

-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.

All students are **REQUIRED** to use the Italian Visa Service provided by Raffaele Cimina through Dickinson College.

If you are an international student, please contact the CGSE

Please take this process seriously.

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.
- **GATHER** all of the supporting documentation (and copies) for your visa application
- **PROVIDE CGSE** the appropriate documents 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. The Consulate will mail your passport and visa back to you once your visa has been issued.
- **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:
https://consfiladelfia.esteri.it/consolato_filadelfia/en/i_servizi/per_chi_si_reca_in_italia/
- Make sure you have **ALL** of the documents, including some that you will need to get from home.
- 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!

- Provide CGSE with all documents listed as 'provided by you' on the checklist on pages 2-3. CGSE will supply Raffaele Cimina, visa service provider (contact information below) with these necessary documents, along with documents provided by CGSE, to process your visa.
- All students must use this service.
- Your passport with the visa inside will be mailed back to you in the pre-paid express mail envelope you provided as part of the application.
- Use checklist (below) and supporting sample documents for your application.

CHECKLIST FOR ITALIAN STUDENT VISA APPLICATION

Required Items	Provided by:	Notes	Assistance Included!	
One (1) National Visa Application form completed and signed by you *use above link to online application	YOU	Click on provided link to National Visa Application form (hyperlinked under 'Required Items')		
A valid and original, signed passport	YOU	Passport MUST be valid at least 6 months AFTER the end date of the program and MUST have at least one (1) completely blank page		
One (1) copy of page with photograph and expiration page	YOU			
One (1) passport-sized photo	YOU	2 x 2, paper-clipped to the form; white background; computer generated photos are not acceptable WRITE YOUR NAME ON BACK OF PHOTO!	<i>Go to CVS, AAA or WalMart</i>	
Color copies of two (2) forms of identification (i.e. Driver's license, State I.D., Student I.D., etc.)	YOU			
One (1) copy of Permanent Residence Card *International students only*	YOU			
Two (2) Original Letters of Acceptance from the K. Robert Nilsson Center for European Studies/University of Bologna	CGSE		<i>CGSE will provide these forms for you</i>	
Letters of Enrollment from Dickinson College (English version)	CGSE		<i>CGSE will provide these forms for you</i>	
Official Transcript	CGSE		<i>CGSE will provide this form for you</i>	
Overseas Health Insurance Coverage	CGSE		<i>CGSE will provide this form for you</i>	
A copy of your flight itinerary to/from Italy	YOU	Must be a round-trip itinerary, showing Bologna as destination in Italy. Must show payment confirmation.		
Proof of Sufficient Funds (must show access to funds totaling \$1,000 per month of stay in Italy (ex: \$1,000 x 5 months= \$5,000) * must be in a checking account; savings account NOT accepted	YOU	Provided in one of two ways: 1.- Student provides copy of students' personal bank checking account statement OR letter from students' bank, detailing sufficient funds (use this example bank letter from the Italian Consulate) OR 2. Provide copy of parents' personal bank checking account statement & affidavit letter with notary seal (use		

		this Affidavit of Financial Support letter from the Italian Consulate)		
Return envelope: One (1) pre-paid, self-addressed (to your home address) US Post Office Express Mailing Envelope with tracking number. (This is for returning your passport and visa to you.) *(use home address- NOT your Dickinson address) <i>*cost is usually around \$25</i>	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 or the local Post Office.</i>	
Mailing Disclaimer Form *use above link to online form	You	See Example Mailing Disclaimer Form to assist in filling out the form.		
Fee Payment for Raffaele Cimina (\$60.00)- PERSONAL CHECK OR MONEY ORDER	You	Personal Check or Money Order \$60.00 made out to "Raffaele Cimina"	<i>Money Orders can be obtained at the local Post Office, WalMart, CVS</i>	
Fee Payment for Italian Consulate (\$55.70) -MUST BE A MONEY ORDER, no other form of payment accepted	You	Money Order made out to "Consulate General of Italy"	<i>Money Orders can be obtained at the local Post Office, WalMart, CVS</i>	

- If you do not use Raffaele Cimina's services, you will be required to schedule an in-person appointment with the Italian Consulate in Philadelphia and will need to obtain additional documents for your visa application*

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.

Please contact Raffaele Cimina with any questions.

Bologna Program Visa Application Process

Fall 2019,
Spring 2020
and Academic
Year 2019-
2020

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