

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 participate in your study abroad program at the UW Rome Center. Upon arrival in Italy, you will also be required to obtain a Permit to Stay (*permesso di soggiorno*). This packet is designed to guide you through the visa and *permesso di soggiorno* acquisition process. You will apply for and obtain your visa before leaving for Italy. Once in Italy, the UW Rome Center will help you obtain your *permesso di soggiorno*.

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: 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;
- 2 Photocopies of passport data and photo page;
- 1 Photocopy of state driver's license or I.D. card (must be notarized);
- 4 Passport photos
- Completed visa application form** (must be notarized);
- Verification of financial security:
 - ◆ **EITHER** the original and photocopy of your recent bank statement or monthly report;
 - ◆ **OR** a completed financial affidavit**, which must be notarized and include the original and 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.

- (For students who wish to have their visa applications sent directly to their home/summer addresses) 1 Self-addressed USPS Express Mail envelope stamped in the amount of \$13.65.

**Form included in this visa instruction packet.

VISA APPLICATION PACKET ONLINE

The visa application packet can also be found online at:
<http://depts.washington.edu/roma/study/studentvisa.html>
<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. Your program director (that is, the UW professor leading your program) will collect your group's visa applications for submission to the consulate. Please use the "Visa Application Checklist" to verify that you have prepared all required documents, and then submit your visa application to your program director by the deadline listed below.

Your program director will give your visa application to the International Programs and Exchanges Office (IPE). The IPE will then add your enrollment letter and submit your visa application to the San Francisco consulate on your behalf. There is no fee for student visas.

VISA APPLICATION DEADLINES

Program Quarter	Visa Application Deadline
Winter	October 29
Spring	January 28
Summer A Term	March 18
Summer B & C Terms and Early Fall	May 16

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. These documents will then be returned to you by your program director. 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 regarding the visa process to:

Melissa Williamson
International Programs & Exchanges
516 Schmitz Hall, Box 355815
206-543-9272
melissaw@u.washington.edu

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 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, 516 Schmitz, Box 355815, Seattle, WA 98195."

Line 21

Enter "Rome."

Line 22

Circle "Short Stay."

IMPORTANT: Since your program lasts 90 days or less, you should request a short-stay visa (i.e. 90 days or less). All US citizens who obtain short-stay student visas will have an *additional* 90 days to travel throughout Italy and the Schengen countries* as tourists *before / after* their student visas become valid / expire.

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. After the program ends and your visa expires, all United States citizens will still have up to 90 additional days to travel throughout Italy and the other Schengen countries* as tourists.

Citizens of the following countries will also have up to 90 additional days to travel as tourists throughout Italy and the Schengen countries after the expiration of their student visas: Andorres, Argentina, Australia, Bolivia, Brazil,

*The 15 Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden.

Brunei, Bulgaria, Canada, Chile, Costa Rica, Croatia, Cyprus, Czech Republic, El Salvador, Estonia, Guatemala, Honduras, Hungary, Israel, Japan, Latvia, Liechtenstein, Lithuania, Malaysia, Malta, Mexico, Monaco, New Zealand, Nicaragua, Panama, Paraguay, Poland, Rumania, San Marino, Singapore, Slovakia, Slovenia, South Korea, Switzerland, Uruguay, Vatican City, and Venezuela.

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.

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.

Notary service is available on campus free of charge, M-F from 10 - 11 am at the HUB Information Desk and M-F from 1:30 - 2:30 pm at the HUB Cashier Office. Banks 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 15 Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden.

The **Visa Application** form is attached to this email in the form of an Adobe Acrobat file entitled VisaForm.pdf. Please print this document and insert it here.

SECTION B: VERIFYING FINANCIAL SECURITY

INSTRUCTIONS FOR VERIFYING FINANCIAL SECURITY

The Italian Consulate requires that students submitting applications for student visas include with their visa applications some 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 the original and 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.
- 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 the original and 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).

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

- 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. Please contact Melissa Williamson for more information.

The **Affidavit of Financial Support form** is attached to this email in the form of an Adobe Acrobat file entitled VisaFinance.pdf. If you will be having your parent/guardian sign the Affidavit of Financial support for your verification of financial security (see above), please print this file and insert it here.

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).

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: FREQUENTLY ASKED QUESTIONS

- 1) *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.

- 2) *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.

- 3) *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.

- 4) *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.

- 5) *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. You do not, however, need a visa to travel as a tourist in Italy. If you are a US citizen, you can stay in Italy for up to 90 days before/after your program, legally claiming tourist status.

- 6) *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 and, thus, stay in Italy for up to 90 days without a visa.

- 7) *What happens if I don't 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.*)