



St. John's Semester in Rome
Spring 2026 Italian Visa Checklist – Group Visa Process

An Italian study visa is required for most students traveling to Italy for more than 90 days. The Office of International Education (OIE) will be collecting students' completed visa applications, required documents, and passports on **Thursday, October 30th from 10am - 4pm in Marillac 210** to take to the Italian Consulate in New York.

IMPORTANT:

- **This checklist is only for students who are participating in the Group Visa Process.** The Group Visa Process eliminates having to schedule an in-person appointment at the Italian Consulate.
- **The Group Visa Process can take up to several weeks and requires you to submit your physical passport.** Therefore, if you have any travel plans that require your passport in November or December, you should opt out of the Group Visa Process because your passport might not be ready in time.
- This process is only available to students with passports from the United States, Canada, France, Germany, Japan, and the United Kingdom.

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:

<ul style="list-style-type: none"><input type="checkbox"/> 1) Visa Application Form<input type="checkbox"/> 2) Passport-style photo of yourself<input type="checkbox"/> 3) Physical passport valid until August 8, 2026<input type="checkbox"/> 4) Copy of valid passport<input type="checkbox"/> 5) Copy of Stormcard<input type="checkbox"/> 6) Copy of State ID / Driver's License<input type="checkbox"/> 7) Non-US Citizens Only: Flight Reservations & Proof of Legal Residence in US	<ul style="list-style-type: none"><input type="checkbox"/> 8) St. John's Semester in Rome Enrollment Letter (Italian)<input type="checkbox"/> 9) St. John's Semester in Rome Enrollment Letter (English)<input type="checkbox"/> 10) Proof of Financial Support – Bank Letter/Statement<input type="checkbox"/> 11) CHUBB Health Insurance Letter<input type="checkbox"/> 12) US Postal Service Prepaid Priority Envelope<input type="checkbox"/> 13) Money Order for Visa Fee Payment<input type="checkbox"/> 14) Declaration for Mailing Passports
--	---

1. Visa Application Form

- **If you are participating in St. John's Semester in Rome, we recommend you use [this](#) 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 [this](#) 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 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.
- Always use the European date format (DD/MM/YYYY). Example: March 5, 2006 would be 05/03/2006.

2. Passport-Style Photo of Yourself

- You must get a passport-style photo of yourself with the following requirements:
 - Standard passport photo format (2 x 2 inches in size).
 - The photo must be front facing, in color, on a white background, and on photo paper.
 - You cannot be smiling, and your lips must be closed.
 - 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.
- 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.
- Please write your name on the back of the photo.

3. Physical Passport Valid Until August 8, 2026

- All passports must be valid for at least 90 days after the program end-date.
- For Spring 2026, the program end-date for St. John's Semester in Rome is May 8, 2026.
- This means your passport must be valid until August 8, 2026.
- If your passport is currently expired or will expire before August 8, 2026, 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 passport to the bio and signature pages and make a color copy.
- Your passport **MUST** be signed.

5. Copy of Stormcard

- Please make a color copy of the front and back of your Stormcard.
- The front and back should be on the same page.

6. Copy of State ID / Driver's License

- Please make a color copy of the front and back of your State ID / Driver's License.
- The front and back should be on the same page.

7. **Non-US Citizens Only: Flight Reservations & Proof of Legal Residence in United States**

- 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 June 15, 2026 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 September 2, 2026 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 2026 semester.
 - Please contact International Student and Scholar Services (contact info [here](#)) to verify this information.

8. St. John's Semester in Rome Enrollment Letter (Italian)

- In the Documents section of your study abroad portal, you will find your Enrollment Letter in Italian.
- Review it and make sure your name and 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.

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

- In the Documents section of your study abroad portal, you will find your Enrollment Letter in English.
- Review it and make sure your name and 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. Proof of Financial Support – Bank Letter/Statement

- Students must provide a bank letter or an official bank statement for a **bank account that is in the student's name only**. The Italian Consulate DOES NOT accept joint bank accounts for students.
- If you share the bank account with a parent or someone else, you **MUST** either remove them OR create a separate 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.
- Please refer to the [Sample Bank Letter](#) for reference.

11. CHUBB Health Insurance Letter

- In the Documents section of your study abroad portal, you will find your CHUBB health insurance letter.
- Review it and make sure your name, birthdate, and 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.

12. US Postal Service Prepaid Priority Envelope

- The Italian Consulate in New York will only return passports with the affixed visa by mail.
- **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 for your own records in case your passport gets lost or takes longer than usual to arrive.
- When filling out the envelope, please follow this format:



From: Consulate General of Italy – New York
690 Park Ave
New York, NY 10065

To: Your Full Name
Your Full Home Address

13. Money Order for Visa Fee Payment

- **Consular fees can only be paid by money order**, which must be completed in its entirety
- 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.**” The amount to pay is in the blue column on the right titled “**TOTALE da pagare.**”
- 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.
- When filling out the money order, please follow this format:

14. Declaration for Mailing Passports

- This document gives the Italian Consulate in New York permission to mail your passport to you.
- You must provide this document fully filled out and signed on the day of your appointment.
- Please click [here](#) to print it and fill it out.

STEP 2 – 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 submitting them to OIE on October 30th**
 - In-person: Meet in Marillac 210 with an advisor
 - Virtual: Meet online via Teams 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 3 – SUBMIT YOUR PASSPORT, VISA APPLICATION, AND DOCUMENTS TO OIE ON OCTOBER 30th

- 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 October 30th.

STEP 5 – RECEIVE YOUR PASSPORT WITH VISA IN THE MAIL

- The processing of your visa at the Italian Consulate in New York **can take up to several weeks**.
- Once you receive your passport with your affixed visa in the mail, **please upload a copy of the visa to the “Copy of Visa” questionnaire in your study abroad portal.**