This guide is for students applying for a visa on their own and not through the St. John’s University Office of Global Studies (“OGS”) group visa process.

This process can be a little tricky at first, but these tips and instructions should make things a bit easier to understand – and if you have any questions along the way, we’re always here to help!

BEFORE YOU BEGIN (Read this first!):

- You must have a passport that’s valid for at least 6 months after the program end date. If you don’t have a passport, or your passport will expire before that date, you should apply immediately for a new passport in order to have it in time to apply for your visa. Don’t postpone this important step!

- You must apply IN PERSON at the Consulate – no mailing it in! Remember, this means you’ll be making two trips to the Consulate: one to drop off your application and passport, and another a few weeks later to pick up your passport.

- Remember that you will not have access to your passport while your visa is being processed, so don’t make any international travel plans until after your visa has been issued. Processing times can vary based on the Consulate and your country of citizenship (nationality), but at the very least you should expect to be without a passport for two weeks.

- Each country has many Consulate locations in the United States, and each Consulate has its own application process and requirements. You can use the OGS group visa checklist as a guide, but you’ll want to refer to your Consulate’s website for specifics if you’re applying outside of New York. St. John’s University students can choose to apply either at the New York Consulate or the Consulate that includes your state of permanent residence within its jurisdiction. Check the Consulate’s website for details.

- Due to the high volume of inquiries regarding visa applications, we ask that you please reference the Office of Global Studies Passport and Visa Frequently Asked Questions (enclosed in this packet) before contacting the Office of Global Studies. We’ll be happy to answer your questions if you cannot find the information you need!

WAIVER NOTICE: By applying independently for your visa, you accept full responsibility for the visa application process. OGS will not be able to work with the Consulate on your behalf, so be prepared to take charge! If you experience any difficulties in applying for your visa, you’ll need to work directly with the Consulate officials to have them resolved. The Office of Global Studies can provide advice and guidance, but is not liable or responsible for independent visa applicants.
HOW TO APPLY

1. **Select the Consulate:** Check the appropriate Consulate’s website to determine which Consulate location you need to apply to. You may submit your application to the Consulate presiding over your permanent address or your campus address, so most St. John’s University students will have the option of applying in New York. Visa requirements and the length of time required to obtain a visa can vary based on your country of origin, so start doing your homework right away!

2. **Schedule You Consulate Appointment** ASAP, as appointment slots fill up very quickly. You MUST request and secure a visa appointment at the appropriate Consulate at least 90 days prior to your departure date. Generally, Consulates allow you to schedule an appointment 90 to 30 days prior to your date of departure. Make sure that the visa appointment date you select gives you enough time to gather all required documents for the visa application; and receive the passport with affixed visa before your departure date. Visa processing times are determined by the Consulate – so be sure to ask! Generally, it can take 2 to 6 weeks. Check the Consulate’s website for instructions on how to make an appointment.
   - **Italy Consulate in New York City:** Visit [http://www.consnewyork.esteri.it](http://www.consnewyork.esteri.it), then click “English” in the top right corner select “Visas” (or “Visti”) under “Services” (or “I Servizi”)
   - **French Consulate in New York City:** Visit [http://www.consulfrance-newyork.org](http://www.consulfrance-newyork.org), select “English” in the top right corner, then click “Visas” under “You are going to France”
   - **Spanish Consulate in New York City:** Email the Consulate at cog.nuevayork@maec.es.

*Students who plan to apply outside of New York should consult the website of their local Consulate.

3. **Complete Your Visa Application:** Review the Consulate’s website to ensure you have all of the documentation you’ll need for your appointment. It can take one to two weeks to collect all the required documents, so plan ahead! Students applying for a French, Italian or Spanish visa can use the visa checklists and pre-filled applications available on the Accepted Students Site ([www.stjohns.edu/goingabroad](http://www.stjohns.edu/goingabroad)) as a guide. But remember, each country has many Consulate locations in the United States, and each Consulate has its own application process and requirements!

   a. **Campus France:** Students participating in a Semester Program and applying for a French visa have the added step of completing the “Campus France” application prior to applying for the French visa. This application can take 3-4 weeks to process. For instructions on the Campus France process, please attend the Campus France workshop! Dates and times for the Campus France workshop are listed on the Accepted Students Site.

4. **Collect OGS Letters of Support:** Stop by OGS to collect the acceptance and health insurance letters required for your visa application, and have a member of the OGS team review your application.

5. **Visa Appointment Day:** Arrive at the Consulate at or before your appointment time and submit your application and passport. If you arrive at the Consulate after your scheduled appointment time, you will not be permitted to apply and will have to re-schedule your appointment. Generally speaking, your visa submission appointment can take anywhere from one hour to a full business day, including wait time.

6. **Payment:** Visa application fees generally range between $55 and $160, though they are dependent on currency exchange rates and may change over time.