

-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students **MUST** have a student visa to participate in this program.

Students arriving without a student visa will be sent home at their own expense.

YOU are solely responsible for gathering the necessary documents, applying for, and receiving a student visa **in time** for your program. Please take this process seriously.

***ALL STUDENTS STUDYING AT DICKINSON MAY APPLY FOR A VISA THROUGH THE ITALIAN CONSULATE IN PHILADELPHIA ***

You may opt to use the consulate of your home jurisdiction. You must review the requirements for that consulate as they may differ from the Philadelphia Consulate's requirement.

These instructions are for the Philadelphia Consulate ONLY.

You may not apply for your visa more than 90 days prior to the program start date of January 18, 2013.

There is no fee for a Student Visa for Italy.

Note: YOU MUST RELINQUISH YOUR PASSPORT TO THE ITALIAN CONSULATE WHEN APPLYING FOR A VISA. DO NOT MAKE PLANS TO TRAVEL INTERNATIONALLY DURING THIS TIME

What You Will Need TO DO:

- **READ** information on this instruction sheet and the visa forms.
- **MAKE AN APPOINTMENT** to present your documents (instructions below).
- **GATHER** all of the supporting documentation (and copies) for your visa application
- **APPLY IN PERSON** at the consulate for a student visa, giving the consulate **PLENTY OF TIME** to process your application. The Philadelphia Consulate currently requires at least **21 business days** to process your visa. Make sure you allow extra time in consideration of holiday closings and mailing time.
- **PRESENT** all required documentation when you pass through immigration upon arrival in Italy.

Step 1: Prepare by Collecting Necessary Documentation

- **NOW!** Consult these instructions and the consulate website:
http://www.consfiladelfia.esteri.it/Consolato_Filadelfia/Menu/I_Servizi/Per_chi_si_reca_in_Italia/
- Call **1-800-531-0840** to arrange a visa appointment no more than 90 days prior to the program start date. Telephone lines are open Monday – Friday from 9:00 am to 12:00 pm and from 2:00 pm to 5:00 pm. This service is provided by IPS Italy and there is a charge for the call. The telephone service is to be used **for appointments only**.
- Make sure you have **ALL** of the documents, including some that you will need to get from home and/or have notarized by a notary public – allow time for these things!
- You will have to relinquish your passport to the Italian Consulate when applying for your visa; do not plan to travel internationally during this time.

Step 2: Apply!

- Take your visa application, with all required supporting documentation, to the consulate with your pre-paid express mail envelope on your appointment date and time.
- Use checklist (below) and supporting sample documents for your application.

[illegible]

Health Insurance Coverage Declaration	CGSE			
Affidavit of Health Insurance	YOU		In supplemental package	
A copy of your flight itinerary to/from Italy	YOU	Must be a round-trip itinerary.		
Return envelope: One (1) pre-paid, self-addressed (to you) US Post Office Express Mailing Envelope with tracking number. (This is for returning your passport and visa to you.)	YOU	Complete address must be in the "to" and "from" fields and appropriate postage must be affixed. Write down the tracking number before you enclose it with your application!	<i>You can purchase this at the FAS mailroom in the HUB.</i>	
Mailing Disclaimer Form	You		<i>In supplemental package</i>	

DUAL CITIZENSHIP:

If you hold dual-citizenship passports, you should check with the appropriate Consulate that serves your jurisdiction about your student visa process. Citizens of some countries (EU) may not be required to secure a visa to study in Italy; others may have special additional requirements. You will need to contact the Italian Consulate in your country of citizenship or check their website.

***ON CAMPUS NOTARY PUBLIC SERVICE:**

The Center for Global Study and Engagement provides free notary services. Please bring a photo ID with you. Do not sign any documents ahead of time. The notary is available Tuesdays, Thursdays and Fridays from 1:00 pm to 4:30 pm or by appointment. Please email Wendy Seltzer at seltzer@dickinson.edu to make an appointment.

Please contact the Center for Global Study & Engagement with any questions.

Contacts:
Center for Global Study & Engagement Dickinson College 717.245.1341 global@dickinson.edu
Italian Consulate in Philadelphia 1026 Public Ledger Building, 150 South Independence Mall West, Suite 1026 Philadelphia, PA 19106-3470 t: 215.592.7329 f: 215.592.9808 www.consfiladelfia.esteri.it
Italian Consulate Visa Section t: 215.279.9566 t: 215.279.9573 ext. 130 f: 215.592.9808 email: visti.filadelfia@esteri.it