Before getting started with the checklist on page 2, read through the important information below:

1. Discover Italy semester students are required to submit their visa application directly to the Italian Consulate.
2. OIE is here to help you prepare for your visa application appointment. **Follow the steps below** and you’ll be on your way to getting your visa in no time:
   
   i. **Complete the visa checklist** on page 2 of this document.
   ii. Green means go! Start looking now for an Italian Consulate visa appointment. **Schedule a visa appointment that is between August 17th – December 9th** and then submit appointment date on your OIE student portal under “Visa Appointment Date”.

   ![Traffic Light]

   **“Safe Zone”**: July 19th - December 9th. Apply for your visa within this timeframe for your visa to arrive by your program start date.
   **“Safe-ish Zone”**: December 10th - December 16th. You may not get your visa in time. Review OIE’s refund policy and consider
   **“Danger Zone”**: December 17th or later. It is very unlikely you will receive your visa in time! Review OIE’s refund policy.

3. Do not plan any travel outside the U.S. until you know the date of your Italian visa appointment and confirm processing time with the Italian Consulate. **For your Italian visa, you will need to leave your passport with the Italian Consulate for an estimated 4 + weeks. This timeframe could be longer due to Covid-19.**

   Note that students...
   
   • are not allowed to begin their program after the program start date of January 17th, 2023. **Late arrivals are not permitted.**
   • who choose to schedule their Italian visa appointment within the yellow or red zones above should review **OIE’s refund policy**.
   • who do not have a visa appointment scheduled by December 9th may want to consider switching to the **Western Europe Semester (WES)** program for the Spring 2023 semester.

3. **Sign up for an ODR session** to have OIE review your completed documents before your visa appointment. Read on our website [here](#) to learn about what types of ODR appointments are available and how to schedule one.

   **iv. November 15th, 2022 is the ODR appointment deadline.** The **ODR appointment is optional**; however, you need to let OIE know when your visa appointment is, so your Italian visa acceptance letters (English and Italian) and your CHUBB health insurance letter can be uploaded to your OIE student portal.

   **v. Email** studyabroad@stjohns.edu if you have any questions as you prepare your visa materials

Office of International Education (OIE) at St. John’s University
4. **Not a resident of New York?** Out of state residence may be able to apply for a visa at a different Italian consulate. Click [here](#) for a list of Consulates in the USA and their jurisdictions. It is important that you follow the guidelines of the specific Consulate at which you will be applying, as guidelines vary between the different Italian Consulates in the U.S.A.

## Italian Visa Application and Pre-Departure Requirements CHECKLIST

This checklist is a summary of the requirements to complete your Italian Visa Application and Pre-Departure Requirements. Items in **bold** are what you need to take with you to your visa appointment. Have a question? Use the hyperlinks in the checklist to see additional requirement details. See page 7 for general visa application tips. Still have a question? Email studyabroad@stjohns.edu.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Student to Complete</th>
<th>OIE Review Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>My visa appointment date</strong> with the Italian Consulate is____________________. Don’t have one? Start looking now!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>My ODR appointment date</strong> with OIE is____________________. Schedule appointment before November 15th!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Visa Application Form</strong> (Original)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>1 Passport Photo of yourself</strong> (Original)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. <strong>Passport</strong> (Original + 2 Copies) (+ 2 Copies of Proof of Legal Residence in U.S. for non-U.S. citizens)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. <strong>Student ID Card</strong> (Copy) <em>front and back</em></td>
<td>OIE will upload to student portal</td>
<td></td>
</tr>
<tr>
<td>7. <strong>Driver’s License</strong> (Copy) <em>front and back</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. <strong>SJU Rome Acceptance Letter</strong> (Original + Copy) (Italian)</td>
<td>OIE will upload to student portal</td>
<td></td>
</tr>
<tr>
<td>9. <strong>OIE Acceptance Letter</strong> (Original + Copy)</td>
<td>OIE will upload to student portal</td>
<td></td>
</tr>
<tr>
<td>10. <strong>Proof of Financial Support</strong> (Original + Copy)</td>
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<td></td>
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<tr>
<td></td>
<td>(bank letter and credit card statement)</td>
<td></td>
</tr>
<tr>
<td>11. <strong>CHUBB Health Insurance Letter</strong> (Original + Copy)</td>
<td>OIE will upload to student portal</td>
<td></td>
</tr>
<tr>
<td>12. <strong>Prepaid Envelope</strong> (Original + 1 Copy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Declaration for Mailing Passports (Original)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. <strong>Visa Fee Payment</strong> (only money order)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Reserve and attend your visa appointment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Upload a copy of your Italian visa &amp; Passport to OIE</td>
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<td></td>
</tr>
</tbody>
</table>

### Additional Pre-Departure Requirements

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Student to Complete</th>
<th>OIE Review Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Post Decision Questionnaires: Flight Information, Visa Appointment Date, Phone Number while Abroad, Emergency Contact Information, Health Disclosure Form, &amp; Passport Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Upload copies of your student visa and passport to your OIE student portal</td>
<td></td>
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</tr>
<tr>
<td>C. Class Registration (questions? Email <a href="mailto:oieregistration@stjohns.edu">oieregistration@stjohns.edu</a>)</td>
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<tr>
<td>D. OIE Orientation Course (in your OIE student portal)</td>
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<tr>
<td>E. Attend a Cultural Mentorship Program Session – dates listed on the Confirmed Students page</td>
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<td></td>
</tr>
</tbody>
</table>

☐ Student recommended to schedule a follow-up ODR by __________ (date)  

________________________________________

Student has completed all Italian visa application documents!
The steps below are the FULL DETAILS of each step of the checklist on page 2:

1. **Schedule** your visa appointment with the Italian Consulate in New York City as soon as possible — they always book up fast! Once scheduled, **submit** your visa appointment date through the Confirmed Visa Appointment Date Questionnaire in your OIE student portal.
   - **Begin looking now for a visa appointment that is between August 17th and July December 9th.** The first possible date for your appointment is 180 days prior to the start (January 17th) of your Rome semester program, so do not book a visa appointment that is scheduled before July 17th.
     - To schedule an Italian visa appointment, students must visit this website [https://prenotami.esteri.it/](https://prenotami.esteri.it/) and make an account to schedule an appointment.
     - Check appointment availability daily if you are having difficulty finding an open appointment slot. Sometimes, appointments open that have been recently canceled.
   - Processing times are much slower due to Covid-19. Please confirm processing time during your appointment.
   - Walk-in appointments are not permitted.

2. **Sign up** for an Optional Document Review (ODR) appointment starting September 15th, 2022.
   - All fall 2022 Discover Italy semester participants are recommended to meet with an OIE advisor to have your completed Italian visa application documents and Pre-Departure Requirements reviewed between September 15th, 2022 and November 15th, 2022.
   - **The ODR is not required but strongly recommended.**
   - Read on [OIE’s website here](https://prenotami.esteri.it/) for what type of ODR appointments are available and how to schedule one.

**Participate in an ODR Session (optional but strongly recommended).** Prior to your ODR, you need to upload in your OIE student portal the following:
   - your completed visa application
   - and all other items in your OIE student portal Questionnaire titled “Italian Visa-Required Document Review Submissions”
   - **IMPORTANT:** If you choose not to participate in an ODR, **you must let the OIE office know within 2 business days of your Italian visa appointment that you need your OIE acceptance letters (English and Italian) and CHUBB health insurance letter uploaded to your student portal. These 3 letters are required for your visa appointment.**

3. **One Original, Completed, and Signed Visa Application Form**
   - The completed [Long-term Visa Application Form](https://prenotami.esteri.it/) must contain no mistakes, errors, cross-outs, or white-out. Make sure your answers are written within the box (*write small and neatly). You may type your answers or write them in blue or black pen. Use the same color pen for the entire Visa Application Form.
   - Be sure to use the European date format (DD/MM/YYYY, so March 5, 1998 would be 05/03/1998)
   - Leave questions on the Visa Application Form blank if they don’t apply to you.
   - Review Johnny Thunderbird’s Sample Visa Application (posted on the “Apply for an Entry Visa Page”) and use it as a guide to complete your visa application.
   - **Use the Visa Application Form With Pre-Filled Answers** (posted on the “Apply for an Entry Visa Page”)
     - But, if any of the pre-filled answers do not apply to you, e.g., the intended date of entry, you will need to complete the [Blank Visa Application Form](https://prenotami.esteri.it/) — copying the rest of the pre-filled answers onto this form!
   - You must sign with place and date (using European date format) on both page 3 and page 4 of the Visa Application Form. This portion of the Visa Application Form needs to be completed by hand, in either blue or black pen. It cannot be typed.
   - See page 7 of this Italian Visa Application Checklist for more tips on completing your Visa Application Form!
   - **NOTE!** The visa application in this section is for NEW YORK. Click [here](https://prenotami.esteri.it/) for a list of Italian Consulates in the USA, their jurisdictions, and a link to their page where you will find their location-specific Italian visa application.
4. **One Recent Passport Photo**
   - Standard Passport photo format (1”3/8 x 1”3/4 inches in size)
   - Taken within the last 6 months
   - This does not need to be the same photo included in your Passport.
   - You cannot be smiling (and your lips must be closed)
   - The picture must be front facing, in color, on a white background, and on photo-quality paper.
   - Please note you cannot have your hair covering your eyes, and you cannot be wearing glasses, a scarf, a hat or other head covering in these photos. (Please contact the Office of International Education if you wear a head covering for religious reasons.)

5. **One Original & Signed Passport + Two Copies of Bio Page (picture and signature page)**
   - Your Passport must (1) be valid until at least August 12th, 2023, (2) have been issued in 2013 or later, and (3) include at least 2 blank pages (or more if you plan to travel!).
   - **Non-U.S. Citizens:**
     - All international students must make an appointment with ISSSO to discuss studying abroad and their Form I-20.
     - After this appointment, you need to provide **Two Copies of your Proof of Legal Residence in the United States:** for permanent residents, a Green Card (valid until at least August 12th, 2023); for international students, a U.S. visa (valid until at least June 17, 2023) and a Form I-20 signed in September 2022 or later (valid through date of SJU graduation). Please contact International Student and Scholar Services (contact information is here) to verify this information.

6. **One Copy of your Current Student ID Card** (Storm Card) – front and back on the same side of 1 page

7. **One Copy of your NY Driver’s License (or NY State ID)** – front and back on the same side of the page.
   - The address on this ID must be in New York, Connecticut and the following New Jersey Counties: Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren.
   - If you do not have this, you have two other options:
     - (1) Apply for and submit a copy of an IDNYC: [http://www1.nyc.gov/site/idnyc/index.page](http://www1.nyc.gov/site/idnyc/index.page); or
     - (2) If you live on campus: Secure a letter from Residence Life verifying the dates that you have lived in St. John’s University housing and the address of this housing.

8. **One Original + One Copy of your SJU Rome Acceptance Letter** (in Italian)
   - OIE will provide this to you by uploading it to your OIE student portal. You must print an original (print in color) and one copy (printed in black and white).
   - **IMPORTANT:** If you do not see the SJU Rome Acceptance Letter in Italian in your OIE student portal and your Italian visa appointment is coming up, please email studyabroad@stjohns.edu at least 2 business days prior to your visa appointment to request that your letter be uploaded in time for your visa appointment. Without 2 business days’ notice, we cannot guarantee that your SJU Rome Acceptance letter in Italian will be uploaded to your OIE student portal in time for your visa appointment.

9. **One Original + One Copy of your OIE Acceptance Letter** (in English)
   - OIE will provide this to you by uploading it to your OIE student portal. You must print an original (print in color) and one copy (printed in black and white).
   - **IMPORTANT:** If you do not see the SJU Rome Acceptance Letter in English in your OIE student portal and your Italian visa appointment is coming up, please email studyabroad@stjohns.edu at least 2 business days prior to your visa appointment to request that your letter be uploaded in time for your visa appointment. Without 2 business days’ notice, we cannot guarantee that your SJU Rome Acceptance letter in English will be uploaded to your OIE student portal in time for your visa appointment.
10. **One Original + One Copy Proof of Financial Support** (bank letter AND credit card statement):

All Proof of Financial Support documents must be issued within 30 days prior to your visa appointment date. **In prior semesters, many students have been asked to show a balance of more than $5,800, so please do so if at all possible.**

- **(1) Student Personal Bank Letter** or Bank Statement on Official Letterhead
  - Verifying **at least $5,800**, which represents $50 per day, that student will be studying in Italy (116 days total) in the student’s personal checking and/or savings account (**the student must be the only person listed on the bank account**).
  - **Note:** the Italian Consulate in NYC does not accept letters from Student Financial Services as proof of financial support.

- **(2) Student Credit Card Statement**
  - The credit card statement must list the student’s name (another individual can also be listed, such as parent/guardian), and the credit limit.

**Bank Letter Tips!**

- Hand the Sample Bank Letter on page 8 of this Italian Visa Application Checklist to the bank employee and encourage them to follow it exactly. The Bank Letter must include all the information included on the Sample Bank Letter, except for your account # (which is optional).
- The Bank Letter must be on bank letterhead.
- The Bank Letter must be signed by a bank employee.
- Bank Letters or Statements for retirement accounts or stock portfolios are not accepted by the Italian Consulate.

11. **One Original + One Copy** of your CHUBB Health Insurance Letter

- OIE will upload this to your OIE student portal. You must print an original (print in color) and one copy (printed in black and white).
- **IMPORTANT:** If you do not see your CHUBB health insurance letter in your OIE student portal and your Italian visa appointment is coming up, please email studyabroad@stjohns.edu at least 2 business days prior to your visa appointment to request that your letter be uploaded in time for your visa appointment. Without 2 business days’ notice, we cannot guarantee that your CHUBB health insurance letter will be uploaded to your OIE student portal in time for your visa appointment.

12. **One Original + One Copy** of a Prepaid Envelope for Passport Return

- The Italian Consulate in NYC will only return Passports with the affixed visa by mail. **Note:** If you are not applying for your Italian visa in NY, it is possible you will not need this envelope, as some consulates do allow in-person pickups.
- On the day of your visa appointment with the Italian Consulate in NYC, you **must** bring a self-addressed, prepaid envelope from the U.S. Postal Service (prepaid labels with a barcode or stamps + tracking number) and a photocopy of it. You will need to submit one copy with your visa application, and you should keep the second copy for your records.
- The Italian Consulate in NYC will only accept prepaid priority envelopes from the U.S. Postal Service (no FedEx, no UPS). **The envelope size must be large enough to fit paper that is 8.5 x 11 inches.**
- Tracking of the mailed package is your sole responsibility.
- The Italian Consulate will not take any responsibility for a lost Passport.
- The envelope copy or photograph is for your own records in the event the package is lost in the mail.
13. **One Original Declaration for Mailing Passports (New York)**
   - You must also present the Declaration for Mailing Passports duly filled out. The Declaration for Mailing Passports is included as page 9 of this Italian Visa Application Checklist.

14. **Visa Fee Payment _ Money Order only**
   - Submit payment for your visa directly to the Italian Consulate in New York City. As of March 5, 2020, consular fees can only be paid by money order which must be completed in its entirety addressed to the “Consulate General of Italy – New York” and must have your name and address indicated in the appropriate area.
   - For the current visa fee please check [here](#) (scroll to bottom) for the Italian Consulate in New York’s website for updated “Student Visa” fees on the updated table link at the bottom of the page.

15. **Reserve and attend** your visa appointment at the Italian Consulate in NYC.
   - **First, Reserve your visa appointment** with the Italian Consulate.
     i) To schedule an Italian visa appointment, students must visit this website [https://prenotami.esteri.it/](https://prenotami.esteri.it/) and make an account to schedule an appointment.
     ii) Check appointment availability daily if you are having difficulty finding an open appointment slot. Sometimes, appointments open that have been recently canceled.
   - **Second, Attend** your visa appointment at the Italian Consulate in NYC 690 Park Ave., New York NY 10065.

16. **Provide** a copy of your Italian visa & Passport to OIE by uploading scans or pictures through your OIE student portal via the Copy of Visa and Passport Upload Questionnaires.
   - When you receive your Passport back in the mail, be sure to double check that your name is spelled correctly on your Italian visa, that it is issued for the correct program dates, and that it is a multi-entry visa.
Additional Tips on Filling Out the Visa Application Form!

- **#2 Surname at birth (former family name(s))**: Leave blank unless you had a different last name when you were born.
- **#7 current nationality**: Refers to citizenship-if you have a U.S. Passport, put “USA”.
- **#11 national identity number**: Leave blank if you are a U.S. citizen. If you are not a U.S. citizen and have a national identity number from your home country, list that here—it will likely be your passport number or your country’s version of a U.S. Social Security Number.
- **#13 number of travel document**: Refers to your Passport number.
- **#16** Asks for the country your Passport is “issued by,” put “USA” if you have a U.S. Passport.
- **#17 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 if you are applying at the Italian Consulate in NYC.
- **#26 and #27**: Only mark yes if you’ve received a European visa in the past 3 years.
- **#28**: Leave blank, you are not applying for a “family reunion visa.”
- **#31**: Leave blank, we have got you covered with our pre-filled answer to #32.
- **#34 and #35**: Leave blank, unless you are relying on family living in Italy for financial support.
Sample Bank Letter

[Bank Letterhead]  

[Date]

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>
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</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
DECLARATION FOR MAILING PASSPORTS

The undersigned………………………………………………………………………………

born on…………………………………………………………………………………………

residing in ……………………………………………………………………………………..

……………………………………………………………………………………………………

passport holder no……………………………………………………………………………

issued by…………………………………………………………………………………………

I do hereby declare that I assume all responsibility for the mailing of my passport. I understand that the Consulate General of Italy in New York is NOT responsible for the loss or damage of my passport in transit. I therefore wish for my passport to be mailed back to me via the prepaid/stamped envelope that I have provided including a photocopy.

Sincerely

………………………………………………...

(signature)

(A printable copy of this page can be found here.)