

Italian Student Visa Information – for Scranton students studying in Italy for more than 90 days

Consulate General of Italy in Philadelphia

Students studying/traveling in Italy for more than 90 days are required to obtain a visa. These instructions apply to visas processed by the [Consulate General of Italy in Philadelphia](#). It is strongly recommended that University of Scranton students complete their visa application through the Consulate General of Italy in Philadelphia.

Study abroad visa applications should be submitted by mail to:

The Consulate General of Italy in Philadelphia

Suite 956 Public Ledger Building

600 Chestnut Street

Philadelphia, PA 19106

Applications should be mailed to the Philadelphia consulate in May or early June for Fall programs, and in September or early October for Spring programs.

The Consulate advises that it can take up to 90 days to receive a visa – though on average, we typically see that these are issued in about 6 weeks.

Use the study visa checklist (short summary) as the coversheet for your visa application package. Send the checklist cover sheet and all of the visa application supporting documents outlined in this guide to the Consulate at the Philadelphia address. Use USPS Priority Tracked Mail to send your application to their office.

For info: The Italian Consulate General in Philadelphia has jurisdiction in the following areas and issues visas to students who study or reside in the following areas:

- Pennsylvania
- Delaware
- North Carolina
- West Virginia
- Selected New Jersey counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem. (Other NJ counties are under the jurisdiction of the Consulate General in New York)
- Maryland (except for the counties of Montgomery and Prince George which fall under the jurisdiction of the consular section of the Embassy in Washington, D.C.)
- Virginia (except for the counties of Arlington and Fairfax which are also under the jurisdiction of the Embassy in Washington, D.C).

Please note that if your home residence is outside Pennsylvania, you may submit your visa to the Italian Consulate that has jurisdiction over the state where you reside but the application form may vary slightly for different consulates. Therefore, the advice in this document may not be applicable to students applying in other jurisdictions.

- ***Italian Consulate General in New York – jurisdiction:*** New York, Connecticut, New Jersey (counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren).
- ***Italian Consulate General in Boston – jurisdiction:*** Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

Before You Begin:

- It is your responsibility to obtain the visa. Be aware of deadlines.
- ***Ensure you have a valid passport with at least 6 months remaining after the end of your study abroad program. If you do not have a passport or your passport will expire within six months of your program end date, then apply for a new passport immediately, using expedited service.***
- Applications for passports and passport renewal can be found online at <https://travel.state.gov/content/travel/en/passports/how-apply.html>
- If you have more than one nationality and one of them is American, you have to submit the application with your American passport. Non-US citizens must submit a copy of your I-20 or Green Card with your other paperwork. If you are on an F1-visa, make sure it is valid at least 3 months after your program ends.
- Students with European Union citizenship traveling with their EU passport do not need a visa.
- Full year students: If there is any chance that you may decide to stay a second semester with our program, you should get a visa to cover both semesters in advance. If you do not, you will have to return to the US during the break and apply for a new visa for the second semester. Please contact us if you are planning on staying for two semesters.

Rules for Submitting Your Italian Visa Application:

- Make sure your passport is signed
- Respect deadlines
- Print all documents single-sided
- Do not use staples, paper clips, or tape on any portion of your application
- All forms with handwritten sections must be legible and written in **black** ink
- All photos, photocopies and scans must be clear and easy to read
- Color photocopies are preferred - but black & white copies are acceptable
- Make copies of all documents for your records and reference. Especially keep a copy of the ID page of your passport.

Checklist of Required Visa Documents:

The following documents are mandatory

1. Italian Visa application form (with three signatures and notarization on page 3)
2. United States Postal Service Money Order in the amount of \$56.20 made out to *Consulate General of Italy in Philadelphia*
3. One 2x2 inch official passport-sized photo with your name written on back lightly in pencil
4. Official **SIGNED** passport
- 5 & 6. Photocopy of your Scranton Royal Student ID card alongside the photo & signature page from your passport – photocopied together on the front of one page.
7. *Non-U.S. citizens also need a copy of your I-20 form and U.S. visa or Green Card (both sides).*
8. Official Bank letter showing proof of funding of at least \$5,000 AND the Affidavit of Support if you are using a parent's account as proof of this funding (both with notary seal/signatures from the notary at the bank)
9. Letters of good standing: Letter from the University of Scranton, Letter of acceptance from your program in Italy, and a copy of your Scranton transcript
10. Acceptance letters from the school in Italy – **2** original copies written in Italian Language – and a copy of the acceptance letter in English
11. Health Insurance letter
12. Proof of lodging in Italy
13. Copy of round-trip flight itinerary
14. Mailing disclaimer
15. Prepaid return envelope

Remember to keep a copy of all documents for your records!

SEE THE FOLLOWING PAGES FOR A DESCRIPTION OF ALL DOCUMENTS

1. Visa Application Form

Please fill out each page of the National Visa Application – following the guidance from your host university or in the sample (pages 6-8 in this packet) with your appropriate information.

There are three signatures required on this application and you must complete all for the application to be complete – **BUT do not sign and complete the place/date/signature boxes on the final page (page 3) of the National Visa Application until you are in the presence of a Notary Public. Your signature on the final page must be signed in front of a Notary Public and notarized by the Notary Public including the witness date, notary seal, and signature.**

Mrs. Laura Carroll, Legal Assistant in the Office of General Counsel at the University of Scranton, is a Notary Public and can notarize your visa application form. Contact her by email to set up an appointment. laura.carroll@scranton.edu

Lastly, the Consulate requested that all applicants write the name of their home university, the name of their host university in Italy, and their travel date leaving USA, in the top, right corner of page 1 of the national visa application, just above the image of the flag of Italy. For example, if you were going on Gonzaga's program:

University of Scranton

Gonzaga in Florence

Travel date leaving USA: 6 January 2024



Consulate General of Italy
Philadelphia (USA)

National Visa Application (D)
Domanda di visto nazionale (D)

This application form is free
Modulo gratuito



COMPLETE THIS FORM IN ALL ITS PARTS. FAILING TO DO SO MAY RESULT IN LONGER PROCESSING TIMES
SI PREGA DI COMPILARE IL PRESENTE FORMULARIO IN TUTTE LE SUE PARTI.
UNA COMPILAZIONE INCOMPLETA POTREBBE COMPORTARE UN ALLUNGAMENTO NEI TEMPI DI TRATTAZIONE.

1. Surname (Family name) (*) Cognome LAST NAME (must match passport)				Spazio riservato all'Amministrazione For Office use only Data di presentazione della domanda: Numero della domanda: Domanda presentata presso: <input type="checkbox"/> Ambasciata/Consolato <input type="checkbox"/> Fornitore dei servizi <input type="checkbox"/> Altro (precisare): Responsabile della pratica: Nome di chi ha ricevuto la pratica allo sportello: Documenti giustificativi: <input type="checkbox"/> Documento di viaggio <input type="checkbox"/> Mezzi di sussistenza <input type="checkbox"/> Invito <input type="checkbox"/> Mezzi di trasporto <input type="checkbox"/> Assicurazione sanitaria di viaggio <input type="checkbox"/> Altro: Decisione relativa al visto: <input type="checkbox"/> Rifiutato <input type="checkbox"/> Rilasciato Tipo di visto: Valido: dal/...../..... al/...../..... Numero di ingressi: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multipli Numero di giorni:	
2. Surname at birth (Former family name/s) (*) Cognome alla nascita (Cognome/i precedente/i) LEAVE BLANK					
3. First name/s (Given name/s) (*) Nome/i FIRST and MIDDLE NAME (must match passport)					
4. Date of birth (dd/mm/yy) Data di nascita (gg/mm/aa) DATE OF BIRTH- format day/month/year (29/05/1991)		5. Place of birth / Luogo di nascita CITY and STATE of birth		7. Current nationality / Cittadinanza attuale NATIONALITY (ex: USA, CHINESE)	
		6. Country of birth / Stato di nascita COUNTRY of birth		Nationality at birth, if different Cittadinanza alla nascita, se diversa If you were born a different nationality	
8. Gender Sesso <input type="checkbox"/> Male <input type="checkbox"/> Female Maschile Femminile select appropriate box		9. Marital Status / Stato civile select appropriate box <input type="checkbox"/> Single / Non coniugato/a <input type="checkbox"/> Married / Coniugato/a <input type="checkbox"/> Separated / Separato/a <input type="checkbox"/> Divorced / Divorziato/a <input type="checkbox"/> Widow(er) / Vedovo/a <input type="checkbox"/> Other (pls. specify) Altro (precisare)			
10. In case of minors: surname, first name, address (if different from applicant's) and nationality of the holder of parental responsibility/legal guardian / Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale LEAVE BLANK					
11. Type of travel document / Tipo di documento SELECT "ORDINARY PASSPORT" <input checked="" type="checkbox"/> Ordinary Passport / Passaporto ordinario <input type="checkbox"/> Diplomatic Passport / Passaporto diplomatico <input type="checkbox"/> Service Passport / Passaporto di servizio <input type="checkbox"/> Official Passport / Passaporto ufficiale <input type="checkbox"/> Special Passport / Passaporto speciale <input type="checkbox"/> Other travel document (pls. specify) Documento di viaggio di altro tipo (precisare)					
12. Number of travel document Numero documento di viaggio PASSPORT NUMBER		13. Date of issue Data di rilascio date issued		14. Valid until / Valido fino a date of expiration	
				15. Rilasciato da / Issued by COUNTRY of issue (ex: USA, CHINA)	
16. Applicant's home address and e-mail address / Indirizzo del domicilio e di posta elettronica del richiedente Your PERMANENT ADDRESS and EMAIL ADDRESS				Telephone number/s Numero/i di telefono cell phone and home phone numbers	
17. Residence in a country other than the country of current nationality / Residenza in un Paese diverso dal Paese di cittadinanza attuale <input checked="" type="checkbox"/> No Select "NO" unless applicable <input type="checkbox"/> Yes. Residence permit or equivalent / Sì. Titolo di soggiorno o equivalente					
Valid until / Valido fino al					
18. Current occupation / Occupazione attuale STUDENT					
19. Employer and employer's address and telephone number. For students, name and address of educational institute Datore di lavoro, indirizzo e telefono. Per gli studenti, nome e indirizzo dell'istituto di insegnamento. List your HOME UNIVERSITY name and its ADDRESS					
20. Main purpose/s of the journey / Scopi principali del viaggio Select "STUDY" only <input type="checkbox"/> Family reunification/following family member / Ricongiungimento familiare/Familiare al seguito <input type="checkbox"/> Religious reasons / Motivi religiosi <input type="checkbox"/> Sport / Sport <input type="checkbox"/> Mission / Missione <input type="checkbox"/> Diplomatic / Diplomatico <input type="checkbox"/> Medical reasons / Cure mediche <input checked="" type="checkbox"/> Study / Studio <input type="checkbox"/> Adoption / Adozione <input type="checkbox"/> Salaried employment / Lavoro subordinato <input type="checkbox"/> Self-employment / Lavoro autonomo <input type="checkbox"/> Other (pls. specify) / Di altro tipo (precisare)					

(*) As specified in the travel document / Come indicato nel documento di viaggio

NOTE FOR BOX NUMBER 28:

If you are using a bank account in your own name as proof of financial means, then on the left side of this box:

- check 'Applicant'
- check 'Credit Card'
- check 'Pre-paid accommodation'
- check 'Pre-paid transport'
- check the box for 'Other' and write the name of your Host University and University of Scranton on the line below

If you are using a bank account and letter that is in your parent's name as proof of financial means, then use the right side of this box:

- check 'Sponsor (host, etc.)'
- Write the name of your Host University and University of Scranton
- Check the box for 'Other' and write the name of the parent whose name appears on the bank letter
- Check the box for 'Cash'
- Check the box for 'Provided accommodation'
- Check the box for 'Prepaid transport'

21. Your destination in Italy / Destinazione in Italia FLORENCE, ITALY		22. Schengen State of first entry (if applicable) Stato Schengen di primo ingresso ITALY	OSSERVAZIONI E ANNOTAZIONI
23. Number of entries requested / Numero di ingressi richiesti <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> Multiple entries / Multipli ingressi		24. Number of days of intended stay (max. 365) Indicare i giorni di soggiorno previsti (massimo 365) PLEASE REFER TO DATES IN PACKET (ex: 107 days)	
25. Intended date of arrival in Schengen area Data di arrivo prevista nell'area Schengen REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day/month/year)			
26. Surname and name of the person in Italy who applied for Family Reunification, or surname and name of the Employer in Italy. Cognome e nome della persona che ha richiesto il Ricongiungimento Familiare o del Datore di Lavoro LEAVE ALL BLANK			
27. Name and address of host Company/Organization Nome e indirizzo dell'impresa/organizzazione che invita Gonzaga in Florence Via Giorgio La Pira 11/13 50121 Firenze, Italy		28. Telephone and fax number of the Company /Organization / Telefono e fax dell'impresa/organizzazione +39 055 215 226	
29. Personal data of the family member who is an EU, EEA or CH citizen / Dati anagrafici del familiare che è cittadino UE, SEE o CH Surname / Cognome ONLY IF APPLICABLE, fill in this section (29 and 30) First Name/s / Nome/i			
30. Family relation with an EU, EEA or CH citizen / Vincolo familiare con un cittadino UE, SEE o CH <input type="checkbox"/> Spouse / Coniuge <input type="checkbox"/> Son/Daughter / Figlio/a <input type="checkbox"/> Other descendant / Altri discendenti diretti <input type="checkbox"/> Dependent ascendant / Ascendente a carico <input type="checkbox"/> Other (pls. specify) / Altro (precisare)		31. Place and date / Luogo e data CITY, STATE, DATE of signature	
32. Signature (for minors, signature of parental authority/legal guardian) Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale) STUDENT SIGNATURE			

INFORMATION ON THE PROCESSING OF PERSONAL DATA / INFORMATIVA SUL TRATTAMENTO DEI DATI PERSONALI	
The collection of data required in this form, your photograph and, if applicable, the detection of your fingerprints, are mandatory for the examination of the visa application and your personal details which appear on this visa application form, as well as your fingerprints and your photograph will be supplied to the competent Italian authorities and processed by those authorities, for the adoption of a decision on your application. La raccolta dei dati richiesti in questo modulo, la sua fotografia e, se del caso, la rilevazione delle sue impronte digitali sono obbligatorie per l'esame della domanda di visto e i suoi dati anagrafici che figurano nel presente modulo di domanda di visto, così come le sue impronte digitali e la sua fotografia, saranno comunicati alle autorità competenti italiane trattate dalle stesse, ai fini dell'adozione di una decisione in merito alla sua domanda.	
Such data as well as data concerning the decision on this application, or any decision to annul or revoke a visa issued will be entered and stored in the computer system of the diplomatic-consular mission and the Ministry of Foreign Affairs and International Cooperation. These data will be accessible to	

I am aware of the fact that the refusal of a visa does not give rise to the reimbursement of fees paid

Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti pagati per la trattazione della pratica

STUDENT SIGNATURE

the competent national authorities for visas. In addition, they will be accessible to the competent authorities for the purposes of Schengen visa checks at external borders, to the authorities of Member States responsible for immigration and asylum (for the purpose of verifying whether the conditions for entry, stay and regular residence in the territory Member States and the identification of persons who do not, or no longer fulfill these conditions), to the authorities of Member States responsible for the purposes of examining an asylum application. Under certain conditions the data will be also available to designated authorities of Member States and to Europol for the purposes of prevention, detection and investigation of terrorist offenses and other serious crimes.

Tali dati, così come i dati riguardanti la decisione relativa a questa domanda, o un eventuale decisione di annullamento o revoca di un visto rilasciato, saranno inseriti e conservati nel sistema informatico della Rappresentanza diplomatico-consolare e del Ministero degli Affari Esteri e della Cooperazione Internazionale. Tali dati saranno accessibili alle autorità nazionali competenti per i visti. Inoltre, saranno accessibili alle autorità Schengen competenti ai fini dei controlli sui visti alle frontiere esterne, alle autorità degli Stati membri competenti in materia di immigrazione e di asilo (ai fini della verifica dell'adempimento delle condizioni di ingresso, soggiorno e residenza regolari nel territorio degli Stati membri e dell'identificazione delle persone che non soddisfano, o non soddisfano più, queste condizioni), alle autorità degli Stati membri competenti ai fini dell'esame di una domanda di asilo. A determinate condizioni, i dati saranno anche accessibili alle autorità designate degli Stati membri e a Europol ai fini della prevenzione, dell'individuazione e dell'investigazione di reati di terrorismo e altri reati gravi.

The Ministry of Foreign Affairs and International Cooperation (Piazzale della Farnesina 1, 00135 Roma, www.esteri.it, dg16@esteri.it) is the Italian authority responsible (controller) for data processing.

Il Ministero degli Affari Esteri e della Cooperazione Internazionale (Piazzale della Farnesina 1, 00135 Roma, www.esteri.it) è l'autorità italiana responsabile (titolare) del trattamento dei dati.

You have the right to obtain notification of the data relating to you registered in the informatic system and request that inaccurate data relating to you to be corrected and that data relating to you that is processed unlawfully be deleted. For information on the exercise of your right to check your personal details and to have them corrected or deleted, including ways of appeal provided in this regard by the national legislation of the State concerned, see www.esteri.it and <http://vistoperitalia.esteri.it>

Lei ha il diritto di ottenere la notifica dei dati relativi alla sua persona registrati nel sistema informatico e di chiedere che i dati inesatti relativi alla sua persona vengano rettificati e che quelli relativi alla sua persona trattati illecitamente vengano cancellati. Per informazioni sull'esercizio del suo diritto a verificare i suoi dati anagrafici e a rettificarli o sopprimerli, così come sulle vie di ricorso previste a tale riguardo dalla legislazione nazionale dello Stato interessato, vedi www.esteri.it e <http://vistoperitalia.esteri.it>

Further information will be provided upon request by the authority examining your application. The Italian national supervisory authority competent for the protection of personal data is the Guarantor for the Protection of Personal Data (Piazza di Montecitorio 121, 00186 Roma, www.garanteprivacy.it, tel. +3906 696771).

Ulteriori informazioni saranno fornite su sua richiesta dall'autorità che esamina la sua domanda. L'autorità di controllo nazionale italiana competente in materia di tutela dei dati personali è il Garante per la Protezione dei Dati Personali (Piazza di Montecitorio 121, 00186 Roma, www.garanteprivacy.it, tel. +3906 696771).

I declare that all information supplied by me are correct and complete. I am aware that false statements will lead to my application being rejected or to the annulment of a visa already granted and will result in the request for the prosecution by the Representation under the law of the State (Article 331 Code of Criminal Procedure).

Dichiaro che tutti i dati da me forniti sono corretti ed esatti. Sono consapevole che le dichiarazioni false comporteranno il respingimento della mia domanda o l'annullamento del visto già concesso e comporteranno la richiesta di avvio di azioni giudiziarie da parte della Rappresentanza ai sensi della legislazione dello Stato (articolo 331 c.p.p.).

The mere granting of a visa does not entitle me to any compensation if I fail to meet the conditions of Article 5, paragraph 1 of Regulation (EU) No. 562/2006 (Schengen Borders Code) and Article 4 of Legislative Decree no. 286/98, and for these reasons my entry is refused.

La mera concessione del visto non dà diritto ad alcun tipo di risarcimento qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dell'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.

Place and date / Luogo e data

CITY, STATE, DATE of signature

Signature (for minors, signature of parental authority/legal guardian)

Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)

STUDENT SIGNATURE

ANNOTAZIONI (riservato all'Ufficio) / REMARKS (for Office use only)

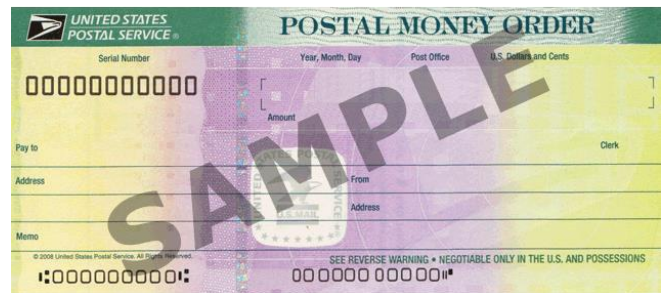
2. Visa Fee

The Italian consulate charges a fee of 50 Euros for a study visa. The current conversion is \$54.50 for a long stay student visa which allows students to study in Italy for 90 days or longer. This fee must be paid with a money order purchased through a branch of the United States Post Office. The US Post Office charges a separate fee of \$1.45 for a money order. Bring cash to the post office. You cannot pay for a money order with a credit card.

The money order needs to be made out to the Consulate General of Italy in Philadelphia for the exact fee amount of \$54.50. (Note that fees change quarterly based on exchange rate - this is the specified fee through Dec 2023; check the Consulate website for details.) Fill in the **Pay to** Section on the left with the consulate details below, and be sure to write your name address in the **From** section on the right side.

Make the money order payable to:

Consulate General of Italy in Philadelphia
600 Chestnut Street, Suite 956
Philadelphia, PA 19106



3. Official Passport Photo

The consulate requires a separate photo to create your visa. The photo should reflect your current appearance and should be less than a year old. You may have official 2x2 inch passport photos taken at photo department in a drugstore or AAA, or at a shop of your choosing. The fee is usually around \$15. The photo should feature only you in front of a white background. Only send one photo with your Italian visa application, but keep the extra photos and bring them with you to Italy. Please print your name clearly on the

back of the photo lightly in pencil. Then glue this photo on the first page of the national visa application form in the PHOTO box.

4. Official Passport

The 'visa' you will receive in your passport is a sticker that the consulate permanently affixes to a page in your passport. The Consulate requires you to **submit your official, USA passport with SIGNATURE** in your application. The passport should be valid at least six months after the program end date.



5 & 6. Photocopy of Your Student ID next to the Photocopy of USA passport page

Your university ID card provides proof that you are a full-time student at the University of Scranton, and you reside as a student in the region served by the Philadelphia consulate. Make a photocopy of the signature/photo page of your passport together with your Scranton Royal ID both on the same blank page.



7. Non-U.S. Citizens – Additional Instructions

If you are not a US citizen, include a copy of your U.S. visa and I-20 or green card (both sides).

8. Proof of Financial Means – Bank letter confirming you have more than \$5000 in your account – And Affidavit from Parent (if funds are in a parent's name)

The consulate requires proof that you have the financial means to reside in Italy for the semester. This is calculated at about \$40 per day. You must submit an original, signed, and notarized bank letter from a US bank or financial institution documenting the funding. For a semester abroad, you must show \$5000 available to you. See the requirements below and sample bank letter on the following page.

If you do not have proof of this amount in your own personal checking or savings account, your parent/guardian(s) may submit a notarized bank letter showing a checking or savings account in their name stating their financial commitment for expenses incurred in Italy – and ALSO must complete the **Affidavit of Support** and have the Affidavit notarized by the bank. If you have a joint bank account with a parent or guardian, your parent or guardian must complete the Affidavit of Support. Statements

from retirement accounts, 401k and stock portfolios are NOT accepted by the Italian consulates in lieu of a bank letter.

Accessible amounts required:

- Semester in Italy: \$5,000 USD
- Full-year in Italy: \$10,000 USD

The bank letter must include the following information:

- The document must come from a United States bank or financial institution and be printed on the **bank's original letterhead**.
- Letter(s) must be original and **type written** (not hand-written).
- Letter(s) must have a **hand-signed signature of a representative**.
- **You** (the student) **OR your parent** are named as the account holder
- The specified funds are present in your checking and/or savings account(s) at the time the letter is generated. The letter must note the type of account and show exact balances including decimal amounts. (You may combine multiple accounts to reach your required amount, e.g. a checking account of \$2000 and a savings account of \$2000)
- If a parent is providing financial support, the named parent, i.e. the account holder, must be the same as the signer of the affidavit.
- The letter must be notarized, but not by the same bank official who signed it.
- The Affidavit of Financial Support must be notarized.
- Letter(s) must be dated as close to the visa deadline as possible. (2 weeks is ideal) *Copies, scans, emails, and faxes are unacceptable. Bank statements are unacceptable.*

****See next page for a sample bank letter****

Sample Bank Letter:

SAMPLE BANK LETTER

[*Official, Original Bank Letterhead*]

[*DATE*]

Consulate General of Italy
Suite 956 Public Ledger Building
600 Chestnut Street
Philadelphia, PA 19106

To Whom It May Concern:

This is to certify that the title of the following account(s) reflects **name and address of account holder** as an account holder.

Account type	Account Number (optional)	Amount	Date Opened

* May express exact amount or "in excess of XXXXX US dollars"

The above mentioned balance(s) represents the accumulation of successive deposits.

Sincerely,

Signature of Bank Official
Name and Title of Bank Official
Phone number

Signature of Notary

< NOTARY SEAL >

AFFIDAVIT OF FINANCIAL SUPPORT
(Must be presented together with a recent Bank letter/Bank statement)

I, the undersigned,

Name and Last Name

born in _____ on _____
Place Date

residing at

Street Address, City and State

I depose and say that

I will take financial responsibility for my son / daughter / wife / husband / parents :

Name and Last Name(of the applicant)

regarding all the expenses which he/she may incur during his/her stay in Italy.

Signature: _____

Print name and last name:

Sworn and subscribed to before me on *(date)* _____

U.S Notary Public Signature and Seal:

*notarization must be done within this page

9. Letters of Good Standing

There are two letters to include to show you are in good standing. Also, include a copy of your most recent transcript.

- The Office of Global Education at Scranton will provide you with a letter - it will confirm that you are in good standing, enrolled full-time, your major, your R number, and your anticipated graduation date.
- In addition, you must also include a copy of the letter of acceptance into the Study Abroad Program in Italy issued by your Host University in Italy, as your program is administered by a different university.
- Copy of your recent transcript from the University of Scranton

10. Acceptance Letters from school in Italy

Two copies of this letter written in Italian language will be provided by your study abroad program. The letters are written on the institution's letterhead and addressed to the Consulate General of Italy stating that you have been accepted and admitted to its program in Italy. The letter will specify the exact period of study and bear the official seal of that institution, the full-time enrollment (at least 20 hours per week), that tuition is paid for, and that you will be supported by funds from the United States.

11. Health Insurance Coverage

The Italian Consulate General requires that all students are covered by a health insurance policy stating that you have full coverage for hospitalization, emergencies, evacuation and repatriation during the program dates. Some host universities arrange insurance and they will provide you with a letter confirming this coverage. *(For example, this may be a letter from CISI Cultural Insurance Services International.)*

The University of Scranton will also provide health insurance through GeoBlue but a separate GeoBlue letter does not need to be submitted with the visa application.

Important Note: *Students and their families should review the policies and, if needed, make private arrangements for additional coverage if desired.*

12. Proof of Lodging in Italy

Your host university will provide you with a letter showing proof of lodging at the host university. Submit this housing letter to the Consulate.

13. Confirmed Round-Trip Flight Itinerary

To obtain a visa, students must provide proof of entry and exit from Italy. You must provide confirmation that you have purchased a round-trip ticket. Make a copy of the flight confirmation from the airline, agent or travel agency. This must include all legs of your flight and confirmation that you purchased the flight. Students may arrive a few days/weeks earlier or later than the exact study abroad program dates.

You may wish to consider purchasing flight insurance or a flexible flight option. These options should be available through the airline or travel agency where you book your flights.

You are responsible for researching whether you need a visa for any independent travel before, during or after the program. International students are strongly advised to check tourist visa requirements thoroughly as there may be restrictions.

Syracuse Airways

Your Reservations

You're confirmed!

Date issued: Tuesday, September 02, 2014

Confirmation code:

BDPQX758

Scan barcode for boarding pass.

Trip details: [Download to calendar](#)

DEPART

JFK → **FRA** New York City to Frankfurt (January 11, 2015)

Flight: 5A1796

Travel Times: 7h 25m

Depart: 11:00pm

Aircraft: 747

Arrive: 1:00pm

Cabin: Coach

Meal: Lunch

Seat: 25F

2 hour layover: FRA

FRA → **FLR** Frankfurt to Florence (January 11, 2015)

Depart: 3:00pm

Travel Time: 3h 17m

Flight: LH 2958

Aircraft: 737

Arrive: 6:17pm

Cabin: Coach

Meal: ...

Seat: 17C

RETURN

FLR → **FRA** Florence to Frankfurt (April 10, 2015)

Flight: LH8473

Travel Time: 3h 00m

Depart: 9:00am

Aircraft: 737

Arrive: 12:00pm

Cabin: Coach

Meal: ...

Seat: 17D

3 hour layover: FRA

Syracuse Airways		Your Reservations
FRA → JFK Frankfurt to New York City (April 30, 2015)		
Flight: 5A2846	Travel Times: 7h 35min	
Depart: 3:00pm	Aircraft: 747	
Arrive: 4:45pm	Cabin: Coach	
Meal: Dinner	Seat: 30C	
Total travel cost		
(1 passenger)		
Fare	Adult	
JFK to FRA	\$600	
FRA to JFK	\$760	
Taxes and fees	\$80	
Total	\$1,480	
Charged to Jimmy C. Doe		
*****729 (Visa)		
You paid \$1,480		

14. Mailing Disclaimer

This form states that the consulate is not responsible of the loss or damage of your passport in the mail.

The undersigned.....

Born on.....in.....

Residence.....

.....

Holder of Passport #.....

Issued by.....

Do hereby declare that I assume all responsibility for the mailing of my passport by mail.

I understand that the Consulate General Of Italy in Philadelphia is NOT responsible for the loss or damage of my passport in transit.

I therefore wish for my passport to be mailed to me via the pre-stamped enveloped that I have provided.

Sincerely,

.....(signature).....(date)

15. Prepaid Return Envelope – USPS Priority Mail

You MUST provide the consulate with a postage paid, self-addressed envelope so that they can return your passport and visa to you. It should be USPS Priority Mail and have a tracking number. Put your full name and address on the envelope as both Sender and Recipient.

If you would prefer to go to Philadelphia to collect your passport and visa in person once the Consulate has confirmed it is ready to be collected, this might be possible if you arrange this in advance. You must contact the consulate to make arrangements for collection in-person.

Email: visti.filadelfia@esteri.it

<https://consfiladelfia.esteri.it/en/chi-siamo/>

Any Questions?

Contact kara.bishop@scranton.edu