**-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 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: http://www.immihelp.com/visas/schengenvisa/italian-consulates-usa.html

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 August 29, 2013.

There is no fee for a Student Visa for Italy.

inere is no fee for a Student visa for italy.

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.
- 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 <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:
  <a href="http://www.consfiladelfia.esteri.it/Consolato\_Filadelfia/Menu/I\_Servizi/Per\_chi\_si\_reca\_in\_i">http://www.consfiladelfia.esteri.it/Consolato\_Filadelfia/Menu/I\_Servizi/Per\_chi\_si\_reca\_in\_i</a>
  talia/
- ➤ Call **1-800-531-0840** to arrange a visa appointment <u>no more than 90 days prior</u> 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 <u>there is a charge for the call</u>. 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.

# **CHECKLIST FOR ITALIAN STUDENT VISA APPLICATION**

Required Items	Provided by:	Notes	Assistance Included!	<b>1</b>
One (1) National Visa Application form completed and signed by you	YOU	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 30, 2014 for academic year students and June 20, 2014 for fall semester students and MUST have at least one (1) completely blank page		
One (1) passport-sized photo	YOU	2 x 2, glued to the form; computer generated photos are not acceptable	Go to CVS, AAA or WalMart	
A <b>copy</b> of your Driver's license <u>or</u> State I.D. <u>or</u> Student I.D.	YOU	Be sure to bring the original with you to your appointment.		
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	
One (1) Original Letter of Enrollment from Dickinson College	CGSE			
Official Transcript	CGSE			
Proof of Financial Means: One (1) of the following:  1. If you are financially responsible for yourself: submit a letter of bank statement from your bank, on bank letterhead, signed by a bank official with a recent date, indicating account balance (at least \$1,000 for each month of stay in Italy)  2. If parents are financially responsible for you: submit their Notarized Affidavit stating their financial commitment for expenses incurred in Italy. A letter or bank statement from their bank, on bank letterhead, signed by a bank official and with a recent date, indicated account balance (at least \$1,000 for each month of stay in Italy)  3. If Dickinson is providing financial aid: submit a letter from Dickinson's Financial Aid Office stating amount granted	YOU	The minimum amount required is US\$1,000 per month that you will be studying in Italy.  On-line printouts of bank statements are not acceptable unless they have a certification from the banking institution.  A letter from your banking institution must be notarized and on bank letterhead.	If using the Affidavit of Support, it will be in the supplemental package.  Option 3 will be provided by CGSE/Financial Aid	

Health Insurance Coverage Declaration	CGSE		In supplemental package	
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) prepaid, 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		In supplemental package	

#### **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