All students who submit 100% completed and correct Visa materials, required documents, electronic forms, and the Global Studies Blackboard Pre-Departure Course by 11:59pm on April 21, 2015 will be entered into a raffle to win a $1,500 JetBlue Flight Voucher!

1. Visa Application
   o If you make mistakes you must fill out a new application — the Consulate will not accept applications with errors, cross-outs, or white-out
   o Your signature on the Visa Application must be notarized by a licensed Public Notary.\(^1\)
   o Be sure to use the European date format* (DD/MM/YYYY, so March 5, 1998 would be 05/03/1998)
   o Leave questions on the application blank if they don’t apply to you
   o Use the Visa application form with pre-filled answers posted on the Accepted Students Site. If any of the pre-filled answers do not apply to you, e.g., the arrival date, make sure to copy all of the other answers onto your application form!
   o Sign (#37) and date (#36) the application in the middle of page 3

Visa App Question-Specific Tips!
- 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.
- #7 “current nationality” refers to citizenship*, so, for example: if you have a U.S. passport: put “American”
- #11 “national identity number” leave blank if you are a U.S. citizen
- #13 “number of travel document”: put your passport number
- #16 asks for the country your passport is “issued by” if you have U.S. passport put “USA”)
- #26 and #27—only fill out if you’ve received a European visa in the past 3 years
- #28 leave blank—you’re not applying for a “family reunion visa”
- #31 leave blank—we’ve got you covered with our pre-filled answer to #32
- #34 and #35 only apply if you are relying on family living in Italy for financial support

\(^1\) What does it mean when it says the form must be notarized? When a document is notarized, it means that a Notary Public has watched you sign the document, and puts a stamp on it verifying that your signature is authentic. The notary cannot be some you’re related to, and you can usually find one at your local bank branch. Where can I find a notary? Most bank branches have a notary, and will provide their services at no charge if you’re a bank customer. Again, please note that the notary cannot be someone that you’re related to.
2. **Signed, Original U.S. Passport +2 Copies** — and we *do* need your actual passport  
   - Your U.S. Passport must (1) be valid until at least June 18, 2016 (6 months after the end of the program), and (2) include at least 2 blank pages (more if you plan to travel!)  
   - We need copies of: (1) photo and signature page, and (2) any pages with old visas from Italy or any other European country.  
   - The Italian Consulate requires all non-U.S. citizens* to appear in person. The St. John’s University Office of Global Studies can still assist you with your Italian visa application and walk you through the process, but the Office of Global Studies can’t submit the application for you. Please refer to the Independent Visa Guide and contact the Office of Global Studies to request required documents or for any questions.

3. **Passport Photos** (You need one, recent, front-facing, color photo with a white background. Size: 1.5” square photo. This photo does *not* have to match the photo on your passport. Please note you cannot be smiling (and your lips must be closed), you cannot have your hair covering your eyes, you cannot be wearing glasses, a scarf, or a hat or other head covering in these photos. (Please contact the Office of Global Studies if you wear a head covering for religious reasons.)  
   - You can obtain a voucher for FREE passport/visa photos if you participate in any of the Office of Global Studies Pre-Departure Activities from April 12-18, 2015  
   - Details here: [www.stjohns.edu/goingabroad](http://www.stjohns.edu/goingabroad)

4. **Student ID Card Copy** (If you bring your card to the Office of Global Studies, we’ll make the copy for you!)

5. **Official Transcript**  
   - **SJU student?** First, remember to clear any holds on your account. Second, log on to UIS, then head to the “Student” tab, then “Student Records,” then “Request Printed/Official Transcript.” Specify “study abroad” as the reason, have it made out to the “Consulate of Italy,” then have it sent to us—all you need to type for the address is “Office of Global Studies.”  
   - **Visiting student?** Please request a transcript through your home school.

6. **Flight Itinerary*** (Print out the complete, round-trip itinerary—it’s often a PDF)

7. **Proof of financial support**: Three options *(original + 1 copy)*:  
   - (1) Letter from your bank verifying at least $4,000 in your personal checking and/or savings account (not a joint account with your parents or other individual); or  
   - (2) If you only have a joint bank account (with your parents or other individual), you will need a letter from your bank verifying at least $4,000 per person in the checking and/or savings account. For example if you have a joint account with one other person, the total amount in the account needs to be at least $8,000; or
o (3) An official letter from the St. John’s University Office of Student Financial Services stating that at least $4,000 will be dispersed to you AFTER tuition and fees are covered;
o *You can also provide a combination of Options (1) and (3) that totals $4,000; or a combination of (2) and (3) that totals $8,000 (if the joint bank account is held by you and one other person).

Bank Letter Tips!
- Hand the sample we provide in this packet to the bank official and encourage them to follow it. The letter must include all the info included on the sample, except for your account # (optional).
- The letter must be on bank letterhead, and must be signed or stamped by a bank employee.

*Words or concepts marked with an asterisk (*) can be looked up in the Visa FAQ for more information.

NOTE: This checklist is only for students applying for an Italian visa through the St. John’s University Office of Global Studies. If you are applying for a visa on your own, you must contact the Office of Global Studies to request the required verification letters.

(Updated March 16, 2015)
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.

<table>
<thead>
<tr>
<th>Account type</th>
<th>Account number (optional)</th>
<th>Amount *</th>
<th>Date opened</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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
Applying for an Italian Permit of Stay
Fall 2015

St. John’s University
Office of Global Studies—Rome Campus

Once you’ve received your visa, you will need to register your visa, and your presence in Italy, by applying for a *Permessu di Soggiorno*, or *Permit of Stay*. Below you will find a list of steps that you need to complete prior to and upon your arrival in Rome. Contact the Office of Global Studies on the Queens campus if you have any questions prior to your departure. Upon your arrival, the staff on the Rome campus will guide you through the next steps.

**Before You Leave Home:**

1. Register with [Edutalia](http://secure.edu-services.org/SJU/Fall2015) via the following link: [http://secure.edu-services.org/SJU/Fall2015](http://secure.edu-services.org/SJU/Fall2015)

2. Complete the online application *(9 step process)*. You will need to refer to your passport and Italian visa to complete this application.

3. After registration, you will receive a **confirmation email** from Edutalia. Please note that the fees and documents listed will be taken care of by the Office of Global Studies. You do not have to pay the *Permessu di Soggiorno* fee. It is included in your Global Studies program fee and all required documents will be sent to the Rome campus on your behalf.

4. The Office of Global Studies will send **all of the stamped paperwork returned by the consulate** to the Rome Campus. This will include the following:
   a. Copy of your passport
   b. Copy of your student visa
   c. Copy of your acceptance letter
   d. Health insurance verification letter

**Once you’re in Italy:**

1. During the on-site orientation, the **OGS Rome staff** will collect your passport to make a photocopy of the entry stamp and explain the visa registration process in detail.

2. **Edutalia** will come to campus to distribute information and paperwork required for the final step in the visa registration process. They’ll distribute the following:
   a. The **assicurata postale**, which indicates your date of entry into the E.U.
   b. Confirmation of your **fingerprint appointment**. We’ll explain this to you on site, but you’ll need to complete this requirement in-person.

After receiving your **assicurata postale** and completing your **fingerprint appointment** your Edutalia process is complete!