#### -IMPORTANT: DO NOT LOSE THIS CHECKLIST-

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

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

All students are <u>REQUIRED</u> to use the Italian Visa Service provided by Raffaele Cimina through Dickinson College.

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 or honorary consulate of your home jurisdiction. You must review the requirements for that consulate as they may differ from the Philadelphia Consulate's requirement. To find your home jurisdiction consulate: <a href="http://www.immihelp.com/visas/schengenvisa/italian-consulates-usa.html">http://www.immihelp.com/visas/schengenvisa/italian-consulates-usa.html</a>

These instructions are for the Philadelphia Consulate ONLY.

You may <u>not</u> apply for your visa more than 90 days prior to the program start date of August 28, 2014.

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.
- > GATHER all of the supporting documentation (and copies) for your visa application
- ➤ **PROVIDE RAFFAELE CIMINA** 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 <u>extra time</u> 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 and this checklist:
  <a href="http://www.consfiladelfia.esteri.it/Consolato\_Filadelfia/Menu/I\_Servizi/Per\_chi\_si\_reca\_in\_italia/">http://www.consfiladelfia.esteri.it/Consolato\_Filadelfia/Menu/I\_Servizi/Per\_chi\_si\_reca\_in\_italia/</a>
- 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.
- You 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	YOU	Passport MUST be valid until November 29, 2015 for academic year students and June 19, 2015 for fall semester 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	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	<b>DO NOT</b> 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 for fall semester students. Academic year students only need to show a one-way ticket.	
Return envelope: One (1) prepaid, self-addressed (to you) US Post Office Express Mailing Envelope with tracking number. (This is for returning your passport and visa to you and can be UPS or Fedex: \$19.99)	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"	

FALL 2014 & Academic Year 2014-2015

#### **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:**

Raffaele Cimina | 107 Jasper Court, Eagleville, PA 19403 | raffaele200@yahoo.com | 267-304-6226

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 | <a href="https://www.consfiladelfia.esteri.it">www.consfiladelfia.esteri.it</a>

**Italian Consulate Visa Section** | t: 215.279.9566 | t: 215.279.9573 ext. 130 | f: 215.592.9808 | email: visti.filadelfia@esteri.it