

Applying Through NYU Italian Student Visa Instructions (Spring 2010)

The Consulates General of Italy are not affiliated with New York University. They are entities of the Italian national government that issue visas for students and perform other functions. Please keep in mind that Consulates independently create and/or change their requirements for obtaining a Student Visa at any time without notification.

1 What is a visa and why do I need it?

- It is an official stamp issued by the Italian government that gets affixed to a page inside your passport before you depart the United States. You must present it to immigration control when you arrive in Italy.
- You must have a study visa because it is not legal to study as a full-time student in Italy without it.
- Because the visa is actually adhered to your passport, you will need a passport in order to get one. Make sure you have a passport with at least **one additional page** (to place the visa) and is valid for at least **three months** beyond your scheduled departure date from Florence or through August 2010.
- If you do not have a passport or need to renew your passport, visit **travel.state.gov/** for information.
- We suggest that you request expedited processing (two week turnaround time) to allow plenty of time to apply for your student visa (the New York Consulate takes up to two weeks and other consulates may take up to 2 months to process visa applications!)
- If you do not have two weeks to spare, you can then go to the **US Passport Agency** to request a passport the same day. For a Passport Agency near you and for more information, please refer to their website http://travel.state.gov/passport/about/agencies/agencies_913.html. In addition to the Passport Agency requirements, please contact NYU Global Programs for a letter to accompany your application.

2 Apply for your student visa through NYU if:

- You are a US Citizen
- You won't be traveling outside of the US during the time period when we'll need your passport - approximately **December 2, 2009 through January 10, 2010**
- Your permanent home address or current college / university is in the NYC, Miami or San Francisco Consulate's Jurisdiction (see full list of consulates at [Consulate Information](#)). You will need to show proof of residency with photo ID (driver's license, school ID, etc.)

★ **NYU Students:** You should apply through the Office of Global Programs using the checklist and application for the **New York Consulate** (as long as you meet points 1 and 2).

★ **Visiting Students:** You may apply through the Office of Global Programs if your permanent address or home school is in the New York, Miami, or San Francisco Italian Consulates' jurisdictions and you meet points 1 and 2 above.

If you don't meet the requirements listed above, please refer to the "Applying on Your Own" instructions posted on the NYU in Florence Admitted Students page.

Applying through NYU Italian Student Visa Documentation Checklist

NOTE: While we encourage you to apply early, application materials must be dated no earlier than **October 18, 2009** (90 days before the start of the program)!

Passport

- Must be signed and valid through **August 2010**
- Make sure there is at least one blank page for your visa.

1 Photocopy of your Passport (cover to cover)

1 Original 2"x 2" Official Passport-Size Photos

- Glue 1 photo to the upper left hand corner of the application.
- No photocopies, personal photos, or scanned photos from home printers will be accepted.

5 Photocopies of the Passport Photo Page

- Give 4 to us and keep 1 for yourself (you'll need the information to fill out other required forms).
- Copies should include both your signature and your photo.

1 Photocopy of Your Student ID Card (Front Only)

- The San Francisco and Miami Consulates require a **notarized** photocopy of your driver's license or a state ID card instead.

Visa Application (Schengen Visa Application)

- See the website's Admitted Students section for a sample visa application. Make sure to follow visa type, program dates and Florence contact information exactly.
- Make sure to use your New York (or Miami or San Francisco) mailing address throughout.
- Sign and date it!

Enrollment Verification Certificates and Official Transcript (and photocopy)

- **NYU students:** These documents will be collected on your behalf but you must update your anticipated date of graduation in Albert prior to November 16th.
- **Visiting students:** You will need to obtain these ORIGINAL documents from your home school's Registrar's Office on the school's letterhead. Self-printed documents will NOT be accepted. The Enrollment Verification Certificate must have your anticipated graduation date.

Notarized Affidavit of Insurance (and photocopy)

This form is for formality reasons. NYU purchases this insurance for the student, so all you need to do is fill this out and have it notarized.

- Form available on our website's Admitted Students page (see "Supporting Documentation")
- Completed form must be notarized (*October 18th or later*)

Notarized Affidavit of Financial Support (and photocopy)

This form is only necessary if account used to proof financial means (see next step) is not in student's name.

- Form available on our website's Admitted Students page (see "Supporting Documentation").
- Have the completed form notarized (*October 18th or later*)

- Make sure the affiant—the person who signs the affidavit—writes his or her birth date and not the date on which the document was signed! (Can be student supporting self OR parent supporting child)

Proof of Financial Means Bank Letter and photocopy

Consulates are very picky about this one, so make sure you follow the guidelines below carefully. If you have questions or if your bank gives you a hard time, call the Office of Global Programs and we'll be happy to help you. We know how frustrating this process can be at times!

- The account must be held by the student or the person who signed your Affidavit of Financial Support.
- The letter must be on official bank letterhead, be addressed to the appropriate Consulate, show a checking, savings or money market account balance with at least \$4000, be signed by a bank official, and be notarized (the bank official and the notary **cannot** be the same person.) The Consulates **will not** accept proof of funds from a Trust, IRA, or CD account.
- Bring the sample bank letter (on the Admitted Students page) to your bank and ask them to produce a letter in the same format. Must include the Bank Official's name, title, and phone number. Some banks' policy may be to send a request to their Corporate Headquarters to process. This process may take a few weeks, so please make sure you start this process early.
- Follow the instructions on the sample letter closely, and make sure that the letter is dated on or after October 18, 2009 (90 days before the start of the program).

Bank Letter Alternatives:

- The **San Francisco Consulate** will accept a recent original bank statement instead of a bank letter.
- The **Miami Consulate** will accept a recent original bank statement instead of a bank letter, but the statement must be notarized.

Round trip flight reservations

Pre-Paid UPS Express Mail OR USPS Overnight Express Mail Envelope - approximately \$16.50

- Address this envelope to where you'll be in January.
- Write the Office of Global Program's address (NYU - Office of Global Programs, 110 East 14th Street, Lower Level; NY, NY 10003) as the sender's address. (This is crucial: the UPS may re-route and inspect mail that does not have a return address, delaying the delivery of your visa by weeks.)
- **Make sure to make note of your tracking number.**
- If you plan on picking up your visa from the Office of Global Programs, then you don't need an envelope. Just make sure we're aware of your plans.

To have the various documents notarized, notaries are available at Kimmel Student Center (near Ticket Central), Local Banks (i.e., Chase, Citibank, etc.) and Real Estate offices.

3 Submit all documents as a complete application from the above Visa Documentation Checklist by **December 2, 2009** to the Office of Global Programs, 110 E. 14th Street, Lower Level, New York, NY 10003. Do NOT have materials sent directly to the office from your bank, registrar's office, etc.

4 *The Permesso di Soggiorno*

In short, you don't need to worry about it at this point! You may read about the *Permesso di Soggiorno* on our website or hear your friends who are applying on their own talk about it, but if you're applying for your visa through NYU, we'll send this paperwork to Florence for you. There are additional steps to complete once you're in Florence, but the staff will advise you of these when you arrive.

