



St. John's Semester in Rome

Spring 2027 Italian Visa Checklist – Solo Visa Process

As a participant in St. John's Semester in Rome, you are required to obtain an Italian study visa. **You must schedule an appointment with the Italian Consulate for any day before December 1st.**

IMPORTANT:

- **This checklist is only for the Solo Visa Process for the Italian Consulate in New York.** 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 U.S. and their jurisdictions.
- Please note that each consulate has its own application and requirements list. Hence, **we highly recommend you schedule at the New York consulate**, since being a full-time student in New York qualifies you for the New York jurisdiction. If you would like to obtain your visa at a different consulate, please email oievisa@stjohns.edu for further assistance.
- If your passport is from any country other than the United States, Canada, France, Germany, Japan, or the United Kingdom, then you **MUST** do the Solo Visa Process because you are required to be fingerprinted in person at the Italian Consulate.
- **The Solo Visa Process can take up to several weeks and requires you to submit your physical passport.** Therefore, please schedule your visa appointment 4-6 weeks ahead of any travel plans that require your passport because it might not be ready in time.

Please follow the steps below for the Solo Visa Process:

STEP 1 – BOOK YOUR VISA APPOINTMENT



- **DO NOT wait until May or June to start scheduling your appointment because appointments will be booked up by then. Please schedule your appointment as soon as you pay your program 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 or a Gmail to register the account.** You will also be asked to select a consulate in the US. **For the New York 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. Select "Book" and then for visa type, select "Study." Upload a PDF of your valid passport and then 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 September 1st and November 30th, so 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. Please note that 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.**
- **Please enter your appointment date into your study abroad portal in the “Confirmed Visa Appointment Date” questionnaire so that our team 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:

☐ 1) Visa Application Form ☐ 2) Passport-style photo of yourself ☐ 3) Physical passport valid until August 7, 2027 ☐ 4) Copy of valid passport ☐ 5) Copy of Stormcard ☐ 6) Copy of State ID / Driver's License ☐ 7) Non-US Citizens Only: Flight Reservations & Proof of Legal Residence in US	☐ 8) St. John's Semester in Rome Enrollment Letter (Italian) ☐ 9) St. John's Semester in Rome Enrollment Letter (English) ☐ 10) Proof of Financial Support – Bank Letter/Statement ☐ 11) CHUBB Health Insurance Letter ☐ 12) Money Order for Visa Fee Payment ☐ 13) U.S. Postal Service Prepaid Priority Envelope ☐ 14) Declaration for Mailing Passport
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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 Spring 2027, 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-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 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.

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.
- Verify that 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 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.

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."**
- **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 update the table with the new fees.
- When filling out the money order, please follow this format:

POSTAL MONEY ORDER UNITED STATES POSTAL SERVICE

Serial Number: 16000045345 Year, Month, Day: Post Office: U.S. Dollars and Cents: Amount:

Pay to: Consulate General of Italy - New York Clerk:

Address: 690 Park Ave From: Your full name

New York, NY 10065 Address: Your Street Number & Street Name

Memo: Study visa fee Address: Your City, State, & Zip Code

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16000045345

13. U.S. Postal Service Prepaid Priority Envelope

- **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).
- The Italian Consulate 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:

PRIORITY MAIL

TRACKED INSURED

FLAT RATE ENVELOPE ONE RATE • ANY WEIGHT

UNITED STATES POSTAL SERVICE

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

To: Your Full Name
Your Full Home Address

14. Declaration of Mailing Passport

- This document gives the Italian Consulate in New York permission to mail your passport to you.
- Please click [here](#) to print it and fill it out.

STEP 3 – 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 your appointment.**
 - In-person: Meet in Marillac 210 with an advisor
 - Virtual: Meet online via Teams with an advisor
 - E-review: Email your visa documents and receive feedback from an advisor via email
- Click [here](#) to schedule your VDR session.
- Email oielisa@stjohns.edu if you have any visa questions.

STEP 4 – ATTEND YOUR VISA APPOINTMENT

- 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 canceled, 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 won't be allowed inside until 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.
- If you are missing something or there is a minimal error, you might be given an email address to resubmit the document.
- However, missing proof of financial support, whether 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 any issues.**

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 your visa to the "Copy of Visa" questionnaire in your study abroad portal.**