



## St. John's Semester in Rome

### Spring 2027 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, April 29<sup>th</sup> from 9am - 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 May, June, or July, 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:

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>1)</b> Visa Application Form</li><li><input type="checkbox"/> <b>2)</b> Passport-style photo of yourself</li><li><input type="checkbox"/> <b>3)</b> Physical passport valid until August 7, 2027</li><li><input type="checkbox"/> <b>4)</b> Copy of valid passport</li><li><input type="checkbox"/> <b>5)</b> Copy of Stormcard</li><li><input type="checkbox"/> <b>6)</b> Copy of State ID / Driver's License</li><li><input type="checkbox"/> <b>7)</b> Non-U.S. Citizens Only: Flight Reservations &amp; Proof of Legal Residence in US</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>8)</b> St. John's Semester in Rome Enrollment Letter (Italian)</li><li><input type="checkbox"/> <b>9)</b> St. John's Semester in Rome Enrollment Letter (English)</li><li><input type="checkbox"/> <b>10)</b> Proof of Financial Support – Bank Letter/Statement</li><li><input type="checkbox"/> <b>11)</b> CHUBB Health Insurance Letter</li><li><input type="checkbox"/> <b>12)</b> Money Order for Visa Fee Payment</li><li><input type="checkbox"/> <b>13)</b> U.S. Postal Service Prepaid Priority Envelope (Optional)</li><li><input type="checkbox"/> <b>14)</b> Declaration for Mailing Passport (Mandatory for Mailing Option)</li></ul> |
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#### **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 not contain any mistakes, 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.
- Make sure you print the application **single-sided and in color**.
- **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, 2007 would be 05/03/2007.
- On pages 3 and 4, make sure you sign your name manually with a pen. **E-signatures are NOT permitted.**

## 2. Passport-Style Photo of Yourself

- You must get an official 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.
  - 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 7, 2027

- The Schengen area requires all visitor passports to be valid for at least 90 days after your planned date of departure.
- For Fall 2026, the program end-date for St. John's Semester in Rome is May 7, 2027.
- This means your passport must be valid until at least August 7, 2027.
- If your passport is currently expired or will expire before August 7, 2027, 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 make a color copy of the bio and signature pages of your passport.
- Your passport **MUST** be signed.

## 5. Copy of Stormcard

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

## 7. **Non-U.S. 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 September 15, 2027 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 15, 2027 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 2027 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 [oevisa@stjohns.edu](mailto:oevisa@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 [oevisa@stjohns.edu](mailto:oevisa@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 [oevisa@stjohns.edu](mailto:oevisa@stjohns.edu).

#### 12. Money Order for Visa Fee Payment

- **Consular fees can ONLY be paid by money order.**
- Money orders can be purchased at the Post Office or the bank.
- **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."**
- **Please wait to purchase your money order until the Italian Consulate updates the table with the new fees for the date range in which you will be submitting everything to us.**
- When filling out the money order, please follow this format:

#### 13. U.S. Postal Service Prepaid Priority Envelope (OPTIONAL)

- After the Italian Consulate in New York processes your visas, our team will pick up your passports.
- You will have the option to pick up your passport in Marillac 210 within 7 days, or you may choose to have your passport mailed to you.
- If you choose to have your passport mailed:

- **You must provide a self-addressed, prepaid priority express mail envelope from the U.S. Postal Service** (prepaid labels with a barcode or stamps, and a tracking number).
- We WILL NOT accept envelopes from FedEx or UPS.
- **Due to issues in the past, we DO NOT recommend obtaining your envelope from the Post Office near campus located at 182-04 Union Tpke, Fresh Meadows, NY 11366. All other Post Offices should be fine.**
- 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: Office of International Education  
Marillac Hall, Room 210  
St. John's University  
8000 Utopia Pkwy  
Queens, NY 11439

To: Your Full Name  
Your Full Home Address

#### 14. Declaration for Mailing Passport (Mandatory for Mailing Option)

- This is a mandatory requirement for students who choose to have their passport mailed.
- This document gives OIE permission to mail your passport to you. Please click [here](#) to print it and fill it out.

#### 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 documents before submitting them to OIE on April 30<sup>th</sup>**
  - 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 [oienvisa@stjohns.edu](mailto:oienvisa@stjohns.edu) if you have any visa questions

#### STEP 3 – SUBMIT YOUR PASSPORT, VISA APPLICATION, AND DOCUMENTS TO OIE ON APRIL 30<sup>th</sup>

- Please make sure your visa application and documents are fully complete.
- 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 30<sup>th</sup>.

#### STEP 4 – 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.**