











# ITALIAN (Schengen) Visa Application Check-List (Page 1)

For AUR/LdM Students, **Deadline for US Citizens: Tuesday, July 7, 2009**

## Original Documentation

## Specific Detailed Information

 1. VISA APPLICATION + 1 PHOTO	<b>Application</b> form and 'answer sheet' is provided on the OIP Web site. Information must be neat, accurate, completed, <b>notarized</b> and dated. <b>One 2"x2" Photo</b> : must be recent, front face, no hats, plain white background; <b>name written on back</b> . No scanned or printed self-printed photos <u>Anything else</u> is not accepted.
 2. ORIGINAL PASSPORT	<b>Original Passport +1 Copy</b> of the information/face page. <b>Your passport must be signed!</b> Your passport must be valid at least 3 months beyond the date of your return to the United States or home country. It must have at least one blank page for the visa sticker.
 3. RECENT STUDENT ID CARD	<b>Copy Only</b> . To students residing in the Residence Halls: You must keep an extra copy of your student ID card before returning it to the Residential Life Dept. If you have already returned your student ID, contact the Residential Life Dept and/or Security. <u>You must have a copy of your student ID card for your visa application!</u>
 4. OFFICIAL TRANSCRIPT	<b>Official Transcript Only</b> . Official transcript must be ordered and obtained from the Office of the Registrar (C158). No need to wait for recent grades.
 5. ENROLLMENT LETTER	<b>Original + One Copy</b> . This letter must be ordered and obtained from the Office of the Registrar (C158). Letter must indicate enrollment and registration of the current semester, enrollment status for the semester in which you plan to study abroad, academic major and expected date of return and graduation.
 6. CSI VISA CERTIFICATION LETTER	<b>Original + One Copy</b> . This letter is provided by the College of Staten Island (CSI); will be on CSI original letterhead with an original signature, noted academic dates and stipulations.
 7. AUR/LdM ACCEPTANCE LETTER	<b>Original + One Copy</b> . This letter is provided by the College of Staten Island (CSI). This is an acceptance Letter from the University/College abroad, on original letterhead, in Italian, with an original signature, noted academic dates and stipulations.
 8. AFFIDAVIT OF INSURANCE FORM	<b>Original + One Copy</b> . <b>This form is found on the OIP Web site.</b> Student must sign this form in front of the Notary Public. By signing this form, you testify that you will pay the <i>INA Assitalia Insurance</i> which you will purchase and apply for along with your application for the <i>Permesso di Soggiorno</i> upon your arrival to Italy.
 9. AFFIDAVIT OF SUPPORT FORM	<b>Original + One Copy</b> . <b>This form is found on the OIP Web site.</b> An Affidavit of 'Self-Support' is also available on the OIP Web site for independent students. The Affiant must also submit the Bank Letter in his/her name (also see Bank Letter).
 10. BANK LETTER	<b>Original + One Copy</b> . <b>A sample of this letter is found on the OIP Web site.</b> Bank Statements or Faxed Letters are not accepted. Letters must be from a US bank, dated less than 90 days from the first day of classes. Documented funds must equal \$1,000.00 per mo. for each academic month stay; both Bank Letter and Affidavit of Support must be of the same account holder. <b>Financial Aid Letters</b> may be combined with Bank Letter(s) totaling \$2,000.00 per each month stay.

# ITALIAN (Schengen) Visa Application Information (Page 2)

For AUR/LdM Students

---

## **US Citizens:**

1. US Citizens may apply through the College of Staten Island (CSI).
2. All documentation must be sent to the College of Staten Island, on or before the deadline date, no exceptions.
3. Students will be required to complete a *FedEx* Waybill (Part 3 only) and include it with the completed visa application. This will allow CSI to send, when made available, the passport/visa to the address you provide therein.
4. There are no specific dates for passport/visa delivery. You will receive your passport before your departure.
5. If an applicant is not able to submit his/her application on or before the deadline date, for whatever reason, it will be the responsibility of the student and the student only, to obtain an appointment (see below) and apply for their Italian student visa. "*Special Arrangements*" cannot be made on behalf of the student.

## **Non-US Citizens:**

1. Non US Citizens must apply in person (by appointment only) at the Consulate General of Italy in their Jurisdiction.
2. In addition to the items above, non-US citizens must submit the following:

- Original + 1 copy, Alien Resident Card or, I-20 Form and/or US F1 Visa
- Round-trip Ticket Confirmation + 1 copy
- Proof of housing arrangements: hotel bookings, offer of hospitality, etc., + 1 copy

3. Appointments must be made by telephone:

1 (800) 405-0044 (to pay using your credit card)

1 (900) 656-1111 (premium rate line)

Calls cost **\$2.49 per minute** at all times. Lines are open from Monday to Friday from 8:30am to 8:30pm.

Go to [http://www.consnewyork.esteri.it/Consolato\\_NewYork/](http://www.consnewyork.esteri.it/Consolato_NewYork/) for complete details.

---

## **Fee:**

There's a **\$60.00** Visa Service Handling Fee (Bank Cashier's Check or Money Order only, written out to: "College of Staten Island") for US Citizens applying through CSI.

## **Processing Time:**

It may take over 2 weeks (from the day the application is received by the Consulate) to issue a visa. Urgent processing is not considered by the Schengen visa procedure. Applications will not be accepted if submitted earlier than 90 days (calendar) from the first day of classes.

## **Jurisdiction:**

Applications from only the following residents will be accepted by the Italian Consulate General of New York, NY; of the States of New York, Connecticut and the following New Jersey Counties: Bergen, Essex, Hudson, Middlesex, Monmouth, Morris, Passaic, Sussex, Union, Warren. Students currently enrolled full-time at a University located in the New York, NY jurisdiction meet the residence requirement.

---

## **Contact Information:**

### **Consolato Generale D'Italia (New York)**

690 Park Avenue  
(Bet. 68<sup>th</sup> & 69<sup>th</sup> Street)  
New York, NY 10021  
[visas.newyork@esteri.it](mailto:visas.newyork@esteri.it) (email)

[http://www.consnewyork.esteri.it/Consolato\\_NewYork](http://www.consnewyork.esteri.it/Consolato_NewYork)

### **College of Staten Island**

Center for International Services  
2800 Victory Blvd., Bldg. 2A, Rm. 206  
Staten Island, NY 10314; **Attn:** Debbie Bruno  
[Bruno@postbox.csi.cuny.edu](mailto: Bruno@postbox.csi.cuny.edu) (email)

1 (718) 982-2100 (phone)

1 (718) 982-2108 (fax)

[http://www.csi.cuny.edu/international/office\\_hours.html](http://www.csi.cuny.edu/international/office_hours.html)

## **Consulate Directions & Office Hours:**

6 Train to "Hunter College, 68<sup>th</sup> St." Station

### Visa Applications:

Monday–Thursday: 9:00am–11:30am

### Visa Pick-Up:

Monday–Thursday: 2:00pm–3:00pm