St. John's Semester in Rome

Fall 2024: Italian Study Visa Checklist (Group Visa Process), Details, & Tips

An Italian study visa is required for most students traveling to Italy for more than 90 days. Though the study visa process may look daunting at first, **the requirements are very straightforward**. The Office of International Education (OIE) will provide some of the necessary documents and we can also make sure your application is completely in order before you submit it. This may not be the most fun part of studying abroad, but it'll be a notch in your experience that you can consider a **transferable skill**. The next time you travel and require a visa, it'll seem like a piece of cake.

NOTE: This checklist is only for students who are participating in the group visa process. OIE will be gathering students' completed visa application forms, required documents, and passports on **Thursday, April 25th from 2pm - 5pm in Marillac 210** to take to the Italian consulate in NYC. The group visa process can take up to several weeks. Therefore, if you have any travel plans that require your passport in May or June, you should opt out of the group visa process because your passport might not be ready in time. If you are an out-of-state student and are traveling home after the semester ends, you may still participate in the group visa process if you provide OIE with a USPS prepaid priority mail envelope so that we can mail your passport with your visa to you once we receive it from the consulate.

Please follow the steps below for the group visa process:

STEP 1 – GATHER YOUR REQUIRED DOCUMENTS

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

☐ **1)** Visa Application Form	☐ **9)** St. John's Semester in Rome Enrollment Letter (Italian)
☐ **2)** 1 passport photo of yourself	☐ **10)** St. John's Semester in Rome Enrollment Letter (English)
☐ **3)** Physical passport valid until at least March 20, 2025	☐ **11)** Bank Letter
☐ **4)** Copy of valid passport	☐ **12)** Credit Card Statement
☐ **5)** Copy of Stormcard	☐ **13)** Scholarships / Financial Aid Letters
☐ **6)** Copy of State ID / Driver's License	☐ **14)** CHUBB Health Insurance Letter
☐ **7)** Letter from Res Life or NY Residence Lease (Non-NY residents only)	☐ **15)** US Postal Service Prepaid Priority Envelope (Students who want OIE to mail their visa)
☐ **8)** Flight Reservations & Proof of Legal Residence in US (Non-US Citizens only)	☐ **16)** Signed Declaration(s)
	☐ **17)** Money order for visa fee payment

1. **Visa Application Form**

   - **If you are participating in St. John's Semester in Rome, we recommend you use <u>this</u> PRE-FILLED visa application form.**

   - **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, **we recommend you use <u>this</u> PRE-FILLED visa application form**, which is adjusted to include the Ozanam 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 for Johnny Thunderbird**, which is a great guide for completing your own visa application form.

- **The completed visa application form should not contain any mistakes, cross-outs, or white-outs**. Your answers should be written legibly and completely within their respective box (don't go outside the lines). 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.

- Always use the European date format (DD/MM/YYYY). Example: March 5, 2004 would be 05/03/2004.

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.
    - The 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 paper clipped 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 at least March 20, 2025**

- All passports must be valid for at least 90 days after the program end-date.
- For Fall 2024 St. John's Semester in Rome, the program end-date is December 20, 2024.
- This means your passport must be valid until at least March 20, 2025.
- If your passport is currently expired or will expire before March 20, 2025, you must start your passport renewal process immediately.
- You cannot submit your visa application and documents 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. Make sure it is signed.

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 January 20, 2025 to the consulate.
- **International students –** must make an appointment with ISSSO to discuss studying abroad and their Form I-20.
  - You must provide a copy of a U.S. F1 visa valid until at least January 20, 2025 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 Spring 2025 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 study abroad portal, you will find your acceptance letter in Italian. Make sure your name is spelled correctly and the program dates are correct.
- Please print a color copy.
- If your enrollment letter has not been uploaded or if there is an error, please email oievisa@stjohns.edu.

10. **St. John's Semester in Rome Enrollment Letter (English)**

- In the Documents section of your study abroad portal, you will find your acceptance letter in English. Make sure your name is spelled correctly and the program dates are correct.
- Please print a color copy.
- If your enrollment letter has not been uploaded or if there is an error, please email oievisa@stjohns.edu.

11. **Bank Letter**

- 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 yourself as the sole owner.
  - **The balance on the account must be a minimum of $5,800 USD** at the time it is provided.

12. **Credit Card Statement**

- You must provide a personal credit card statement with the indication of your credit limit.

13. **Scholarships / Financial Aid Letters**

- Students who have been granted a scholarship and/or financial aid are required to provide a letter from the university stating the amount and the date of disbursement.

14. **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 a color copy.
- If your CHUBB health insurance letter has not been uploaded or if there is an error, please email oievisa@stjohns.edu.

15. **US Postal Service Prepaid Priority Envelope**

- If you are an out-of-state student and need your passport with affixed visa mailed to you, you must provide us with a **self-addressed, prepaid priority mail envelope from the U.S. Postal Service.**
- Make sure it includes the prepaid labels with a barcode or stamps and tracking number.
- 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:

<u>From:</u>   Tiecher Adams
            Office of International Education
            Marillac 210
            St. John's University
            8000 Utopia Parkway
            Queens, NY 11439

<u>To:</u>   Your Full Name
            Your Full Home Address

16. **Signed Declaration(s)**

- The "Declaration for Group Visa Process" states that you take full responsibility in submitting your documents to OIE for the group visa process.
- The "Declaration for Mailing Passport" gives OIE permission to mail your passport to you.
- You must provide this signed document to OIE on April 25th. If you are not providing an envelope to have your passport mailed to you, you may leave the Declaration for Mailing Passport section blank.
- Please click here for the declarations document.

17. **Money Order for Visa Fee Payment**

- **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 you look at the date range at the top of the table. If April 25th is not within the table's date range, you must wait for the Consulate to re-update the table with the new fees.

STEP 2 – SCHEDULE A VISA DOCUMENT REVIEW (VDR) SESSION

- Although this step is optional, **we strongly recommend you schedule a VDR session to have an OIE advisor review your application and documents before submitting to OIE on April 25th.**
  - <u>Virtual:</u> Meet online with an advisor
  - <u>In-person:</u> Meet in Marillac 210 with an advisor
  - <u>E-review:</u> 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 3 – SUBMIT YOUR PASSPORT, VISA APPLICATION, AND DOCUMENTS TO OIE ON APRIL 25TH

- Please make sure your visa application and documents are ready to go.
- If you are missing something or there is a minimal error, we will ask you to re-submit as soon as possible.
- Please note that proof of financial support can take up to a few days to obtain depending on your bank so you must make sure you have these documents ahead of time.
- **We strongly recommend you book a VDR session** to have an OIE advisor review your documents before April 25th to avoid any issues.

STEP 4 – RECEIVE YOUR PASSPORT WITH VISA

- The processing of your visa at the Italian Consulate in NYC **can take up to several weeks.**
- OIE will send an email notifying you that we have received your passport with the affixed visa so you can come pick it up.
- If you provided an envelope with your documents, we will mail it to you.
- Once you receive your passport with your affixed visa, **please upload a copy of your visa to your study abroad portal in the "Copy of Visa" questionnaire** so that our team knows you're all set to go abroad.