

Applying Through NYU Italian Visa Instructions, Fall 2008

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 Get your passport

- If you don't have a passport that is valid through **March 2009** for fall semester students and **September 2009** for academic year students, apply for one today! Check out travel.state.gov/ for more 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 7-15 days, 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 someone from our office so that we can provide you with the appropriate letter.

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 **June 6 - July 21**). Due to new federal regulations, this now includes travel to Canada, Mexico, and the Caribbean.
 - Your permanent home address is in the New York, Miami and San Francisco Consulate's Jurisdiction OR
 - If your permanent home address is not in the New York Consulate's Jurisdiction, but you will be attending summer courses through NYU. You will need to show proof.
- ★ **NYU Students:** NYU students can apply through the Office of Global Education using the checklist for the **New York Consulate** as long as you meet points 1, 2, 3 OR 1, 2, 4 of the criteria above.
- ★ **Visiting Students:** You may apply through the Office of Global Education if you have a permanent address in the New York, Miami, or San Francisco Italian Consulates' jurisdictions and you meet points 1, 2, 3 OR 1, 2, 4 of the criteria 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.

Visa Documentation Checklist

NOTE: While we encourage you to apply early, application materials must be dated no earlier than **May 27, 2008 (90 days before the start of the program)!**

Passport

- Must be signed and valid through **March 2009** fall semester students or **September 2009** for academic year students.
- Make sure there is at least one blank page for your visa.

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

- Write your name on the back of each photo.
- 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 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 use your New York (or Miami or San Francisco) mailing address throughout.
- Sign and date it!

Enrollment Certification Letter and photocopy (not required at the San Francisco and Miami Consulates)

- **All students:** Submit the "Enrollment Certification Release" form on the website's Admitted Students page. We'll get the official letter from the NYU Registrar for you.
- **Visiting students:** You'll need an additional Enrollment Certification letter from your home school. The letter must be an official document from your school's Registrar (not the study abroad office) that states your registration status as a full-time student studying abroad outside of your home school, your expected graduation date, and that you are in good financial standing. Must be on your school's stationery (not computer generated).

San Francisco Applicants: Affidavit of Insurance

- Print the form from our website's Admitted Students page (see "Supporting Documentation").
- Have the completed form notarized.
- 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.

□ Affidavit of Financial Support and photocopy

- Print the form from our website's Admitted Students page (see "Supporting Documentation").
- Have the completed form notarized.
- 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)

□ 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 Education 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 person who signed your Affidavit of Financial Support.
- The letter must be on official bank letterhead, be addressed to the Italian Consulate, show a checking or savings account balance with at least \$4000 (for the semester) or \$9000 for the academic year, be signed by a bank official, and be notarized (the bank official and the notary cannot be the same person).
- Bring the sample bank letter (on the Admitted Students page) to your bank and ask them to produce a letter in the exact 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 May 27, 2008 (90 days before the start of the program).

Bank Letter Alternatives:

- A letter from your school's financial aid office or your student loan company may be submitted instead of a bank letter if you have enough financial aid funding to cover all of the program costs *and* leave you with the \$4000 for the semester (unfortunately this is not common). This letter must include your financial aid award and a complete breakdown of program costs.
- 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.

□ Pre-Paid UPS Express Mail OR USPS Overnight Express Mail Envelope

Effective May 12, 2008 the United States Postal Service postage will increase. Please check with them what the postage rate for an Overnight Express Mail will be. The USPS is re-vamping their system and the postage rate will be based on distance from one location to another.

- Address this envelope to where you'll be during the summer break.

- Write the Office of Global Education's address (NYU - Office of Global Education, 7 East 12th St., 9th Floor; 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.)
- If you plan on picking up your visa from the Office of Global Education, then you don't need an envelope. Just make sure we're aware of your plan.

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 on the above Visa Documentation Checklist by **June 6, 2008**. If you are submitting your documents before May 31st, please bring or mail them to the Office of Global Education at 7 East 12th Street, Room 915, New York, NY 10003. If you are submitting your documents after June 2nd, please bring or mail them to Study Abroad Admissions, 110 E. 14th Street, Lower Level, New York, NY 10003.

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. Please note that you must arrive in Florence on the official arrival date (August 26th); otherwise you may have to go through the on-site immigration process without staff assistance.

