Bologna Program Visa Application Process

Fall 2017, Spring 2018 and Academic Year 2017-2018

-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.
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 RAFFAELE CIMINA (VISA SERVICE PROVIDER)** 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.
- **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/**
- 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 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	YOU; link to application provided by CGSE	Click on provided link to National Visa Application form (hyperlinked under 'Required Items')		
A valid and **original, signed** passport **and** one (1) copy of page with photograph and expiration page	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) 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!**	*Go to CVS, AAA or WalMart*	
Color copies of two **(2)** forms of identification (i.e. Driver's license, State I.D., Student I.D., etc.)	YOU			
Two (2) Original Letters of Acceptance from the K. Robert Nilsson Center for European Studies/University of Bologna	CGSE	**DO NOT** misplace these letters. They must be original and are very difficult to replace.	*CGSE will provide these forms for you*	
Letters of Enrollment from Dickinson College (2 copies of English Version)	CGSE	**DO NOT** misplace these letters. They must be original and are very difficult to replace.	*CGSE will provide these forms for you*	
Official Transcript	CGSE		*CGSE will provide this form for you*	
A copy of your flight itinerary to/from Italy	YOU	Must be a round-trip itinerary, showing Bologna as destination in Italy.		
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)	YOU	Provided in one of two ways: **1.- Student provides copy of students' personal bank statement OR letter from students' bank, detailing sufficient funds (use this example bank letter from the Italian Consulate: http://www.consfiladelfia.esteri.it/resource/2012/03/BANKLETTERSAMPLEFORM.pdf)** **OR** **2. Provide copy of parents' personal bank statement & affidavit letter with notary seal (use this form from the Italian Consulate:**		

		http://www.consfiladelfia.esteri.it/Consolato_Filadelfia/resource/doc/2016/09/forms_affidavit_financial_support.pdf)		
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.) ***(please use home address- NOT your Dickinson address);** cost= $22.95 (subject to change)	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!	*You can purchase this at the FAS mailroom in the HUB or the local Post Office.* ***Use your home address- NOT your Dickinson address***	
Mailing Disclaimer Form	You; link to form provided by CGSE	Click on provided link to Mailing Disclaimer Form form (hyperlinked under 'Required Items')		
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"**	*Money Orders can be obtained at the local Post Office, WalMart, CVS*	
Fee Payment for Italian Consulate ($54.10)- **MUST BE A MONEY ORDER**	You	**Money Order for $54.10 made out to "Consulate General of Italy in Philadelphia"**	*Money Orders can be obtained at the local Post Office, WalMart, CVS*	

- Money orders can be purchased at the Carlisle Post Office at 66 W. Louther Street
- **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 (or Italian Consulate that has jurisdiction over your home state) and 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.

Contacts:
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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