



New York University

A private university in the public service

Office of Global Programs

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Parents & Students:

Please bring this cover letter and the SAMPLE BANK LETTER (page 2 of this document) to your bank official. As stated below, make sure that they follow the bulleted guidelines and copy the format exactly! Following this format will ensure that the Italian Consulate does not reject your application on the basis of an incorrectly written bank letter.

Dear Bank Official,

The attached letter is a sample copy of the proof of financial means letter that the Italian consulate requires as part of the student visa application. Please follow the guidelines outlined below exactly in order to ensure that the letter is accepted by the consulate.

- Must be on official bank letterhead.
- Must be type written.
- **Must be addressed to the Italian Consulate** that the student is applying through (student should provide this address).
- Must indicate that one of the following amounts is readily available in a savings or checking account:
 - For semester students: \$4000
 - For academic year students: \$9000
 - For winter intersession students: \$1000
- Must include exact balance including decimal amounts.
- Account holder must be the same as signer of the affidavit of financial support.
- Must be hand-signed by a bank official (computer generated signatures are not accepted).
- **The letter must be notarized – but not by same bank official who signed it.**

Thank you for your assistance! Please feel free to contact me if you have any questions or concerns.

Sincerely,

The Global Programs Staff

SAMPLE BANK LETTER

[Official, Original Bank Letterhead]

[DATE]

**Consulate General of Italy
Visa Office
690 Park Avenue
New York, NY 10021**

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 <i>(optional)</i>	Amount	Date Opened

Sincerely,

need:

*Depending on Consulate to which
student applies, may or may not*

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

Signature of Notary

< *NOTARY SEAL* >