Global Studies
Pre-Departure Orientation Packet

Know Before You Go

Study Abroad Checklist

- ✔️ Visa Application
- ✔️ Pre-Departure Forms and Requirements
- ✔️ Book your flight
- ✔️ Cultural Mentorship Program

All students who submit 100% complete and correct Visa materials, pre-departure forms and requirements, electronic forms, and the Global Studies Blackboard Pre-Departure Course by **11:59 p.m. on April 21, 2015** will be entered into a **raffle to win a $1,500 JetBlue Flight Voucher!**
Congratulations... You’re in! Now it’s time to prepare. This page provides an overview of mandatory pre-departure requirements, but you can find more details on the Accepted Students site: www.stjohns.edu/goingabroad.

**IMPORTANT:** We’re serious about your prep, so we’re serious about deadlines. If you miss them, we’ll still love you—but unfortunately, you won’t be able to participate.

**STEP 1: Submit Your Visa Application & Required Information between April 20-24, 2015**

You will need a visa to study abroad on a St. John's University Office of Global Studies semester program. And we’ve got GREAT news: we can apply for the visa for you *if* you submit all materials (e.g. passport, visa application, financial statement, etc.) during a Required Document Submission Session (times and locations listed below). If you decide to apply on your own (more work for you, we’re sorry to report), you still have to submit and/or verify completion of all the *other* pre-departure forms and requirements (e.g. passport copy, Blackboard course, flight details, etc.) during a required Document Submission Session, and you’re welcome to bring your visa application documents for review. The checklist explaining the visa application process and required info is available on the Accepted Students site: www.stjohns.edu/goingabroad.

If you are a European Union citizen, other regulations apply, and you must contact the Office of Global Studies to learn how to comply.

**NOTE:** You may come at any time within the time slots listed below, but you should allow at least 30 minutes so that we can thoroughly review all of your documents.

<table>
<thead>
<tr>
<th>Document Submission Session Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday, April 21 (9:00am-4:00pm)</td>
<td>Campus Center B-18</td>
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<tr>
<td>Thursday, April 23 (8:30am-1:30pm)</td>
<td>Campus Center B-18</td>
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<tr>
<td>Friday, April 24 (12:00pm-3:00pm)</td>
<td>Campus Center B-18</td>
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**STEP 2: Attend a Cultural Mentorship Workshop between April 20-24, 2015**

In addition to dispensing the necessary pre-departure advice, we’ll get you thinking about what it means to study abroad—and to encounter a different culture. You’ll continue the conversation during three additional sessions with our colleagues in Europe, so this session is just the beginning. RSVP is not required—just show up, be punctual (you will be turned away once the sessions starts!) and plan to stay for the entire time listed. (FYI, the later one may fill, so consider coming to the first session!)

<table>
<thead>
<tr>
<th>Cultural Mentorship Workshops</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, April 23 (2:00pm-3:30pm)</td>
<td>Rosati Conference Room</td>
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<tr>
<td>Friday, April 24 (10:00am-11:30am)</td>
<td>Rosati Conference Room</td>
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Pre-Departure Activities Week

Pre-Departure Activities Week is all about getting you prepared for the requirements you need to complete to study abroad! As a bonus, a free Visa photo voucher will be given to all study abroad participants who attend an event during Pre-Departure Activities Week!

All students who submit 100% complete and correct Visa materials, pre-departure forms and requirements, electronic forms, and the Global Studies Blackboard Pre-Departure Course by 11:59 PM on April 21, 2015 will be entered into a raffle to win a $1,500 JetBlue Flight Voucher!

**Visa Information Session**
Where: Kelleher-L20
When: April 14th, 2:00pm – 3:15pm
What: The Visa application process can be complicated. This session will make it a lot smoother for you!

**All Day Q&A**
Where: Campus Center, B-18
When: April 16th, 9:00am – 2:00pm
What: Meet with an administrator to ask any lingering questions about your specific program over coffee and donuts!

**Visa Photos**
Where: Campus Center, B-18
When: April 17th, 12:00pm – 2:00pm
What: Get your visa photo taken on campus for free!

**STA Flight Booking**
When: April 17th, 10:00pm – 4:00pm
Where: Bent Hall, 277B (Queens Campus)
What: Calling all Semester students – especially DTW students! Book your flight with an STA representative on the Queens Campus!
St. John’s University Flight Programs
NOW to April 24, 2015

Don’t book your flight until you see what we have to offer!

Discover the World Flight Program

All St. John’s students participating in Discover the World: Europe (DTW) program are encouraged to book their flight through STA Travel. The flight price is based on flights departing and arriving from the NYC area airports and on the designated dates of the program. Flights departing from and returning to other locations or on different dates can also be purchased through STA, but the rate may be different. There will be one rate for tickets purchased through the DTW Flight Program – regardless of your starting and ending city! This rate will be the lowest possible fare available.

Discover Italy, France & Spain Semester Programs Flight Program

All semester program students interested in flying with other St. Johns’ students are encouraged to purchase their flight through STA Travel. It is always great to see a friendly face on the plane!

How to Book Your STA Flight

STA Travel has a special website set up specifically for St. John’s students to book their flights! For full instructions on how to book through STA, visit the Accepted Students site (www.stjohns.edu/goingabroad) and click on the “Book Your Flight” section. STA will place you on a flight with other St. John’s students. You can also meet with a STA representative on campus on April 17th to book your flight! You are only eligible for the St. John’s University Flight Program if you book your ticket through the STA link on the Accepted Students Site, or in person with the STA representative on campus! You CANNOT book your flight through the STA Toll Free number.
Office of Global Studies
Passport and Visa
Frequently Asked Questions

PASSPORT QUESTIONS
I don’t have a passport, or my passport expires within 6 months of the program end date. What should I do?
The sooner you apply for a new passport, the better! If it's at least 2 months before the St. John’s University Office of Global Studies (OGS) visa application deadline, standard passport processing should be fine. You can find information on applying for a passport on the U.S. Department of State's website, http://travel.state.gov/content/passports/english.html. You can also pick up an application form and instructions at most U.S. post offices.

How can I expedite the passport application process?
If you have at least 1 month before the OGS visa application deadline, you can apply for a passport through the same process provided above, paying $60 extra for expedited processing. If you’re within 4 weeks of the visa deadline, you may want to apply in person at the U.S. Department of State Passport Agency in Manhattan. This is a more complicated process, but will allow you to get a new passport in 8 business days. There is no additional fee for this service (beyond the $60 expedited processing fee), but you will need to obtain a letter from OGS to bring with you to the Passport Agency. For more information, and to schedule an appointment, visit the Passport Agency’s website (by visiting the Department of State passport website above, then clicking “Where to Apply,” then “Find a Facility.” From there, click on “Passport Agency” and select the New York Passport Agency).

Why do I have to send my passport with my visa application?
The Consulate will need your original passport to process your visa application, and will permanently affix your visa to your passport once the visa is issued.

I've already made travel plans that require my passport. What should I do?
First, see if it’s possible to change your plans – we can’t guarantee you’ll be able to
get a visa if your travel interferes with the visa application process. If you’ve already planned travel that cannot be changed, and that you feel will interfere with the OGS group visa process, contact our office as soon as possible to discuss your options.

**When will my passport be returned?**
The OGS group visa process generally takes several weeks after submitting your application to the Consulate. If applying on your own, the Consulate will notify you of the time frame for pickup. If applying through the OGS group visa process, we will notify you.

**GENERAL VISA QUESTIONS**

What is a visa and why do I need one?
A visa is a certificate of your permission to stay in a given country for a given amount of time, and it usually takes the form of a sticker placed on a blank page in your passport. Visas are typically granted for study, tourism, business, or other reasons, and visa regulations vary depending on the country granting the visa and your country of citizenship. All students studying abroad on a St. John's University Office of Global Studies semester program will need a visa. If you are a European Union citizen, other regulations apply, and you must contact OGS to learn how to comply. Students participating in a short-term program should consult their program’s information page on the OGS website to determine if they need a visa.

What if I am a citizen of a European Union Country?
If you are a citizen of a European Union country and want to take advantage of this, you MUST travel on the passport issued by the European Union country. If you are a European Union citizen participating in either the Paris Semester or Seville Semester program, you must contact OGS to learn how to comply with additional requirements:

- **France:** Students who are citizens of a European Union country and will participate in the Paris Semester Program, will need to apply for a resident permit at the local Préfecture upon arrival in Paris.
- **Spain:** Students who are citizens of a European Union country and will participate in the Seville Semester Program, will need to register with the Department of Foreigners (*Oficina de Extranjeros*) and apply for a NIE (*Número de Identificación de Extranjeros*) upon arrival in Seville.

Can I apply for the visa on my own, or am I required to apply through OGS?
Students on short-term programs (less than 90 days) must apply for visas on their own. Students in the Discover the World: Europe (DTW) program are strongly encouraged to apply through the OGS group visa application process, unless they are non-U.S. citizens obtaining a French or Italian visa. DTW students who choose to apply independently are encouraged to apply through NYC consulates; otherwise, they are not guaranteed to have their visa applications approved. Students in the Discover Italy, Discover France and Discover Spain programs are also strongly
encouraged to apply through the OGS group visa application process – if you decide to apply on your own, you should consult the “Independent Visa Application Guide” for instructions and tips on that process. All students who apply on their own are encouraged to visit the Office of Global Studies to have their documents reviewed before applying. You’ll also need to pick up letters from OGS to complete your application before your Consulate appointment (see below: “Do I need anything from OGS before I apply?”).

I am a non-U.S. citizen; can I apply for a visa through the OGS group visa process or do I have to apply on my own?
Due to consular regulations, non-U.S. citizens applying for a French or Italian visa cannot apply through the OGS group visa process. Currently, the Spanish Consulate does allow non-U.S. citizens to apply through the OGS group visa process. Non-U.S. citizens on the DTW program should only apply through the Consulates in NYC. All non-U.S. citizens should consult the “Independent Visa Application Guide” for instructions and tips on the application process.

VISA APPLICATION FORM AND REQUIREMENT QUESTIONS
*Please note that an application form with several important pre-filled answers is included in the visa application checklists for semester-program participants – you must use this visa application form.

Do the photos required for the visa application have to be the same photos I used for my passport application?
The photos you provide with your visa application must be passport-style front-facing, color photos with a white background. Size: 1.5” square photo. These photos do not have to match the photo on your passport. Please note you cannot be smiling, have your hair covering your eyes, or be wearing glasses or a hat or other head covering in these photos. (Please contact the Office of Global Studies if you wear a head covering for religious reasons.)

What does it mean when it says a form must be notarized?
When a document is notarized, it means that a Notary Public has watched you sign the document, and puts a stamp on it verifying that your signature is authentic. The notary cannot be a relative, and you can usually find one at your local bank branch.

Where can I find a notary?
Most bank branches have a notary, and will provide their services at no charge if you’re a bank customer. Again, please note that the notary cannot be someone that you’re related to.

I plan on traveling before or after the program. What do I write down for the date of arrival/departure and duration of stay?
Your application should indicate your actual dates of travel. If those are different from the established arrival and departure dates for your program, be sure to
update the “duration of stay” as well! The verification letters OGS provides will only list the program dates. Depending on your nationality, you may have to show a hotel reservation or proof of accommodation for the remainder of your stay.

**FLIGHT ITINERARIES AND PERSONAL TRAVEL QUESTIONS**

*Do I have to book a round-trip flight?*
Yes, the Consulate will want to see that you have a means of getting to your destination and also that you’ve booked a flight home.

*What should I do if I can’t book a round-trip flight prior to the visa application deadline?*
If you have a special situation that will prevent you from providing a round-trip itinerary, please let OGS know so that we can discuss options.

*I had planned on traveling before/after the program. What can I do?*
Just provide whatever flight itineraries you have – the most important thing is that the Consulate can see that you have a way of getting home after the program. Depending on your nationality, you may have to show a hotel reservation or proof of accommodation for the dates of your stay that are outside the program dates.

**FINANCIAL SUPPORT DOCUMENTS QUESTIONS**

*Bank documents are required by most Consulates, but not all. Refer to the checklist of required documents in your visa application checklist or the Consulate’s website to see if you are required to submit bank documents as part of your visa application.*

*Why do I need to provide financial support documents?*
Your financial support documents show the Consulate that you have access to adequate financial resources to pay your own way while you’re abroad – it basically ensures that, in case you run into an emergency while abroad, your host country won’t have to foot the bill, and you won’t be stranded in their country. The amount you need to show is determined by the amount of time you will spend abroad, and the country issuing your visa.

*Can my parents/relatives provide proof of financial support on my behalf?*
This depends on which country you’ll be getting your visa from. Many consulates will accept documents provided by your parents as evidence of financial support, but the Italian consulate, for example, will only accept a bank letter that lists you as an account holder (though accounts held jointly by you and another person are acceptable).

**INDEPENDENT VISA PROCESSING QUESTIONS**

*How do I apply for my visa if I’m not participating in the group application process?*
If you’re going to be applying for your visa independently, whether you’re a short-term program participant, a non-U.S. citizen who can’t participate in the OGS group
visa process, or just choosing to apply on your own, please refer to the OGS Independent Visa Application Guide. The guide includes instructions on making an appointment, completing your application, and making sure you have everything in order before submitting your visa application to the Consulate! We ask that you please read the guide before addressing your questions to OGS, but feel free to contact us if anything seems unclear.

**OGS GROUP VISA PROCESSING QUESTIONS**

*Semester-program students only*

**What happens if I miss the visa application deadline?**
Although it’s our goal to help every student study abroad, students who miss the visa application deadline will unfortunately not be able utilize the OGS group visa process, and therefore may not be able to study abroad. You can still apply independently, but it will be up to you to make sure that you get a visa.

**When can I submit my visa to the Office of Global Studies (OGS)?**
All visa applications for the group appointment must be submitted during the Required Document Submission Sessions. The times and locations of the Required Document Submission Session are available on the Accepted Students website (www.stjohns.edu/goingabroad).

**What happens after I submit my visa application and passport to OGS?**
A member of the OGS team will review your application with you for errors/omissions, and let you know if anything else is required of you. We’ll then submit all complete applications received by the deadline to the appropriate Consulate. Once consular officials have reviewed each application and granted all visas (a process that can take several weeks), OGS will pick them up and bring them back to our office.

**How long does the OGS group visa process take?**
Typically it takes at least 6 weeks to process visas through the OGS group visa process, though this can depend on a variety of factors, particularly Consulate processing time (which typically takes between 2 and 4 weeks). OGS will notify students when their passports are ready to be picked up.

**How will I know when I can pick up my passport and visa?**
OGS will email you to let you know that your passport and visa are ready to be picked up. If you live out of state (or more than 60 miles from the Queens campus) and classes are not in session, you can also request that we mail your passport to you.
This guide is for students applying for a visa on their own and not through the St. John’s University Office of Global Studies (“OGS”) group visa process. This process can be a little tricky at first, but these tips and instructions should make things a bit easier to understand – and if you have any questions along the way, we’re always here to help!

BEFORE YOU BEGIN (Read this first!):

- You must have a passport that’s valid for at least 6 months after the program end date. If you don’t have a passport, or your passport will expire before that date, you should apply immediately for a new passport in order to have it in time to apply for your visa. We can assist you in getting a passport on short notice, but don’t postpone this step!

- You must apply IN PERSON at the Consulate – no mailing it in! Remember, this means you’ll be making two trips to the Consulate: one to drop off your application and passport, and another a few weeks later to pick up your passport.

- Remember that you will not have access to your passport while your visa is being processed, so don’t make any international travel plans until after your visa has been issued. Processing times can vary based on the Consulate and your country of citizenship (nationality), but at the very least you should expect to be without a passport for two weeks.

- Each country has many Consulate locations in the United States, and each Consulate has its own application process and requirements. You can use the OGS group visa checklist as a guide, but you’ll want to refer to your Consulate’s website for specifics if you’re applying outside of New York. St. John’s University students can choose to apply either at the New York Consulate or the Consulate that includes your state of permanent residence within its jurisdiction. Check the Consulate’s website for details.

- Due to the high volume of inquiries regarding visa applications, we ask that you please reference the Office of Global Studies Passport and Visa Frequently Asked Questions (enclosed in this packet) before contacting the Office of Global Studies. We’ll be happy to answer your questions if you cannot find the information you need!

WAIVER NOTICE: By applying independently for your visa, you accept full responsibility for the visa application process. OGS will not be able to work with the Consulate on your behalf, so be prepared to take charge! If you experience any difficulties in applying for your visa, you’ll need to work directly with the Consulate officials to have them resolved. The Office of Global Studies can provide advice and guidance, but is not liable or responsible for independent visa applicants.
HOW TO APPLY:

STEP 1: Check the appropriate Consulate’s website to determine which Consulate location you need to apply to. You may submit your application to the Consulate presiding over your permanent address or your campus address, so most St. John’s University students will have the option of applying in New York. Visa requirements and the length of time required to obtain a visa can vary based on your country of origin, so start doing your homework right away!

STEP 2: Schedule a Consulate appointment ASAP, as appointment slots fill up very quickly. The earliest you can book is 90 days before the start of your program — just make sure that the date you select gives you enough time to gather all required documents for the visa application. Check the Consulate’s website for instructions on how to make an appointment.

STEP 3: Review the Consulate’s website to ensure you have all of the documentation you’ll need for your appointment. It can take between 1 – 2 weeks to collect all the required documents, so plan ahead! You can use the visa checklists and pre-completed applications available on the Accepted Students Site (www.stjohns.edu/goingabroad) as a guide to help you complete your application. But remember, each country has many Consulate locations in the United States, and each Consulate has its own application process and requirements! If you’re applying outside of New York, you’ll need to refer to your Consulate’s website for specifics. Note: French visa applicants have the added step of completing the “Campus France” application prior to applying for the French visa. This application can take 3-4 weeks to process; for instructions on the Campus France process, please attend the Campus France workshop: check your planning packet for the time and dates!

STEP 4: Stop by the Office of Global Studies to collect the letters required for your visa application and to review your application.

STEP 5: Arrive at the Consulate at or before your appointment time and submit your application and passport. If you arrive at the Consulate after your scheduled appointment time, you will not be permitted to apply and will have to re-schedule your appointment.

Independent Visa Application FAQs:

When should I make a visa appointment?
Your appointment can be no more than 90 days prior to your departure date. That said, you can schedule your appointment right away, so it’s a good idea to make it as soon as possible — slots are limited, and fill up fast. You’ll also want to make sure that your appointment date is at least one month prior to your departure date to allow for the Consulate’s processing time.

How do I make a visa appointment?
Appointments for the Italian and French Consulates in New York can be made on their websites:
- Italy: Visit http://www.consnewyork.esteri.it, then click “English” in the top right corner select “Visas” (or “Visti”) under “Services” (or “I Servizi”)
- France: Visit http://www.consulfrance-newyork.org, select “English” in the top right corner, then click “Visas” under “You are going to France”
- Spain: Email the Consulate at cog.nuevayork@maec.es.
*Students who plan to apply outside of New York should consult the website of their local Consulate.
Can I use the visa materials listed on the OGS Accepted Students page?
The guidelines and required documents listed in each country’s visa packet will be the same for independent applicants as long as they are participating in an OGS semester program (Discover Italy, Discover France, Discover Spain or Discover the World). Students participating in other programs should download a blank application form from the Consulate’s website and check the required documents based on the type of visa they’ll be applying for.

Do I need anything from OGS before I apply?
Yes. You’ll need to pick up a set of letters from the Office of Global Studies that are a required component of your application. You can pick up these letters from our office – just send us an email letting us know that you need them, and when you’d like to pick them up.

If I apply on my own, how long does the appointment take? How long will it take them to issue my visa after that?
Generally speaking, your visa submission appointment can take anywhere from one hour to a full business day, including wait time. Timing varies depending on the Consulate and how busy it is the day of your appointment. Visa processing times can range from one week to one month depending on which Consulate you submit to and how busy they are, and you should always give yourself at least one month before your departure date.

How much will it cost to apply for my visa independently?
That will depend on which country you’re applying to. The fees generally range between $55-$160, though they are dependent on currency exchange rates and may change over time.