Congratulations... You’re in! Now it’s time to prepare. This page provides an overview of mandatory pre-departure requirements, but you can find the details on the Accepted Students site: www.stjohns.edu/goingabroad.

**IMPORTANT:** We’re serious about your prep, so we’re serious about deadlines. If you miss them, we’ll still love you—but unfortunately, you won’t be able to participate.

**STEP ONE: Submit Your Visa Application & Required Information by November 7**

Unless you’re a citizen of a European Union country, you’ll need a visa to study abroad. And we’ve got GREAT news: we can apply for the visa for you if you submit all materials (e.g. passport, visa application, financial statement, etc.) during one of the submission times listed below. If you decide to apply on your own (more work for you, we’re sorry to report), you still have to submit and/or verify completion of all the other pre-departure requirements (e.g. passport copy, Blackboard course, flight details, etc.) during one of the submission sessions, and you’re welcome to bring your visa application documents for review. The full checklist of all visa materials and required info is available on the Accepted Students site: www.stjohns.edu/goingabroad.

**NOTE:** You may come at any time within the time slots listed below, but you should allow at least 30 minutes so that we can thoroughly review all of your documents.

<table>
<thead>
<tr>
<th>Submission Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 3 (9:00am-1:00pm)</td>
<td>Campus Center B-18</td>
</tr>
<tr>
<td>Tuesday, November 4 (9:00am-4:00pm)</td>
<td>Campus Center B-18</td>
</tr>
</tbody>
</table>

**STEP TWO: Attend a Cultural Mentorship Workshop by November 15**

In addition to dispensing the necessary pre-departure advice, we’ll get you thinking about what it means to study abroad—and to encounter a different culture. You’ll continue the conversation during three additional sessions with our colleagues in Europe, so this session is just the beginning. RSVP is not required—just show up, be punctual, and plan to stay for the entire time listed. (FYI, the later ones may fill, so consider coming to one of the first sessions!)

<table>
<thead>
<tr>
<th>Cultural Mentorship Workshops</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 3 (2:00pm-3:30pm)</td>
<td>Kelleher L-20</td>
</tr>
<tr>
<td>Wednesday, November 5 (5:00pm-6:30pm)</td>
<td>Kelleher L-20</td>
</tr>
</tbody>
</table>
## Pre-Departure Activities Week

*Attend any of the activities and receive a voucher for 2 free passport/visa photos*

<table>
<thead>
<tr>
<th>October</th>
<th>What: Flight Booking* &amp; Student Info Fair</th>
<th>Book your subsidized flight with an STA representative on campus and get the inside scoop on your specific program from our Global Ambassadors!</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>27</strong></td>
<td>Where: Sullivan Cafe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When: 1 p.m. - 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>What: All-day Q&amp;A</td>
<td>Have questions? Donut worry! Administrators will answer any lingering questions about your upcoming trip. The best part: coffee and donuts will be served!</td>
</tr>
<tr>
<td><strong>28</strong></td>
<td>Where: Sun Yat Sen (Office of Global Studies)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When: 10 a.m. - 4 p.m.</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>What: Visa Info Session</td>
<td>The Visa application process can be complicated. This session will make it a lot smoother for you.</td>
</tr>
<tr>
<td><strong>29</strong></td>
<td>Where: President’s Room (next to Little Theatre)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When: 5 p.m. - 6 p.m.</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>What: Campus France Workshop</td>
<td>Calling all Paris Semester students and DTW students starting in France! This workshop will walk you through the mandatory Campus France process. This session is highly recommended.</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td>Where: Sullivan 205</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When: 2 p.m. - 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>What: Flight Booking*</td>
<td>Book your subsidized flight with an STA representative on campus!</td>
</tr>
<tr>
<td><strong>31</strong></td>
<td>Where: DAC 401</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When: 10 a.m. - 2 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

*Flight subsidies are available starting Sept. 29. The longer you wait to book a flight, the more expensive it will be.
St. John’s University Flight Subsidy Program

Don’t book your flight until you see what we have to offer!

All St. John’s students participating in semester-long programs (Discover the World, Discover Italy and Discover France) are eligible for a special subsidized airfare rate through STA Travel. The flight subsidy price is based on flights departing and arriving from the NYC area airports and on the designated dates of the program. Flights departing from and returning to other locations or on different dates can also be subsidized, but the rate will be different.

How to Book a Subsidized Flight

An STA Travel Agent will be available on Oct. 2 and during Pre-Departure Activities week to assist you with booking your flight. STA Travel will also do their best to place you on a flight with other St. John’s students.

Rates and information are available on the Accepted Students site (www.stjohns.edu/goingabroad).
Passport and Visa
Frequently Asked Questions

**PASSPORT QUESTIONS**

I don't have a passport, or my passport expires within 6 months of the program end date. What should I do?
The sooner you apply for a new passport, the better! If it's at least 2 months before the due date for visa applications, standard passport processing should be fine. You can find information on applying for a passport on the US Department of State's website, [http://travel.state.gov/content/passports/english.html](http://travel.state.gov/content/passports/english.html). You can also pick up an application form and instructions at most post offices.

How can I expedite the passport application process?
If you have at least 1 month before your visa application is due, you can apply for a passport through the same process provided above, paying $60 extra for expedited processing. If you're within 4 weeks of the visa deadline, you may want to apply in person at the Department of State Passport Agency in Manhattan. This is a more complicated process, but will allow you to get a new passport in one week or less. There is no additional fee for this service, but you will need to obtain a letter from our office to bring with you to the agency. For more information, and to schedule an appointment, visit the Passport Agency’s website, [here](http://travel.state.gov/content/passports/english.html) (visit the Department of State passports website above, then click “Where to Apply,” then “Find a Facility.” From there, click on “Passport Agency” and select the New York agency).

Why do I have to send my passport with my visa application?
The consulate will need your original passport in order to process your visa application, and will permanently affix your visa to your passport once it's been issued.

I've already made travel plans that require my passport. What should I do?
First, see if it's possible to change your plans – we can't guarantee you'll be able to get a visa if your travel interferes with the visa application process. If you've already planned travel that cannot be changed, and that you feel will interfere with the group visa process, contact our office as soon as possible to discuss your options.

When will my passport be returned?
The group visa process generally takes several weeks after submitting your application to the consulate. We will notify you when your passport and visa are ready for pickup. If applying on your own, the consulate will notify you of the time frame to pickup. If applying through the group visa process, we will notify you.

**GENERAL VISA QUESTIONS**

What is a visa and why do I need one?
A visa is a certificate of your permission to stay in a given country for a given amount of time, and it usually takes the form of a sticker placed on a blank page in your passport. Visas are typically granted for tourism, business, study, or other reasons, and visa regulations vary depending on the country granting the visa and your country of citizenship. All students participating in a St. John's semester-long program will need to obtain a visa unless they have citizenship in a European Union country. Students in short-term programs should consult their program's information page on the OGS website to determine whether they need a visa.
What if I am a citizen of a European Union country or the country I’ll be studying in?
Citizens of the country of study (or European Union in the case of our semester programs) are not required to obtain a visa, but you will need to provide proof of your citizenship in the form of a valid passport copy.

Can I apply for the visa on my own or am I required to apply through OGS?
Students on short-term programs (less than 90 days) must apply on their own. Students in the Discover Italy, Discover France and Discover Spain programs can apply for their visas independently, and should consult the “Independent Visa Application Guide” for instructions and tips on that process. Students in the Discover the World: Europe program are strongly encouraged to apply through the OGS group visa application process, unless they are non-US citizens obtaining a French or Italian visa. DTW students who choose to apply independently are encouraged to apply through NYC consulates; otherwise, they are not guaranteed to have their applications approved. All students who apply on their own are encouraged to visit the Office of Global Studies to have their documents reviewed before applying. You’ll also need to pick up letters from our office to complete your application before your consulate appointment (see below: “Do I need anything from OGS before I apply?”).

I am a non-US citizen, can I apply for a visa through the group visa application or do I have to apply on my own?
Due to consular regulations, non-US citizens applying for a French or Italian visa cannot apply through the group application process. Currently, the Spanish consulate does allow non-US citizens to apply through the group process. Non-US citizens on the DTW program should only apply through the consulates in NYC. All non-US citizens should consult the “Independent Visa Application Guide” for instructions and tips on the application process.

VISA APPLICATION FORM AND REQUIREMENT QUESTIONS
Please note that a SAMPLE application form is included in the visa packet for semester-program participants – refer to it when filling out your visa application.

Do the photos required for the visa application have to be the same photos I used for my passport application?
No – the photos you provide with your visa application must be passport-style photos (2 x 2 inches, showing the head and shoulders on a white background, no smiling and no glasses, printed on photo paper), but do not have to match the photo in your passport.

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.

I plan on traveling before or after the program. What do I write down for the date of arrival/departure and duration of stay?
Your application should indicate your actual dates of travel. If those are different from the established arrival and departure dates for your program, that may mean getting a blank application form from the consulate’s website and copying over the rest of the “pre-completed” answers from the application forms we provide. Be sure to update the “duration of stay” as well! The verification letters our office provides will only list the program dates. Depending on your nationality, you may have to show a hotel reservation or proof of accommodation for the remainder of your stay.
FLIGHT ITINERARIES AND PERSONAL TRAVEL QUESTIONS

Do I have to book a round-trip flight?
Yes, the consulate will want to see that you have a means of getting to your destination and also that you’ve booked a flight home.

What should I do if I can’t book a round-trip flight prior to the visa application deadline?
If you have a special situation that will prevent you from providing a round-trip itinerary, please let us know so that we can discuss options.

I had planned on traveling before/after the program. What can I do?
Just provide whatever flight itineraries you have – the most important thing is that the consulate can see that you have a way of getting home after the program. Depending on your nationality, you may have to show a hotel reservation or proof of accommodation for the dates of your stay outside the program’s dates.

FINANCIAL SUPPORT DOCUMENT QUESTIONS

Why do I need to provide financial support documents?
Your financial support documents show the consulate that you have access to adequate financial resources to pay your own way while you’re abroad – it basically ensures that, in case you run into an emergency while abroad, your host country won’t have to foot the bill, and you won’t be stranded in their country. The amount you need to show is determined by the amount of time you will spend abroad.

Can my parents/relatives provide proof of financial support on my behalf?
This depends on which country you’ll be getting your visa from. Many consulates will accept documents provided by your parents as evidence of financial support, but the Italian consulate, for example, will only accept a bank letter that lists you as an account holder (though accounts held jointly by you and another person are acceptable).

INDEPENDENT VISA PROCESSING QUESTIONS

How do I apply for my visa if I’m not participating in the group application process?
If you’re going to be applying for your visa independently, whether you’re a short-term program participant, an non-US citizen who can’t participate in the group process, or just choosing to apply on your own, please refer to our Independent Visa Application Guide. The guide includes instructions on making an appointment, completing your application, and making sure you have everything in order before submitting your application to the consulate! We ask that you please read the guide before addressing your questions to us, but feel free to contact us if anything seems unclear.
GROUP VISA PROCESSING QUESTIONS

*Semester-program students only

What happens if I miss the visa application deadline?
Although it’s our goal to help every student go abroad, students who miss the visa application deadline will unfortunately not be able utilize the group visa process, and therefore may not be able to go abroad. You can still apply independently, but it will be up to you to make sure that you get a visa.

When can I submit my visa to the Office of Global Studies (OGS)?
All visa applications for the group appointment must be submitted during the specified application submission sessions. The times and locations of visa submission sessions is available on the Accepted Students website (www.stjohns.edu/goingabroad).

What happens after I submit my visa application and passport to OGS?
A member of the OGS team will review your application with you for errors/omissions, and let you know if anything else is required of you. We’ll then submit all complete applications received by the deadline to the appropriate consulate(s). Once consular officials have reviewed each application and granted all visas (a process hat can take several weeks), we’ll pick them up and bring them back to our office. We’ll notify you when your passport and visa are ready to be picked up. If you live more than 60 miles from campus, we can also mail the passport back to you.

How long does the group application process take?
Typically the consulates take between 2 and 4 weeks to process all SJU visa applications, although it depends on a variety of factors. We’ll notify students when their passports are ready to be picked up.

How will I know when I can pick up my passport with the processed visa?
We’ll email you to let you know that your passport and visa are ready to be picked up. If you live out of state (or more than 60 miles from campus) and classes are not in session, you can also request that we mail your passport to you.