

ITALIAN STUDENT VISAS: INSTRUCTIONS FOR UWRC STUDENTS

Dear Rome Center Program Participant:

Unless you are a citizen of the EU, you will be required to obtain an Italian student visa in order to legally participate in your study abroad program at the UW Rome Center. This packet is designed to guide you through the visa acquisition process. You will apply for and obtain your visa before leaving for Italy.

VISA APPLICATION PACKET

Your visa application packet will contain:

Section A: Visa Application Form
Instructions for Visa Application Form Visa Application Form
Section B: Verification of Financial Security
Instructions for Verifying Financial Security Financial Affidavit* Sample Financial Affidavit* <small>*Required only in certain situations.</small>
Section C: Notary Public Verification Form
Section D: Financial Aid Letter Request Form
Section E: Frequently Asked Questions

These sections will provide you with the instructions and forms needed to prepare the complete Italian student visa application outlined in the checklist below.

VISA APPLICATION CHECKLIST

Together, the following documents make up a complete visa application packet. Please use this checklist to verify that your visa application is complete before turning it in.

- ORIGINAL PASSPORT** (if you do not already have a passport you must **EXPEDITE** this process as soon as possible. Visit: www.travel.state.gov for information on acquiring and expediting your passport). *Please note your passport must be valid for at least six months after the end date of your program.*
- 2 Photocopies of passport data and photo page
- 1 Photocopy of state driver's license or I.D. card **must be notarized**
- 2 Passport style photos (2"x 2")
- Completed visa application form** **must be notarized**
- Verification of financial security:
 - ◆ **EITHER** a photocopy of your recent bank statement or monthly report;
 - ◆ **OR** a completed financial affidavit**, which must be notarized and include the a photocopy of the affiant's recent bank statement or monthly report;
 - ◆ **OR** a letter from the University of Washington International Programs & Exchanges Office that indicates the amount of financial aid allocated in your name;
- (For non-US citizens only) 2 Photocopies of resident card and/or other pertinent I.N.S. documents (I-20, DS-2019, permanent resident card, etc);
- Proof of roundtrip airfare, showing arrival and departure from Italy all within 90 days;
- 1 Self-addressed USPS Express Mail envelope stamped in the amount of \$14.40 (ONLY for students who wish to have their passport sent directly to their home/summer addresses – if you will be in Seattle during the regular quarter there is no need to submit this envelope);

- If you are under the age of 18, there are additional requirements to complete your visa application. Please contact Lauren Easterling, laurenee@u.washington.edu for more information.

**Form included in this visa instruction packet.

VISA APPLICATION PACKET ONLINE

The visa application packet can also be found online at: <http://ipe.washington.edu/forms>

SUBMITTING YOUR VISA APPLICATION

The Italian consulate requires that all Italian student visa applications for your program be submitted in one group by the University of Washington 60 days before the program begins. Please use the "Visa Application Checklist" to verify that you have prepared all required documents. Applications cannot be sent earlier than 90 days.

Please submit your application by the specified due (see below) to the International Programs and Exchanges Office (IPE). The IPE will then add your enrollment letter and submit your visa application to the Italian consulate in San Francisco on your behalf. There is no fee for student visas.

VISA APPLICATION DEADLINES

Program Quarter	Visa Application Deadline
Summer	April 23
Early Fall Start	May 21
Autumn	June 18
Winter	October 23
Spring	January 22

RECEIVING YOUR VISA

When the applications have been processed, your passport, visa and stamped enrollment letter will be returned to the IPE by the Italian consulate. You will receive an email once your passport arrives at the IPE. If you submitted a stamped, self-addressed envelope to IPE as described in the "Visa Application Checklist," your visa documents will be sent to you. You will need to bring your passport, visa and stamped enrollment letter with you to Rome.

QUESTIONS

Please direct questions *via email* regarding the visa process to:
Lauren Easterling
International Programs & Exchanges
459 Schmitz Hall, Box 355815
laurenee@u.washington.edu

Please note that while we are happy to provide assistance with this process, we can only advise the actual visa applicant. While your parent or guardian may be helping you with your application, it is important that any questions you may have come directly from you.

Photo



Consolato Generale d'Italia
San Francisco
Application for Schengen Visa

This application form is free and can be used to request all types of Visas

Form with fields for personal information (Surname, Birth, Names, Date of Birth, ID-number, Place and country of birth, Nationality, Sex, Marital status, Father's name, Mother's name), passport details (Type, Number, Issued by, Date of issue, Valid until), and visa details (Main destination, Type of Visa, Visa, Number of entries requested, Duration of stay, Other visas, Entry permit for transit, Previous stays). Includes instructions for embassy/consulate use only and supporting documents.

* The questions marked with * do not have to be answered by family members of EU or EEA citizens (spouse, child or dependent ascendant). Family members of EU or EEA citizens have to present documents to prove this relationship.

29. Purpose of travel Tourism Business Visit to Family or Friends Cultural/Sports Official Medical reasons Other (please specify):		FOR EMBASSY / CONSULATE USE ONLY
30. Date of arrival	* 31. Date of departure	
32. Border of first entry in the Schengen area: Border of entry in Italy:	33. Means of transport	
* 34. Name of host or company in the Schengen states and contact person in host company. If not applicable, give name of hotel or temporary address in the Schengen states		
Name	Telephone and telefax	
Full address	e-mail address	
* 35. Who is paying for your cost of travelling and for your costs of living during your stay? Myself Host person/s Host company. (State who and how and present corresponding documentation):.....		
* 36. Means of support during your stay Cash Travellers' cheques Credit cards Accommodation Other: Travel and/or health insurance. Valid until:		
37. Spouse's family name	38. Spouse's family name at birth	
39. Spouse's first name	40. Spouse's date of birth	
42. Children (Applications <u>must</u> be submitted separately for each passport)		
Name	First name	Date of birth
1		
2		
3		
43. Personal data of the EU or EEA citizen you depend on. This question should be answered only by family members of EU or EEA citizens.		
Name		First Name
Date of Birth	Nationality	Number of passport
Family relationship :		of an EU or EEA citizen
44. I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in the Schengen states and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen states. At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the state concerned. I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Schengen state which deals with the application. I undertake to leave the territory of the Schengen states upon the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Schengen states. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5.1 of the Schengen Implementing Convention and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen states.		
45. Applicant's home address		46. Telephone number
47. Place and date		48. Signature (for minors, signature of both parents, custodian/guardian)

Please sign in front of a visa officer of this Consulate; if you do not appear in person, your signature must be notarized by a notary public.

SECTION A: VISA APPLICATION FORM

INSTRUCTIONS FOR COMPLETING VISA APPLICATION FORM

Below is a step-by-step list of instructions for completing your Italian student visa application form. Please follow these instructions carefully, making sure to fill in all blanks on the application form accordingly. After filling out your visa application form, please attach one passport-sized photo to the form and have your signature on the form notarized.

Line 5

Leave blank.

Line 6

Enter place of birth, *including* city, state and country.

Line 7

Enter your current citizenship status.

Line 8

Enter your citizenship status at birth (if different from your current citizenship status).

Line 13

Circle "National Passport."

Lines 14 – 17

Copy the information from the first page of your passport.

Line 19

Enter "Student."

Line 20

Enter "University of Washington, 459 Schmitz, Box 355815, Seattle, WA 98195."

Line 21

Enter "Rome."

Line 22

Circle "Short Stay."

Line 23

Circle "Individual."

Line 24

Circle "Multiple entries."

Line 25

Enter the number of days that corresponds to the duration of your *program*.

In this blank, you should enter only the number of days of your program, as your visa can only be issued for the duration of your period of *study* in Italy.

Line 27

Not applicable. Leave blank (you are requesting a Student Visa not a Transit Visa).

Line 29

Circle "Other" and write "Study".

Line 30

Enter the month, day and year that corresponds to the start date of your *program*.

Line 31

Enter the month, day and year that corresponds to the end date of your *program*.

*The Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden. As of January 1, 2008, Czech Republic, Slovakia, Hungary, Slovenia, Poland, Estonia, Latvia, Lithuania and Malta will also be included in the Schengen states.

Line 32

Border of first entry in the Schengen area: Enter the "City, Country" of your first stop in the Schengen area* as your border of entry. (For example, if you will be stopping over or changing planes in Paris before going to Italy, enter "Paris, France" as your border of entry.)

Border of entry in Italy: Enter the name of the Italian city in which you will first be arriving. (For example, if you will be flying into Rome, enter "Rome." If you will be flying into Milan, enter "Milan.")

Line 33

Enter air, train, bus, depending on how you will first be entering Italy. (For example, if you will be flying into Rome, Milan, Venice, etc., enter "air." If you will be taking a train into Italy, enter "train.")

Line 34

Enter UWRC address and phone number ("University of Washington Rome Center, Piazza del Biscione 95, 00186 Rome, Tel. (+39 06) 686.8807")

Lines 35-43

Not applicable. Leave blank.

Lines 45-46

Enter your permanent address and telephone number.

Line 47-48

In front of a public notary, write the place and date, sign the visa application form and have the notary notarize your signature. He/she may want to use the "Public Notary Verification form" included in this packet to do so.

Banks and copy centers often provide notary service for free or for a small fee.

Again, to complete your visa application form, follow the above instructions carefully and have your signature on the visa application form notarized.

*The Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden. As of January 1, 2008, Czech Republic, Slovakia, Hungary, Slovenia, Poland, Estonia, Latvia, Lithuania and Malta will also be included in the Schengen states.

SECTION B: VERIFYING FINANCIAL SECURITY

INSTRUCTIONS FOR VERIFYING FINANCIAL SECURITY

The Italian Consulate requires that students submitting applications for student visas include with their applications proof that they will be financially secure during their period of study in Italy. To be considered “financially secure,” you must submit verification that you have at least \$1000 available to you per month of study in Italy.

You can do this in one of the following ways:

- 1) Submit a photocopy of your recent bank statement or monthly report that demonstrates that you have \$1000 / month of study in Italy. For quarter-long programs, you should submit a bank statement or monthly report that shows that you have an account balance of about \$3000. The bank statement needs to show the following three things:
 - Your name
 - The name of the bank
 - An account balance of at least \$1,000 per month of study (i.e. \$3,000 for quarter-long programs)

- 2) Have your parent or legal guardian complete an Affidavit of Financial Support that certifies that he/she is willing to take financial responsibility for you during your period of study in Italy. To do so, this person must fill out the Affidavit of Financial Support, have his/her signature on it notarized by a public notary and attach a photocopy of his/her recent bank statement or monthly report. This bank statement or monthly report must demonstrate that he/she has an account balance of at least \$1000 / month of your study in Italy (or, for quarter-long programs, a balance of about \$3000 in total). The bank statement you include with the Affidavit of Financial Support should show the following three things:
 - The affiant's name appearing on the Affidavit of Financial Support (i.e. your parent or guardian)
 - The name of the bank
 - An account balance of at least \$1,000 per month of study (i.e. \$3,000 for quarter-long programs)

Please see the following page for an example of how to fill out the Affidavit of Financial Support.

- 3) Submit a letter from the University of Washington that states that you will be receiving at least \$1000 / month of study in Italy (\$3000 in total for quarter-long programs) in financial aid. If you are a financial aid recipient, the International Programs & Exchanges Office can prepare this letter for you *after you submit your visa application*. Please see Section D: Financial Aid Letter Request Form. Complete and submit Section D as a part of your visa application *in lieu* of a bank statement. The IPE office will verify your financial aid and write the financial aid letter after your visa application is turned in.

SAMPLE **AFFIDAVIT OF FINANCIAL SUPPORT ** SAMPLE

This Financial Affidavit need only be submitted if a parent or guardian will be taking financial responsibility for you during your period of study in Rome. **If you are financially independent or are using financial aid, you do not need to complete this form.**

**AFFIDAVIT OF FINANCIAL SUPPORT
(Student Visa)**

Please note:

- **The required information must be printed in capital letters and the affidavit must be signed in front of a visa officer or notarized in front of a notary public.**
- **A bank statement/monthly report must be attached to this affidavit. Please provide original and photocopy.**

Name of parent or guardian: Insert name of individual taking FINANCIAL RESPONSIBILITY (a.k.a. the AFFIANT)

Date of birth: (day-month-year) : Insert day-month-year of AFFIANT's birth here

Place of birth (town/state) : Insert City, State of AFFIANT's birthplace here

**BEING FIRST DULY SWORN ON OATH, DEPOSES AND SAYS:
(Translation: Affirms under oath)**

- **THE APPLICANT*** Insert name of student (a.k.a. the APPLICANT) applying for the visa here

born in (town, city/state) Insert City, State of APPLICANT's birthplace here

on (day-month-year) Insert day-month-year of APPLICANT's birth here **IS MY DAUGHTER/SON.**

- The applicant intends to pursue his/her education at the University of Washington Rome Center

in Rome, Italy during the period: Insert program dates here of the academic year 2003/2004.

- I, the affiant, have full time employment as a (profession) Insert profession of AFFIANT here

currently employed at Insert place of business of AFFIANT here

with sufficient income to provide for the expenses the applicant may incur while studying in Italy.

- I, the affiant, will pay the applicant's expenses as outlined above.

• Date: _____

(Affiant's signature)

—AFFIANT MUST WAIT TO SIGN BEFORE A NOTARY!—

(Signature of the Notary Public)

OFFICIAL NOTARIZATION AND SEAL

***The student going to Rome is the APPLICANT; the person taking financial responsibility/signing this affidavit is the AFFIANT.**

Affidavit -- A written declaration made under oath before a notary public; **Affiant** -- One who makes an affidavit.

Notary Public -- A person legally empowered to witness and certify the validity of documents; **Notarize** -- To certify or attest to as a notary public (dictionary.com).

• Date: _____

(Affiant's signature)

(Signature of the Notary Public)

OFFICIAL NOTARIZATION AND SEAL

SECTION C: NOTARY PUBLIC VERIFICATION FORM

[Instructions for student: Take all documents needing to be notarized to a notary public. He/she may use this form when verifying/witnessing them.]

Acknowledged by Individual(s)

State of WASHINGTON
County of KING

I certify that I know or have satisfactory evidence that

is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she/they signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

(seal or stamp)

Printed Name
Notary Public in and for the State of _____
My commission expires _____

Description of Attached Document:

Type: _____

Document Dated: _____

Number of Pages: _____

Signer(s) other than named above: _____

Notary Public will stamp, date and sign only on related pages that have been verified/witnessed.

SECTION D: FINANCIAL AID LETTER REQUEST FORM

Please fill out the following form if you are requesting a letter verifying that you are a recipient of financial aid from the University of Washington. Using this form, the Office of International Programs & Exchanges will write you a letter of Financial Security that verifies your financial security for visa application purposes. Please fill out this form *only* if you have already been awarded financial aid for the quarter(s) in which you will be studying abroad. **You do not need to submit this form and obtain a letter prior to the visa application deadline. Include this form with the rest of your application *in place* of a bank statement.**

Name: _____
(Last, First)

Student Number: _____

Email Address: _____

Departmental Program: _____

Quarter & Year of Program: _____

By filling out this form, I verify that I have been awarded financial aid for the quarter(s) that I am studying abroad and that I will be receiving at least \$1000 per month of my program.

Signature: _____ Date: _____

SECTION E: FREQUENTLY ASKED QUESTIONS

1) Do I need a passport to apply for a visa?

Yes! A valid passport is necessary to apply for a visa. The passport is sent along with the visa application to the Italian consulate in San Francisco. Upon approval of the visa application, the visa is physically adhered to the inside of the passport. If you do not already have a passport and you are applying for a visa, please EXPEDITE this process as soon as possible. A visa application cannot be sent to the consulate without a valid passport. Information on how to apply for and expedite the passport application process can be found at www.travel.state.gov. Please note your passport must be valid for at least six months after the end date of your program.

2) I have double citizenship with an EU country. Do I need to request a visa?

No. Holders of EU passports do not need a visa to study in Italy. Make sure to bring both of your passports with you.

3) I am financially independent. How should I fill in the Affidavit of Financial Support?

If you are taking financial responsibility for yourself, you do not need to complete the Affidavit of Financial Support. Instead, you will simply need to include a recent bank statement/monthly report that proves that you have the financial resources to support yourself while in Italy. Please provide an original and photocopy of this bank statement/monthly report for submission to the consulate.

4) I am using financial aid. How should I fill in the Affidavit of Financial Support?

Again, if you are using financial aid, you do not need to complete the Affidavit of Financial Support. Instead, you will need to obtain a letter from the University of Washington International Programs & Exchanges Office that indicates the amount allocated in your name as a means of proving that you will have the financial resources to support yourself while in Italy. Please see Section D: Financial Aid Letter Request Form.

5) How much money does my bank statement, the affiant's bank statement or my financial aid letter need to state that I have in order for my visa application to be accepted?

You need to prove that you have about \$1000 per month that you will be studying in Italy in order for the Italian government to regard you as "financially secure." This means that if you are going to study in Italy for a quarter, you will need to submit a bank statement or financial aid letter that shows that you have a balance of about \$3000.

6) I plan to travel before/after the program. Can I get a longer visa to take into account these extended dates?

No. You can only obtain an Italian student visa for the dates of your period of study in Italy. Any travel before or after the program will be at your own risk. You may contact the Italian Consulate at visti.sanfrancisco@esteri.it if you have questions regarding this issue.

7) Is a flight itinerary required? What have not made my travel plans to enter Italy?

Yes! A flight itinerary is absolutely required by the Italian Consulate in order to process your visa application. Make your travel plans now! You must show that you will enter and exit the country within 90 days of your arrival. You do not need to include proof purchase of your flight, simply the itinerary. If you are entering Italy by an alternate means (train, boat, etc.), you will need to provide documentation of your travel plans.

8) I will be out of the country during the period which visa applications for my program are processed. What should I do?

It is not advisable to travel out of the U.S. during the period which visa applications for your program are processed, as your passport is a required component of your application. The IPE does not have the capability to assist you with your visa application remotely. If you will be out of the country, you will need to make arrangements to apply for your visa on your own. Keep in mind that many Italian Consulates/Embassies around the world will not process applications for individuals outside of their jurisdiction. It will be your responsibility to obtain a student visa and you will need to research application procedures on your own. If you plan to apply for your visa on your own, please inform your program director and the IPE office.

9) My spouse/child will be coming with me for the duration of the program. Does he/she need to get a visa too?

Unless your spouse/child is enrolled in the program, he/she can legally claim tourist status (as long as he/she is a U.S. citizen) and, thus, stay in Italy for up to 90 days without a visa.

10) What happens if I do not get a visa?

If you arrive in Rome without a student visa, you will be required to sign a waiver form that releases the University of Washington from responsibility from any legal and/or financial consequences that may result. (Waiver text is available on request.)