.

Please be sure that:

- your application is completed in ink (black or blue ONLY!) or typed.
- you have completed your application in clear, legible print.
- you have not made *any* cross-outs (e.g., ~~Jane Doe~~) and have not used any correction fluid.
- if you make a mistake, you print a new application and start over!

32. Border of first entry in the Schengen area: Border of entry in Italy: AE	33. Means of transport AF
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• 34. Name of host or company in the Schengen states and contact person in host company. If not applicable, give name of hotel or temporary address in the Schengen states AG	
Name AG	Telephone and telefax AG
Full address AG	e-mail address AG

* 35. Who is paying for your cost of travelling and for your costs of living during your stay?
Myself Host person/s Host company. (State who and how and present corresponding documentation):...
..... **AH**

* 36. Means of support during your stay
Cash Travellers' cheques Credit cards Accommodation Other:
Travel and/or health insurance. Valid until:
..... **AI**

37. Spouse's family name AJ	38. Spouse's family name at birth AJ
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39. Spouse's first name AJ	40. Spouse's date of birth AJ	41. Spouse's place of birth AJ
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42. Children (Applications <u>must</u> be submitted separately for each passport)		
Name	First name	Date of birth
1		
2 AJ		
3		

43. Personal data of the EU or EEA citizen you depend on. This question should be answered only by family members of EU or EEA citizens. **AJ**

Name AJ	First Name AJ
Date of Birth AJ	Nationality AJ
Family relationship : AJ	Number of passport AJ
of an EU or EEA citizen	

44. I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in the Schengen states and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen states.
At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the state concerned.
I declare that to the best of my knowledge all particulars supplied by me are correct and complete.
I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Schengen state which deals with the application.
I undertake to leave the territory of the Schengen states upon the expiry of the visa, if granted.
I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Schengen states. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5.1 of the Schengen Implementing Convention and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen states.

45. Applicant's home address AK	46. Telephone number AL
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47. Place and date AM	48. Signature (for minors, signature of both parents, custodian/guardian) AN
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Schengen Visa Application Cheat Sheet

Answers A-K

This section asks for your personal information. Please write your last name in both A and B even if they are the same. Do not forget to include your mother's first and maiden names for Letter K and your father's first and last name in Letter J, even though it may be the same as yours in Answers A and B. If one or both of your parents are deceased, their names must be listed. If you have a parent who is unknown, please write "Unknown" in the corresponding space. Note for F and G, your nationality means the country for which you hold citizenship.

Answers L-P

This information is indicated on the **information (photo) page of your passport**.

- **Type** is found in the upper left of U.S. passports, and most passports will be Type "P", or "National passport."
- **Number of Passport** is found in the upper right of U.S. passports, under "Passport Number."
- **Issued By** is found in the lower right of U.S. passports, under "Authority."
- **Date of Issue and Valid Until** questions correspond to the information found in the lower left of U.S. passports, under "Date of Issue" and "Date of Expiration." Please write the dates as they appear in your passport (i.e., 12 Jan 2008.)

Answer Q

Answer as applicable to your situation.

Answer R

List your current occupation as "**Student**."

Answer S

Give the name, address and phone number of **your school in the U.S.** The phone number can be that of your Study Abroad Office.

Answer T

IES Abroad **Milan** students: Indicate **Milan, Italy** as your main destination.

IES Abroad **Rome** students: Indicate **Rome, Italy** as your main destination.

IES Abroad **Siena** students: Indicate **Siena, Italy** as your main destination.

Answer U

You are applying for a **Short Stay** visa.

Answer V

You are applying for an **Individual** visa.

Answer W

You should request **Multiple Entries**.

Answer X

List the total number of days of your program. Check with your school if you are unsure of the total number of days of your program.

Answer Y

Answer as applicable to your situation.

Answer Z

Skip this question (because you are not applying for a transit visa).

Answer AA

Indicate any other stays for which you have obtained a visa in any Schengen countries (see the FAQ section on page 9 for a list of the "Schengen States").

Answer AB

Under "Other", write "**Study**."

Answers AC

This date should directly correspond to your established arrival in Italy (see your flight itinerary). Please write the date in the European format (dd/mm/yyyy). **New York Consulate only:** write your exact program start date (even if it is not the exact date you are entering Italy).

Answers AD

This date should directly correspond to your established departure from Italy (see your flight itinerary). Please write the date in the European format (dd/mm/yyyy). **New York Consulate only:** write your exact program end date (even if it is not the exact date you are leaving Italy).

Answer AE

List the exact point where you will enter Italy and/or the Schengen States. If you fly into Paris, for example, and then fly into Milan Malpensa, your border of entry into Italy is "Milan Malpensa Airport (MXP)." Your border of entry to the Schengen States would be "Paris - Charles de Gaulle (CDG)." If you take a train from Paris to Milan, you will list the first border (city) that you will enter as you cross the Italian border (see the FAQ section for a list of the "Schengen States").

Answer AF

List your means of transportation **into the Schengen territory** (i.e. "Plane").

Answer AG

IES Abroad **Milan** students should write:

Name: Roberto Andreoni, Director, IES Milano
Telephone and Fax: 02.86.99.69.83
Address: IES Milano, Via Carducci, 26, 20123 MILANO
Email: IES@unicatt.it

IES Abroad **Rome** students should write:

Name: Dr. Octavio di Leo, Director, IES Roma
Telephone: 06.8553.568 Fax: 06.8530.4731
Address: IES Roma, Lungotevere Tor di Nona 7, 00186 ROMA
Email: infoIES@fastweb.it

IES Abroad **Siena** students should write:

Name: amanda Bruttini, Director, IES Siena
Telephone: 39.0577 287644 Fax: 39.0577 275192
Address: IES Siena, Via A. Pannilunghi, 7 53100 SIENA
Email: infoIES@fastweb.it

Answer AH

Indicate who will support you by either circling "Myself" or writing the person/persons' name(s) in the space provided. If your consulate requires you to submit an Affidavit of Support, the person indicated in this question must match the signer on the Affidavit of Support.

Answer AI

This is a two-part question and you must complete both sections:

- For the "Means of support during your stay," circle which are applicable to your situation (multiple means are acceptable).

- For “**Travel and/or Health Insurance. Valid until:**” To show the consulate that you will be insured for your entire stay in Italy, please write your **departure date from Italy**. Write the date in the European format (dd/mm/yyyy). Please be aware that your IES Abroad-provided insurance will end on your program end date. If you plan on staying in Italy after the program end date, you should first check to see if your current, private insurance will cover you while you are in Italy. If it does not, you can extend your IES Abroad-provided insurance (HTH Worldwide) to cover the rest of your trip. If you need to extend your insurance please visit the HTH Worldwide website at www.hthstudents.com. Please consult your IES Abroad Student Handbook (available in the Your Resources section of your MyIESabroad account) for more information.

Answers AJ

Skip these questions unless you are married to and/or the dependent of an EU citizen.

Answers AK-AN

- Provide your permanent home address and phone number.
 - Write the place (city, state and country) and date that you completed and signed this application for Question 47. Sign your name IN BLUE OR BLACK PERMANENT INK for Question 48. (As it is a small box, you can sign just below the line.)
- Have your signature notarized.
 - There is no designated space for the notary stamp and signature, so the notary can stamp and sign somewhere near your signature.
 - If you are in the Chicago consulate jurisdiction: please be aware that you need a very specific notary signature, that of an Honorary or Vice Consulate. If you are presenting your visa application in person to the Chicago consulate, you can obtain this signature in the consulate’s office. To locate one in your area, please use the list found at the website below: <http://www.conschicago.esteri.it/NR/rdonlyres/E5A7EEED-9FCD-4CEE-BBCD-A67CAF49EACA/0/HONORARYCONSULATES.htm>. **Do NOT use a notary who is not on this list.**

Frequently Asked Questions

Where do I get the actual visa application?

Download the application from your consulate's website. See the Consulate Contact Chart on the last page of this document for your consulate's website.

When will my passport be returned?

If you are batch processing your visa through your school, the consulate will usually take between six and eight weeks to process your visa application and return your passport and visa to your school. If you are required to apply directly through the consulate, times vary from five to ten weeks depending on your consulate. These are just general estimates, as we find these processing times vary depending on the consulate's work load. In most cases, do not expect to receive your visa more than one day prior to the program start date.

Can I expedite my visa?

No. The Italian government DOES NOT offer expedited service and does not consider early departure when processing visas.

What if I want to arrive early or stay later than the program end date? Will that affect my visa application?

Your visa will ONLY be granted based on the dates of your program and NOT your actual arrival and departure dates. If you plan to leave prior to the program start date, please note that *you may not get your visa in time for your early departure!* Because of the difficulties that arise in obtaining a visa, IES Abroad strongly discourages early arrival. Please base your travel plans on the actual dates of your program dates. If you plan to stay in Italy after the program ends, contact your consulate to determine if you will be required to obtain a tourist visa after your student visa expires.

What are the Schengen States?

The Schengen States include Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden and Switzerland. *REMEMBER: England and the rest of the United Kingdom are NOT part of the Schengen States!*

What is a notary and where should I get my documents notarized?

A notary is a public official who certifies documentation. You can find notaries at your university registrar's office, law firms, and some libraries. You can do a basic search on the internet to find a notary near you. The notary often has a designated place to sign on the official document. If there is no designated place, the notary may simply sign and stamp somewhere near the signer of the document's signature. Please see your consulate-specific information in the Consulate Contact Chart to determine if your consulate requires specific notary signatures (**Chicago jurisdiction applicants must obtain a notary signature from an Honorary Consulate, the Chicago Consulate or another Italian Consulate only. Other notaries will not be accepted.**).

How much does the visa cost?

The Schengen visa is free of charge. However, depending on visa requirements related to length of term and consular jurisdictions, students may also incur costs for pre-departure travel to the consulate to obtain their visas.

What type of plane ticket should I buy? Does it need to have a return date?

You must have a ROUND TRIP ticket in order to get your student visa! If you are unable to buy a return ticket that covers your entire time abroad, please buy the return ticket for the latest date possible and change the return date, for a fee, when you are able. Many airlines offer tickets with flexible return dates, which may charge a smaller fee. The consulate WILL NOT issue you a visa unless you have proof of a return ticket.

Do I have to make an appointment at the consulate to apply for my visa?

If you have to apply directly to the consulate and not through your school, you should make an appointment with your consulate to submit your visa application. Even if you do not have to appear in person at the consulate, you should contact your consulate to request a time and day to have your application arrive. It may be easier to reach the consulate by fax or email than by phone.

My consulate requires an original and a photocopy of the Affidavit of Support. When I make the "two sets of photocopies of all documents," do I have to photocopy both?

Yes. You will have one original and one photocopy of your Affidavit of Support in your original application; two photocopies of the Affidavit of Support in one set; two more photocopies in the other set.

NOTE: The length of your student visa is at the discretion of the Italian consulate and is based on the dates of your program. DO NOT arrange any international travel plans for any purposes other than attending the program on the official start date before obtaining your Italian student visa. Failing to apply for an Italian student visa early may result in your inability to participate in the program.

Document Details

After determining the documents required by your consulate, you can begin to prepare your documents. The consulate will reject your visa application if you do not follow the exact specifications as listed below. *Note: This information is subject to change without notice. Be sure to check with your consulate or school if you have questions about any required documents.*

*****Not all of the documents listed below are required by every consulate*****

Passport:

- Must be valid for at least six months past the program end date.
- Must be signed.
- You must submit your original, signed, valid passport plus two photocopies (these copies must include the information (photo) page and the following signature page).
- Must have an entire blank page available in your passport for your visa.

Visa Application:

- Downloadable at the links listed on the Consulate Contact Chart
- All Visa applications must be notarized; some consulates require special notaries. See the Consulate Requirements Chart for details.

Passport Photo:

- The photo must be taken within the past 3 months, passport-sized (2"x 2"), with a solid white background, and printed on photographic paper.
- Print your name and program on the back in INK.
- Staple the photo to the visa application form (San Francisco and Miami Students: Please glue your photo to the application).

Travel Itinerary:

- The document(s) must show the exact border of entry (usually the name of the Italian airport) and date of arrival in Italy. You can photocopy your plane ticket as an alternative or submit a paper copy of your electronic itinerary.
- You may print out an online confirmation of your itinerary, but please do not copy and paste your itinerary into a Word document. The consulate prefers a printout from a more official-looking source (it is helpful to have the website's logo featured on your printout).

University Letter (Enrollment Verification):

- Must confirm enrollment status for current academic year and following semester.
- Must include anticipated graduation date and major.
- Must be on university letterhead with university seal and signed by your Registrar or Study Abroad Office.

Official Transcript:

- Must show current enrollment status and registration status for following semester. If your transcript does not show this information, make sure your University Letter includes this information.
- Must have anticipated graduation date.
- Must show student ID number.
- Must have university seal on it.

Copy of Driver's License, State ID, and/or student ID:

- DO NOT send in your actual license, state, or student ID!

Insurance Affidavit:

- Must be signed by you and notarized.
- This form refers to the insurance IES Abroad purchases on behalf of each student. You do not have to acquire the insurance yourself. Simply complete this form and have your signature notarized.
- Visit your MyIESabroad account at www.IESabroad.org to find a template for the Insurance Affidavit.

Bank Letter:

- Must be on bank letterhead and signed by a bank official.
- Balance shown on bank letter must be:
 - **At least \$2,500.00 for summer term only**
 - **At least \$8,000.00 for summer term plus fall term**You can ask your bank to list the amount as "Funds in excess of \$2,500.00" if you do not want the exact amount shown on the bank letter.
- Cannot be dated before March 1, 2010.
- The account holder must also sign the Affidavit of Support (see below), if required (this person may be you, if it is your bank account).
- NO FAXES from your bank will be accepted.
- Visit the Your Resources section of your MyIESabroad account at www.IESabroad.org to find a template for the Bank Letter.

Affidavit of Support:

- Must be completed and signed by the same person who is the account holder on your Bank Letter (this may be you, if you are using your own bank account).
- Must be notarized.
- For "Name of Academic Institution" write "IES Abroad Milan", "IES Abroad Rome," or "IES Abroad Siena" depending on your IES Abroad center.
- Visit the **Your Resources** section of your MyIESabroad account at www.IESabroad.org to find a template for the Affidavit of Support.

Photocopy of Alien Registration (for non-US citizens only):

- Photocopy must be notarized.
- Requirement for Non-U.S. Citizens only at ALL consulates.

Letter of Acceptance:

- Your school will need to provide you with an official letter of acceptance to your study abroad program.

Consulate Contact Chart

Consulate	Jurisdiction	Website
Boston	MA, ME, NH, RI, VT	http://www.consboston.esteri.it
Chicago	CO, IA, IL, KS, MN, MO, ND, NE, SD, WI, WY	http://www.conschicago.esteri.it
Detroit	IN, KY, MI, OH, TN	http://www.consdetroit.esteri.it
Houston	AR, LA, OK, TX	http://www.conshouston.esteri.it
Los Angeles	AZ, NM, NV and the CA counties of: San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, San Diego, Imperial Valley, Orange	http://www.conslosangeles.esteri.it/Consolato_LosAngeles
Miami	AL, FL, GA, MS, SC, US Virgin Islands, Cayman Islands, Netherlands Antilles, the British Virgin Islands, Turks & Caicos, Puerto Rico and the Bahamas	http://www.consmiami.esteri.it
New York	CT, NY, and the NJ counties of: Bergen, Essex, Hudson, Middlesex, Monmouth, Morris, Passaic, Sussex, Union, Warren	http://www.consnewyork.esteri.it
Philadelphia	DE, MD (except the counties of Montgomery and Prince George), NC, the NJ counties of: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Ocean, Salem and Somerset, PA, VA (except the counties of Arlington and Fairfax), and WV	http://www.consfiladelfia.esteri.it
San Francisco	AK, HI, ID, MT, OR, UT, WA, and CA (except the counties San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, San Diego, Imperial Valley, Orange)	http://www.conssanfrancisco.esteri.it
Washington, D.C.	Washington DC, the MD counties of Montgomery and Prince George, the VA counties of Arlington and Fairfax	http://www.ambwashingtondc.esteri.it