

# DECLARATION OF PRESENCE request in 3 Steps

## STEP 1 – Student Portal

1. **Upload** a copy of the following:

- Your **passport**.
- A **health insurance** valid in Italy for the duration of your studies (should you need a health insurance; you can buy one through CISI at the following link: <http://www.culturalinsurance.com/johncabot/>).
- Your **study visa** (only if you need one to study in Italy for less than 90 days).

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## STEP 2 – Immigration Step at Orientation

### BRING YOUR ORIGINAL PASSPORT

1. **Attend the Immigration step at Orientation:** please refer to your schedule for the room number and time slot assigned to you.
2. **Sign the Legal Disclaimer:** ALL STUDENTS (including Italian and European citizens) must attend the Immigration step at Orientation to sign the legal disclaimer in person.
3. **File a Declaration of Presence (if applicable)**
  - The Declaration of Presence is **the local Immigration requirement for non-European students (US and International)** who enter Italy with a flight from any Schengen Area country\*, and do not receive a stamp on their passport at customs in an Italian airport.
  - Students who receive a stamp at Italian customs do not need to apply for the Declaration of Presence.
  - **JCU staff will check your passport during Orientation and will inform you whether you need to request the Declaration of Presence.**

\* Please visit the following website to check the Schengen countries list: <http://www.schengenvisainfo.com/schengen-visa-countries-list/>.

4. **Pay the Declaration of Presence fee (if applicable)**

The Declaration of Presence process has a cost of **€30** or **\$36** (depending on your currency), and must be paid on the JCU website at <https://myjcu.johncabot.edu/onlinepayment/>

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## STEP 3 – Pick up Your Declaration of Presence

Once you complete the Immigration Step at Orientation, JCU staff will bring the Declaration of Presence form to the local police station to be processed and approved. The Immigration Services Office will then **send you an email** as soon as your Declaration of Presence is ready for pick up. Please check your email regularly.

**After you pick up the Declaration of Presence, please make sure to always keep it on you, especially when travelling, as the police may ask you to show it any time.**

For any questions concerning the Immigration Step, please email [immigrationservices@johncabot.edu](mailto:immigrationservices@johncabot.edu).

The Immigration Services Office is in Frohring Campus and is open BY APPOINTMENT on Mon/Wed from 9:00 am to 5:00 pm; Fri/Thu from 9:00 am to 4:00.