



St. John's Semester in Rome

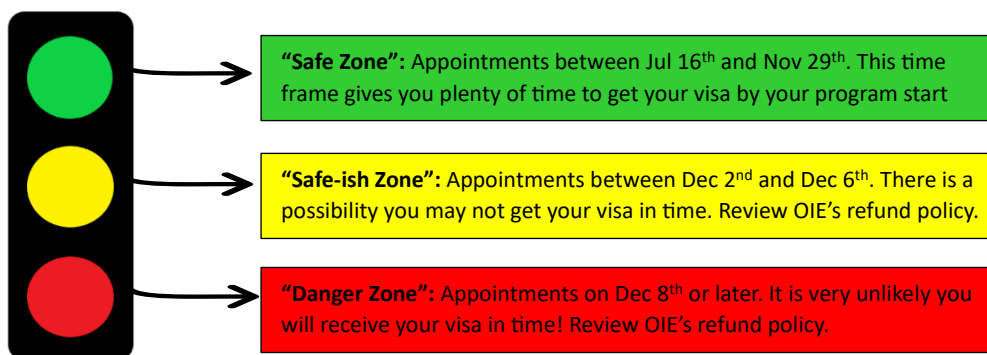
Spring 2025 Italian Visa Checklist – Solo Visa Process

An Italian study visa is required for most students traveling to Italy for more than 90 days. Visa applications must be submitted directly to the Italian Consulate by **November 29, 2024**. Though the study visa process may look daunting at first, **the requirements are very straightforward**. The Office of International Education (OIE) will provide some of the necessary documents and we can also make sure your application is completely in order before you submit it. This may not be the most fun part of studying abroad, but it'll be a notch in your experience that you can consider a **transferable skill**.

NOTE: This checklist is only for the Italian Consulate in NYC. If you are an out-of-state student, you can go to another consulate if you can prove that you are a resident of that jurisdiction. Click [here](#) for a list of Italian Consulates in the US and their jurisdictions. However, each consulate has their own application and requirements list. Therefore, **we highly recommend you schedule at the NYC consulate**, since being a full-time student in New York makes you qualified for the NYC jurisdiction. If you would like to obtain your visa at a different consulate, please email ovievisa@stjohns.edu for further assistance.

Please follow the steps below for your visa appointment at the Italian Consulate in NYC:

STEP 1 – BOOK YOUR VISA APPOINTMENT



- **DO NOT wait until November or December to start booking your appointment because appointments fill up quickly. Please book your appointment as soon as you pay your deposit.**
- The first step is to register an account on the Italian Consulate [website](#). The website will be in Italian; however, you can change the language to English at the top right corner. We recommend you use your SJU email to register the account. You will also be asked to select a consulate in the US. For the NYC consulate, please select "Stati Uniti D'America New York Consolato Generale Di Prima Classe D'Italia."
- Once the account is registered, you will receive an email to confirm the account. Then, you can go back to the website and log back in. Please select "Book" and then for visa type, select "Study." Please check off that you have read and accept the privacy policy and click "Forward."

- You will now see a calendar – all available days will be in green, and all unavailable days will be in red. Please select a day and time for your appointment. **Make sure you choose a day between July 16th and December 6th so that you have enough time to get your passport mailed back to you for departure.**
- Once your appointment is booked, you can start to gather all your required documents. However, the appointment booking DOES NOT confirm your appointment. **You will receive an email to confirm your appointment 2-7 days prior to your appointment date. You MUST confirm it or else your appointment will be canceled and given to someone else.**
- Please enter your appointment date into your OIE student portal in the “Confirmed Visa Appointment Date” questionnaire so that our office knows you are all set with this first step.

STEP 2 – GATHER YOUR REQUIRED DOCUMENTS

Please put together all your documents in the order below for your consulate appointment:

<input type="checkbox"/> 1) Visa Application Form <input type="checkbox"/> 2) 1 passport photo of yourself <input type="checkbox"/> 3) Physical passport valid until August 8, 2025 <input type="checkbox"/> 4) Copy of valid passport <input type="checkbox"/> 5) Copy of Stormcard <input type="checkbox"/> 6) Copy of State ID / Driver's License <input type="checkbox"/> 7) Letter from Res Life or NY Residence Lease (Non-NY residents only) <input type="checkbox"/> 8) Flight Reservations & Proof of Legal Residence in US (Non-US Citizens only)	<input type="checkbox"/> 9) St. John's Semester in Rome Enrollment Letter (Italian) <input type="checkbox"/> 10) St. John's Semester in Rome Enrollment Letter (English) <input type="checkbox"/> 11) Proof of Financial Support – Bank Letter <input type="checkbox"/> 12) Credit Card Statement <input type="checkbox"/> 13) CHUBB Health Insurance Letter <input type="checkbox"/> 14) US Postal Service Prepaid Priority Envelope <input type="checkbox"/> 15) Declaration for Mailing Passports <input type="checkbox"/> 16) Money Order for Visa Fee Payment
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1. Visa Application Form

- If you are participating in St. John's Semester in Rome, we recommend you use [this](#) PRE-FILLED visa application form.
- If you are participating in St. John's Semester in Rome as an OZANAM scholar and are traveling to Paris for The Vincentian Heritage Tour prior to the start of the semester, we recommend you use [this](#) PRE-FILLED visa application form, which is adjusted to include the Ozanam program dates.
- If you prefer to fill out the visa application entirely on your own, please use [this](#) blank visa application form.
- Please refer to [this](#) sample visa application form for Johnny Thunderbird, which is a great guide for completing your own visa application form.
- The completed Visa Application Form must contain no mistakes, errors, cross-outs, or white-outs. Your answers should be written within each box (write small and neatly). You may type your answers or write them in blue or black pen. Use the same color pen for the entire visa application form.
- Your name must match the name in your passport. So, if you have a middle name or second last name in your passport, please include it in your visa application.

- Always use the European date format (DD/MM/YYYY). Example: March 5, 2005 would be 05/03/2005.

2. Passport Photo

- You must get a passport photo of yourself with the following requirements:
 - Standard passport photo format (2 x 2 inches in size)
 - You cannot be smiling, and your lips must be closed.
 - The photo must be front facing, in color, on a white background, and on photo paper.
 - Please note you cannot have your hair covering your eyes, and you cannot be wearing glasses, a scarf, hat, or other head covering in the photo.
 - Please contact OIE if you wear a head covering for religious reasons.
- The passport photo must be paper clipped to the top right corner of the first page of your visa application form. It cannot be stapled, taped, or glued.

3. Physical Passport Valid Until August 8, 2025

- All passports must be valid for at least 90 days after the program end-date
- For Spring 2025 St. John's Semester in Rome, the program end date is May 8, 2025
- This means your passport must be valid until August 8, 2025
- If your passport is currently expired or will expire before August 8, 2025, you must start your passport renewal process immediately
- You cannot attend your visa appointment at the consulate until you have your new passport

4. Copy of Passport

- Please open your valid passport to the bio and signature page and make a copy.

5. Copy of Stormcard

- Please make a copy of the front and back of your Stormcard. Make sure the front and back are on the same page.

6. Copy of State ID / Driver's License

- Please make a copy of the front and back of your State ID / Driver's License. Make sure the front and back are on the same page.

7. Out-of-State Students Only: Letter from Res Life or NY Residence Lease

- If you are an out-of-state student, please provide a letter from Res Life or your NY residence lease as additional proof that you are full-time student in New York.

8. Non-US Citizens Only: Flight Reservations & Proof of Legal Residence in United States

- Non-US Citizen students must provide both a copy of roundtrip flights and proof of legal residence in the US
- **Permanent residents** – must provide a copy of a Green Card valid until at least January 20, 2026 to the consulate
- **International students** – must make an appointment with ISSSO to discuss studying abroad and their Form I-20
 - Must provide a copy of a U.S. F1 visa valid until at least January 20, 2026 and a Form I-20 signed within the last year (valid through date of SJU graduation) to the consulate
 - Make sure you have a valid US visa for re-entry into the United States prior to the fall 2025 semester
 - Please contact International Student and Scholar Services (contact info [here](#)) to verify this information

9. St. John's Semester in Rome Enrollment Letter (Italian)

- In the Documents section of your study abroad portal, you will find your acceptance letter in Italian. Make sure your name is spelled correctly and the program dates are correct.

- Please print a color copy.
- If your enrollment letter has not been uploaded or if there is an error, please email oevisa@stjohns.edu.

10. St. John's Semester in Rome Enrollment Letter (English)

- In the Documents section of your study abroad portal, you will find your acceptance letter in English. Make sure your name is spelled correctly and the program dates are correct.
- Please print a color copy.
- If your enrollment letter has not been uploaded or if there is an error, please email oevisa@stjohns.edu.

11. Proof of Financial Support – Bank Letter

- Go to the bank and ask for a personal bank statement on official letterhead.
 - **You must be the only person on the bank account.** If you share the account with a parent or someone else, you **MUST** either remove them **OR** create a separate bank account with yourself as the sole owner.
 - **The balance on the account must be a minimum of \$5,800 USD** at the time it is provided.
 - Click [here](#) for a visual of what the bank letter typically looks like.

12. Credit Card Statement

- You must provide a personal credit card statement with the indication of your credit limit.

13. CHUBB Health Insurance Letter

- In the Documents section of your study abroad portal, you will find your CHUBB health insurance letter. Make sure your name is spelled correctly, your birthdate is correct, and the program dates are correct.
- Please print a color copy.
- If your CHUBB health insurance letter has not been uploaded or if there is an error, please email oevisa@stjohns.edu.

14. US Postal Service Prepaid Priority Envelope

- The Italian Consulate in NYC will only return passports with the affixed visa by mail.
- On the day of your visa appointment, you **must** bring a self-addressed, prepaid envelope from the U.S. Postal Service (prepaid labels with a barcode or stamps and tracking number).
- The Italian Consulate **WILL NOT** accept envelopes from FedEx or UPS.
- The envelope must be large enough to fit regular sized paper (8.5 x 11 inches)
- Please make a copy of the envelope with the tracking number to keep for your own records in case your passport gets lost or takes longer than usual to arrive.
- When filling out the envelope, please use this address:

From: Consulate General of Italy – New York
690 Park Ave
New York, NY 10065

To: Your Full Name
Your Full Home Address

15. Declaration for Mailing Passports

- This document gives the Italian Consulate in NYC permission to mail your passport to you.
- You must provide this document fully filled out and signed the day of your appointment.
- Please click [here](#) to print it and fill it out.

16. Money Order for Visa Fee Payment

- You must submit payment for your visa directly to the Italian Consulate in New York City.
- **Consular fees can only be paid by money order**, which must be completed in its entirety addressed to the “Consulate General of Italy – New York” and must have your name and address indicated in the appropriate area.
- For the memo you can write “study visa fee”.
- For the current visa fee please check [here](#), scroll to the bottom, and click on the link for the most recent table.
- Once you open the table, scroll all the way down until you find **“Visti per studio.”**
- Make sure your scheduled visa appointment date falls within the date range at the top of the table. If not, you must wait for the Consulate to re-update the table with the new fees.

STEP 3 – BOOK A VISA DOCUMENT REVIEW (VDR) SESSION

- Although this step is optional, **we strongly recommend you book a VDR session to have an OIE advisor review your documents before your appointment.**
 - In-person: Meet in Marillac 210 with an advisor
 - Virtual: Meet online via Teams with an advisor
 - E-review: Upload your visa documents and receive feedback from an advisor via email
- Click [here](#) to schedule your VDR session
- Email oievisa@stjohns.edu if you have any visa questions

STEP 4 – ATTEND YOUR VISA APPOINTMENT

- Once again, be on the lookout for an **email from the Italian Consulate 2-7 days prior to your appointment to confirm it.** If you do not confirm, your appointment will be given to someone else, and they WILL NOT let you in.
- **Italian Consulate NYC address:** 690 Park Ave, New York, NY 10065
- **Plan to arrive no more than 15 minutes early**, as you will not be allowed in until it’s your actual appointment time.
- **You must enter the consulate on your own**, so if you go accompanied by someone, they will have to wait outside.
- Expect to have your cell phone taken at the entrance for security purposes.
- **Dress appropriately for a government building** – No crop tops, flashy clothing, pajamas, etc.
- Once it’s your turn, simply hand in all your documents to the official and they will look over everything. Do not try to explain the documents; if they have a question, they will ask you.
- Worst case scenario, if you are missing something or there is a minimal error, you will be provided an email and asked to resubmit the document.
- However, missing proof of financial support, either being incomplete or incorrect, will most likely lead to the consulate officials having you reschedule for a new appointment. **We strongly recommend you book a VDR session to have an OIE advisor review your documents before your appointment to avoid this at your appointment.**

STEP 5 – RECEIVE YOUR PASSPORT WITH VISA IN THE MAIL

- The processing of your visa at the Italian Consulate in NYC **can take up to several weeks.**
- Once you receive your passport in the mail with your affixed visa, **please upload a copy of your visa to your OIE student portal in the “Copy of Visa” questionnaire** so that our team knows you’re all set to go abroad.