-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 ITLAIAN 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 CIMINIA** 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 page 2. CGSE will supply Raffaele Cimina (contact information below) with these necessary documents 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; provided by CGSE	A guideline sheet to help you complete it is included with this packet	*Visa form guideline sheet*	
A valid and signed passport and one (1) copy of page with photograph and expiration page	YOU	Passport MUST be valid until November 29, 2015 for spring and academic year students 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	*Go to CVS, AAA or WalMart*	
Copies of two 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.	*In the supplemental package*	
Letters of Enrollment from Dickinson College (2 copies of English Version)	CGSE			
Official Transcript	CGSE			
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!	*You can purchase this at the FAS mailroom in the HUB.*	
Mailing Disclaimer Form	You, provided by CGSE		*In supplemental package*	
Fee Payment ($60.00)	You	Personal Check or Money Order $60.00 made out to "Raffaele Cimina"		

- 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 Spanish Consulate in New York City 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 Ciminia with any questions.

Contacts:
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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