All students participating in St. John’s Semester in Rome for Spring 2024 are required to submit their visa applications directly to the Italian Consulate by December 8th, 2023.

**NOTE:** This checklist is only for the Italian Consulate in NYC. If you are an out-of-state student, you can go to another consulate if you can prove that you are a resident of that jurisdiction. Click here for a list of Italian Consulates in the US and their jurisdictions. However, each consulate has their own application and requirements list. Therefore, we highly recommend you schedule at the NYC consulate, since being a full-time student in New York makes you qualified for the NYC jurisdiction. If you would like to obtain your visa at a different consulate, please email oievisa@stjohns.edu for further assistance.

Please follow the steps below for your visa appointment at the Italian Consulate in NYC:

**STEP 1 – BOOK YOUR VISA APPOINTMENT**

- **Safe Zone**: Appointments between Jul 16th and Nov 30th. This time frame gives you plenty of time to get your visa by your program start.

- **Safe-ish Zone**: Appointments between Dec 1st and Dec 8th. There is a possibility you may not get your visa in time. Review OIE’s refund policy.

- **Danger Zone**: Appointments on Dec 9th or later. It is very unlikely you will receive your visa in time! Review OIE’s refund policy.

- **DO NOT** wait until November or December to start booking your appointment because appointments fill up quickly. Please book your appointment as soon as you pay your deposit.

- The first step is to register an account on the Italian Consulate website. The website will be in Italian, however, you can change the language to English at the top right corner. We recommend you use your SJU email to register the account. You will also be asked to select a consulate in the US. For the NYC consulate, please select “Stati Uniti D’America New York Consolato Generale Di Prima Classe D’Italia.”

- Once the account is registered, you will receive an email to confirm the account. Then, you can go back to the website and log back in. Please select “Book” and then for visa type, select “Study.” Please check off that you have read and accept the privacy policy and click “Forward.”

- You will now see a calendar – all available days will be in green, and all unavailable days will be in red. Please select a day and time for your appointment. **Make sure you choose a day between July 16th and December 8th so that you have enough time to get your passport mailed back to you for departure.**
Once your appointment is booked, you can start to gather all your required documents. However, the appointment booking DOES NOT confirm your appointment. You will receive an email to confirm your appointment 2-7 days prior to your appointment date. You MUST confirm it or else your appointment will be canceled and given to someone else.

Please enter your appointment date into your OIE student portal in the “Confirmed Visa Appointment Date” questionnaire so that our office knows you are all set with this first step.

**STEP 2 – GATHER YOUR REQUIRED DOCUMENTS**

Please put together all your documents in the order below for your consulate appointment:

<table>
<thead>
<tr>
<th>1) Visa Application Form</th>
<th>9) St. John’s Semester in Rome Enrollment Letter (Italian)</th>
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</thead>
<tbody>
<tr>
<td>2) 1 passport photo of yourself</td>
<td>10) St. John’s Semester in Rome Enrollment Letter (English)</td>
</tr>
<tr>
<td>3) Physical passport valid until August 10, 2024</td>
<td>11) Proof of Financial Support</td>
</tr>
<tr>
<td>4) Copy of valid passport</td>
<td>12) CHUBB Health Insurance Letter</td>
</tr>
<tr>
<td>5) Copy of Stormcard</td>
<td>13) US Postal Service Prepaid Priority Envelope</td>
</tr>
<tr>
<td>6) Copy of State ID / Driver’s License</td>
<td>14) Declaration for Mailing Passports</td>
</tr>
<tr>
<td>7) Letter from Res Life or NY Residence Lease (Non-NY residents only)</td>
<td></td>
</tr>
<tr>
<td>8) Flight Reservations &amp; Proof of Legal Residence in US (Non-US Citizens only)</td>
<td></td>
</tr>
</tbody>
</table>

1. **Visa Application Form**

   - If you are participating in St. John’s Semester in Rome, please use this visa application form. Some boxes are already pre-filled with the correct information and program dates.

   - If you are participating in St. John’s Semester in Rome as an OZANAM scholar and are traveling to Paris for The Vincentian Heritage Tour prior to the start of the semester, please use this visa application form. Some boxes are already pre-filled with the correct information and program dates.

   - If you prefer to fill out the visa application entirely on your own, please use this blank visa application form.

   - Please refer to this sample visa application form that we have made for Johnny Thunderbird. It is completed entirely with his information and is a great guide that you can use to see what your completed visa application form should look like.

   - The completed Visa Application Form must contain no mistakes, errors, cross-outs, or white-outs. Your answers should be written within each 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.

   - Your name must match the name in your passport. So, if you have a middle name or second last name in your passport, please include it in your visa application.

   - Use the European date format (DD/MM/YYYY). Example: March 5, 2003 would be 05/03/2003.
2. **Passport Photo**
   - You must get a passport photo of yourself with the following requirements:
     - Standard passport photo format (2 x 2 inches in size).
     - You cannot be smiling, and your lips must be closed.
     - Photo must be front facing, in color, on a white background, and on photo paper.
     - Please note you cannot have your hair covering your eyes, and you cannot be wearing glasses, a scarf, hat, or other head covering in the photo.
     - Please contact OIE if you wear a head covering for religious reasons.
   - The passport photo must be paperclipped to the top right corner of the first page of your visa application form. It **CANNOT** be stapled, taped, or glued.

3. **Physical Passport Valid Until August 10, 2024**
   - All passports must be valid for at least 90 days after the program end-date
   - For Spring 2024 St. John's Semester in Rome, the program end date is May 10, 2024
   - This means your passport must be valid until August 10, 2024
   - If your passport is currently expired or will expire before August 10, 2024, you must start your passport renewal process immediately.
   - You cannot attend your visa appointment at the consulate until you have your new passport.

4. **Copy of Passport**
   - Please open your valid passport to the bio and signature page and make a copy.

5. **Copy of Stormcard**
   - Please make a copy of the front and back of your Stormcard. Make sure the front and back are on the same page.

6. **Copy of State ID / Driver’s License**
   - Please make a copy of the front and back of your State ID / Driver’s License. Make sure the front and back are on the same page.

7. **Out-of-State Students Only: Letter from Res Life or NY Residence Lease**
   - If you are an out-of-state student, please provide a letter from Res Life or your NY residence lease as additional proof that you are full-time student in New York.

   - Non-US Citizen students must provide both a copy of roundtrip flights and proof of legal residence in the US
   - **Permanent residents** – must provide a copy of a Green Card valid until at least August 10, 2024 to the consulate
   - **International students** – must make an appointment with ISSSO to discuss studying abroad and their Form I-20
     - Must provide a copy of a U.S. F1 visa valid until at least June 10, 2024 and a Form I-20 signed within the last year (valid through date of SJU graduation) to the consulate
     - Make sure you have a valid US visa for re-entry into the United States prior to the fall 2024 semester
     - Please contact International Student and Scholar Services (contact info [here](#)) to verify this information

9. **St. John’s Semester in Rome Enrollment Letter (Italian)**
   - In the Documents section of your OIE student portal, you will find your acceptance letter in Italian. Make sure your name is spelled correctly and the program dates are correct.
   - Please print it and take it with you to the consulate.
   - If your acceptance letter has not been uploaded or if there is an error, please email studyabroad@stjohns.edu.
10. St. John’s Semester in Rome Enrollment Letter (English)

- In the Documents section of your OIE student portal, you will find your acceptance letter in English. Make sure your name is spelled correctly and the program dates are correct.
- Please print it and take it with you to the consulate.
- If your acceptance letter has not been uploaded or if there is an error, please email studyabroad@stjohns.edu.

11. Proof of Financial Support

- This is one of the most important documents you must present at the consulate because you need to prove that you have sufficient funds to sustain yourself while studying abroad in Italy.
- Go to the bank and ask for a personal bank statement on official letterhead.
  - You must be the only person on the bank account. If you share the account with a parent or someone else, you MUST either remove them OR create a separate bank account with just yourself.
  - The balance on the account must be a minimum of $5,800 USD at the time it is provided.
- If you have a credit card, you can also provide your most recent credit card statement as additional proof of financial support. The credit card statement is optional.
- The Italian Consulate in NYC does not accept letters from Student Financial Services as proof of financial support.

12. CHUBB Health Insurance Letter

- In the Documents section of your OIE student portal, you will find your CHUBB Health Insurance Letter. Make sure your name is spelled correctly, your birthdate is correct, and the program dates are correct.
- Please print it and take it with you to the consulate.
- If your CHUBB Health Insurance Letter has not been uploaded or if there is an error, please email studyabroad@stjohns.edu.

13. US Postal Service Prepaid Priority Envelope

- The Italian Consulate in NYC will only return passports with the affixed visa by mail.
- On the day of your visa appointment, you must bring a self-addressed, prepaid envelope from the U.S. Postal Service (prepaid labels with a barcode or stamps and tracking number).
- The Italian Consulate WILL NOT accept envelopes from FedEx or UPS.
- The envelope must be large enough to fit regular sized paper (8.5 x 11 inches)
- Please make a copy of the envelope with the tracking number to keep for your own records in case your passport gets lost or takes longer than usual to arrive.
- When filling out the envelope, please use this address:
  
  From: Consulate General of Italy – New York  
  690 Park Ave  
  New York, NY 10065

  To: Your Full Name  
  Your Full Home Address

14. Declaration for Mailing Passports

- This document gives the Italian Consulate in NYC permission to mail your passport to you.
- You must provide this document fully filled out and signed the day of your appointment.
- Please click here to print it and fill it out.
15. Money Order for Visa Fee Payment

- You must submit payment for your visa directly to the Italian Consulate in New York City.
- 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 memo you can write “study visa fee”.
- For the current visa fee please check [here](#), scroll to the bottom, and click on the link for the most recent table.
- Once you open the table, scroll all the way down until you find “Visti per studio.”
- Make sure your scheduled visa appointment date falls within the date range at the top of the table. If not, you must wait for the Consulate to re-update the table with the new fees.

STEP 3 – BOOK A VISA DOCUMENT REVIEW (VDR) SESSION

- Although this step is optional, we strongly recommend you book a VDR session to have an OIE advisor review your documents before your appointment.
  - Virtual: Meet online via WebEx with an advisor
  - In-person: Meet in Marillac 210 with an advisor
  - E-review: Upload your visa documents and receive feedback from an advisor via email
- Click [here](#) to schedule your VDR session
- Email oievisa@stjohns.edu if you have any visa questions

STEP 4 – ATTEND YOUR VISA APPOINTMENT

- Once again, be on the lookout for an email from the Italian Consulate 2-7 days prior to your appointment to confirm it. If you do not confirm, your appointment will be given to someone else, and they WILL NOT let you in.
- Italian Consulate NYC address: 690 Park Ave, New York, NY 10065
- Plan to arrive no more than 15 minutes early, as you will not be allowed in until it’s your actual appointment time.
- You must enter the consulate on your own, so if you go accompanied by someone, they will have to wait outside.
- Expect to have your cell phone taken at the entrance for security purposes.
- Dress appropriately for a government building –
  - No crop tops, flashy clothing, pajamas, etc.
- Once it’s your turn, simply hand in all your documents to the official and they will look over everything. Do not try to explain the documents; if they have a question, they will ask you.
- Worst case scenario, if you are missing something or there is a minimal error, you will be provided an email and asked to resubmit the document.
- However, missing proof of financial support, either being incomplete or incorrect, will most likely lead to the consulate officials having you reschedule for a new appointment. We strongly recommend you book a VDR session to have an OIE advisor review your documents before your appointment to avoid this at your appointment.

STEP 5 – RECEIVE YOUR PASSPORT WITH VISA IN THE MAIL

- The processing of your visa at the Italian Consulate in NYC can take up to several weeks.
- Once you receive your passport in the mail with your affixed visa, please upload a copy of your visa to your OIE student portal in the “Copy of Visa” questionnaire so that our team knows you’re all set to go abroad.