



Study Visa Guidelines for Summer: Visiting Students

Please note that Italian Consulates do not follow identical procedures. It is your responsibility to contact the Italian Consulate in the geographic area of your legal, permanent address and review the specific study visa requirements listed on the web site of that Consulate. Each Consulate also has specific forms noted on their website which they require you to download and complete. Students from certain countries, such as the United States, do not need a visa for short term study less than 90 days. To determine if you need a study visa [please follow this link \(http://vistoperitalia.esteri.it/home/en\)](http://vistoperitalia.esteri.it/home/en).

You will need to apply for a Schengen Study Visa. A tourist visa will not suffice and you will not be able to start classes at JCU with a tourist visa.

Please prepare to attend your appointment at the appropriate Italian Consulate Visa Office with the original copy of each of the documents listed below, as well as one photocopy. Immigration authorities abroad may ask you to show the documents that were submitted to obtain the visa, so you should also have copies of the documents for your own records to bring on your flight to Italy. Please keep a copy of all documents you submit (including your passport).

1) Visa application form

- a. Each Consulate Visa Office has its own form—you must go to the respective web site, download the short term Schengen study visa application, complete and sign it.
 - i. On the Consulate's web site the visa application can be found under the title "Short Term Schengen Visa Application Form" or "Application for Schengen Visa".
 - ii. The visa application is for a stay of less than 90 days
- b. Fees: Please consult the website of your Italian Consulate of Jurisdiction for more information on the fee charged for the study visa

2) 2 Recent standard, passport-style photos

- 3) **Passport or travel document valid for at least three months after the visa's projected date of expiration.** Please make sure your passport has at least one blank page to affix the visa. If you do not currently have a valid passport, you will need to apply for one. Please note that this process may take up to two months.

4) Proof of means of financial support in Italy \$1,000 per each month of stay

You must demonstrate an adequate level of support by providing all of these items:

- a. A notarized "**Affidavit of Support**" (sample included)
- b. A letter from your bank, written on the bank's letterhead, signed by a bank official, indicating your name and account balance (or that of your parents, if you are a dependent) for at least the amounts noted above.

The Consulate office may require you to download its own Bank Statement form; you must determine this by reviewing a list of the visa forms on that Consulate's web site.

- c. JCU Official Receipt of full payment of tuition, housing and fees for the first semester at JCU—you may obtain this receipt from the JCU Business Office by sending an email to: accountsreceivable@johncabot.edu

If you are using financial assistance from your home institution you will need:

- d. A copy of the Consortium Agreement, which you can obtain from your home university's financial aid office.
- e. Letter confirming deferral of payment due to transfer of financial aid to JCU

- 5) **Evidence that you have the funds necessary to return to your home country.** The Consulate will require you to show a **round trip airline ticket** for this purpose. E-tickets are acceptable.
- 6) **Health insurance valid in Italy:** You must demonstrate having adequate health insurance coverage by providing:
 - a. A notarized **"Affidavit of Insurance"**
 - b. A written statement/letter from your U.S. insurance company, written on the insurance company's letterhead, and signed by the insurance company official indicating:
 - a. name, full policy number, effective dates of the policy
 - b. proof of unlimited coverage or a minimum of **\$50,000** for hospitalization and emergencies
 - c. valid coverage in Italy and other Schengen countries during the specific dates overseas
 - d. the policy coverage page and health insurance card

If your current health insurance states that you will be covered in Italy, please note that it still may not be accepted by the Italian health authorities. Therefore, we strongly suggest the purchase of an Italian health insurance policy to avoid possible complications. You may do so online through a third party organization called Cultural Insurance Services International (CISI). The link at which you can purchase Italian health insurance through Cultural Insurance Services International is <http://www.culturalinsurance.com/johncabot/>.

7) **Letter of Acceptance to John Cabot University**

8) **Official JCU Visa Request letter** beginning with **"AL CONSOLATO DI COMPETENZA GENERALE..."**

- a. The Official JCU Visa Request letter is a legal document. Once your visa is granted, the Italian Consulate typically returns this official letter to you (it will be attached either to your passport or to the other documentation you filed with your visa application).
- b. You will need the original Official JCU Visa Request Letter to apply for the Permit to Stay in Rome upon arrival. You must bring it with you to Italy and to the Mandatory Permit to Stay session during Orientation.

9) **Proof of Adequate Lodgings in Italy**

- a. **Students choosing JCU Housing:** letter provided by JCU beginning with **"Dichiarazione disponibilità in Italia..."**
- b. **For students who do not choose JCU Housing:** Please consult the Consulate for more details. Typically this is what is required:

Staying with friends/family: a letter of invitation is required along with a copy of the host's ID ("Permit of stay" for non-European Union citizens). The letter of "Invito" may be downloaded from the Consulate website.

Renting an apartment: obtain a letter from the landlord with the following information:

- a. the rent contract including the full name of the landlord, the address of the apartment, the apartment/house description.

10) **Original and copy of Driver's License or State I.D.:**

- a. Proof of residence in the jurisdiction of the Consulate at which you are applying for your visa.
- b. **If you reside in the U.S. but are not a U.S. citizen: original and copy of Permanent Residence Card** OR other U.S. immigration document allowing re-entry into the United States (e.g., valid long-term U.S. visa). *International students must submit original and copy of F-1 Visa and endorsed I-20;*

11) **Documentation of your educational history**—obtain an official copy of your college transcript

- a. A letter from your home institution, two copies, confirming your enrollment status. The letter must be addressed to the Consulate General of Italy. State that you will complete a study abroad session at JCU, and will return to the home institution for the following semester, anticipated graduation date and major. This information must be presented to the visa officer in official form, i.e. in a sealed envelope with the university seal.

- b. Your current student I.D. from your home institution.

Please note that an acceptance to John Cabot University is not a guarantee that you will obtain the required study visa to attend JCU. The Italian Embassy and its Consulate Offices set their own requirements and it is imperative that you read these requirements on the appropriate web site.

For questions or assistance with this process, contact admissions@johncabot.edu or call the JCU U.S. Office toll-free at: **1-855-JCU-ROMA**.

12) **Mandatory Immigration steps prior to your arrival at JCU:**

You will receive an email from informationtechnologyservices@johncabot.edu with instructions on how to access the online portal **myOrientation**, where you will need to upload a scanning of the following documents:

- Passport ID page
- Health insurance valid in Italy (as submitted for your visa)
- Proof of means of financial support (as submitted for your visa)
- Study Visa (please upload this as soon as you receive it)

13) **During Orientation week:**

- a) Attend the mandatory immigration step at orientation
- b) Sign the JCU liability disclaimer
- c) File a Declaration of Presence: **The Declaration of Presence** is the local immigration requirement for stays in Italy of less than 90 days. The Declaration of Presence must be requested within 8 days of arrival in Italy: it is mandatory for all **European and non-European students** (US and International) who enter Italy with a flight from any Schengen Area country, and who do not receive a stamp on their passport at customs in any Italian airport. Students who receive a stamp at customs do not need to apply for the Declaration of Presence.
- d) Pay the **Eduservices** (third party company) declaration of presence fee. This procedure can be completed during Orientation.

Your Declaration of Presence form will be brought to the local police station to be processed. The Immigration Services Office will **send you an email** as soon as your Declaration of Presence receipt is ready for pick up.