











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

For Polimoda/Politecnico di Milano Students, Deadline for US Citizens: Friday, 30 Oct 2009

## Original Documentation

## Specific Detailed Information

 <b>1. VISA APPLICATION + 1 PHOTO</b>	<p><b>Application</b> form and 'answer sheet' is provided on the OIP Web site. Information must be neat, accurate, completed, <u>notarized</u> and dated.  <b>Official 2"x2" Photo:</b> must be recent, front face, no hats, plain white background, no scanned copies, no personal photos; name must be written on the back. <u>Anything else, will not accepted.</u></p>
 <b>2. ORIGINAL PASSPORT</b>	<p><b>Original Passport +One Copy</b> of the information/face page. Your passport must be signed and valid for 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.</p>
 <b>3. RECENT STUDENT ID CARD</b>	<p><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></p>
 <b>4. OFFICIAL TRANSCRIPT</b>	<p><b>Official Transcript Only.</b> The OIP will order transcripts from the Office of the Registrar (C158) on the student's behalf. <u>Students are not required to order an official copy.</u></p>
 <b>5. ENROLLMENT LETTER</b>	<p><b>Original + One Copy.</b> The OIP will order enrollment letters from the Office of the Registrar (C158) on the student's behalf. Letter will 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 to FIT and graduation.</p>
 <b>6. FIT VISA SECTION LETTER</b>	<p><b>Original + One Copy.</b> This letter is provided by the Office of International Programs (OIP); will be on FIT original letterhead with an original signature, noted academic dates and stipulations.</p>
 <b>7. ACCEPTANCE LETTER</b>	<p><b>Original + One Copy.</b> This letter is provided by the Office of International Programs (OIP). This is an acceptance Letter from the University/College abroad, on original letterhead, in Italian, with an original signature, noted academic dates and stipulations.</p>
 <b>8. AFFIDAVIT OF INSURANCE FORM</b>	<p><b>Original + One Copy.</b> This form is found on the OIP Web site. 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 will be/is charged to your student account; this is a mandatory insurance for all Non-Italian Citizens as per the Italian Government..</p>
 <b>9. AFFIDAVIT OF SUPPORT FORM</b>	<p><b>Original + One Copy.</b> This form is found on the OIP Web site. 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).</p>
 <b>10. BANK LETTER</b>	<p><b>Original + One Copy.</b> A sample of this letter is found on the OIP Web site. 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.</p>

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

For Polimoda/Politecnico di Milano Students

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## **US Citizens:**

1. US Citizens may apply through the Office of International Programs (OIP).
2. All documentation must be submitted to the OIP, Room B119, on or before the due date. Applications will not be accepted after the deadline date. *Absolutely no exceptions.*
3. There are no specific dates for passport/visa pick-up. Students will be contacted via email, for passport/visa pick-up from the OIP. If the student is not available for pick-up during this time, the student should submit a postage paid and completed USPS Express Waybill and envelope to the OIP. The OIP will then send the passport/visa to the address and attention indicated therein.
4. 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 directly with the Consulate. "*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 F-1 Visa
- Proof of Round-trip, or Onward 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 updated and complete details.

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## **Fee:**

There is no fee for student visas.

## **Processing Time:**

It may take over 2 weeks (from the day the application is received at 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 departure date.

## **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.

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## **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) (web)

### **Fashion Institute of Technology**

The Office of International Programs  
227 W. 27<sup>th</sup> Street, Room B119  
New York, New York 10001-5992  
[Aladino\\_Rodriguez@fitnyc.edu](mailto:Aladino_Rodriguez@fitnyc.edu) (email)  
1 (212) 217-5380 (phone)  
<http://www3.fitnyc.edu/internationalprograms>

## **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