

SAI Visa Application Procedure

You will need a passport in order to apply for your Student Visa. If you do not have one, please apply for one immediately and pay to expedite the passport application.

SAI may process Student Visa applications for students residing or attending school within the jurisdiction of all 10 US Consulates: Boston, Chicago, D.C., Detroit, Houston, Los Angeles, Miami, New York, Philadelphia, and San Francisco Italian Consulates.

We highly recommend students process through SAI to avoid multiple visits to the Consulates due to incomplete and incorrect visa applications. Difficulty in obtaining an appointment is another issue parents and students find frustrating. With SAI processing, the student will not have to go to the Consulate in person.

**For those students submitting their visa application to SAI the cost is \$250.
Please submit your visa application to SAI no less than 75 days prior to departure.**

You may, however, send your application to SAI starting 90 days prior to your departure.

Please note that it is a student's responsibility to submit ALL required materials by the due date to SAI. SAI cannot guarantee the timely return of your passport and visa if these deadlines are not met.

If you do not meet the deadline of submitting your visa application materials to SAI, you may be responsible for applying on your own for your Student Visa.

If you plan to depart several weeks prior to the start of classes, or will need your visa prior to the start of your program, you will be responsible for obtaining your Student Visa. This holds you responsible for ensuring that you have your passport and processed visa in time for your departure. Please contact the visa coordinator immediately.

If you will be attending multiple sessions be sure to notify SAI's California office of your plans as soon as possible. Obtaining a visa for your entire period of study requires that you submit a program application and the required deposits and fees for all terms. Then acceptance letters may be issued for the full period of study and can then be submitted to the Italian Consulate. You must apply for the full period of study before you depart, as it is not possible to obtain a Student Visa or to extend a Student Visa while in Italy.

If you wish to apply on your own and not take advantage of the SAI Student Visa Processing Service, you will need to verify the specific requirements of the Italian Consulate in your jurisdiction. Please contact SAI to request the additional letters (Letter of Enrollment, a Letter of Acceptance from the Italian Institution, and HTH Worldwide Insurance Letter) that complete your visa application.

Italian Consulates have the full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Submitting all required documentation does NOT guarantee the issuance of a Student Visa.

Questions should be directed to the Student Visa Director at SAI: visas@saiprograms.com

SAI STUDENT VISA APPLICATION CHECKLIST-CHICAGO CONSULATE

Students residing within the CHICAGO Italian Consulate's jurisdiction (CO, IL, IA, KS, MN, MO, NE, ND, SD, WI, WY)

- **Original Passport** with a validity that exceeds intended stay by at least 3 months (90 days). The passport must have 2 full blank pages on which the visa can be affixed.
- **One recent passport photo** glued to your visa application where specified.
- **Photocopy of Passport** (photo & signature page only). Please ensure that you have signed your passport.
- **Copy of Driver License (State I.D) AND/OR Student I.D.** showing proof of residence in the Chicago Consulate's jurisdiction. Please ensure that it is a clear copy.
- **Non-US students must have a valid I-20 and exchange visitors a valid DS2019 or US Alien Registration Card.** Please include a photocopy of your F-1/ J-1 visa and your I-20/ DS2019 or US Alien Registration Card.
- **Visa Application (3 pages)** filled out completely **YOUR SIGNATURE MUST BE "VARIFIED" BY YOUR ADMISSIONS OFFICE OR STUDY ABROAD OFFICE. SOMEONE FROM YOUR SCHOOL MUST SIGN AND PUT THE SCHOOL SEAL NEAR YOUR NAME ON PAGE 3. (A good time to do this is when requesting "Letter from the Home University" see below)** The Italian Consulate will render applications with white-out, crossed out or written over answers invalid.
- **Affidavit of Financial Support** (only if someone other than the student will be financially responsible for the student). In signing the affidavit of financial support, the parent or guardian must provide proof of adequate financial means. (see below) This signature must be **NOTARIZED**.
- **ORIGINAL Bank Statement** (Online printouts are not acceptable), **Bank Letter OR Financial Aid Letter** with the balance of an account showing monetary stability (\$1000 per month while in Italy; ex: \$4000 per semester). This should be for *either*: the person signing the affidavit of support, or the student, if self-sufficient. **Financial aid students** may instead attach an official letter from the institution that has granted the aid, indicating the amount allocated for that semester, costs, etc. in their name.
- **Affidavit of Health Coverage** Students Signature must be Notarized Circle option B.
- **Letter from the home University/College/School** Must be an **ORIGINAL** letter on the university's letter head with the university seal addressed to the Italian Consulate General, Chicago confirming the applicant's enrollment status. The applicant should be fully enrolled in the current academic year or already enrolled for the following semester. Information such as anticipated graduation date, major, should be expressed. PLUS A PHOTOCOPY OF THE LETTER FROM THE HOME UNIVERSITY
- **Flight Itinerary** for a round trip ticket
- **Pre-paid and self-addressed envelope that may be tracked - United States Postal Service (Express Mail) or FedEx ONLY.** (Remember to retain your tracking number). Your passport and visa will be returned to you in this envelope. Be sure you will be living at this address. **SAVE ALL RETURNED DOCUMENTS**
- **SAI visa processing fee:** \$250, made payable to SAI. Please ensure to list the applicant's name on the check, name of school in Italy they are attending, and term.

All of the above items must be sent to our office only by United States Postal Service (Express Mail) or FedEx

**Study Abroad Italy
7160 Keating Avenue
Sebastopol, CA 95472
800.655.8965
Attn: Visa Department**

It is advisable that you make a copy of your visa application materials for your personal files.

Study Abroad Italy

VISA APPLICATION INSTRUCTIONS - CHICAGO CONSULATE

1. Surname (family name) **Your Last Name**
2. Surname(s) at birth: **Maiden Name if applicable or leave blank**
3. First names (given name): **First and Middle Name**
4. Date of birth (**day-month-year**)
5. Place of birth: **City and State of birth**
6. Country of birth: **Country of birth**
7. Current nationality/ies: **U.S. and/or other nationality**
Original Nationality at birth if different: **U.S. and/or other nationality**
8. Sex: **Check either male or female**
9. Marital status: **Check your marital status**
10. In the cast of minors: Surname, first name, address, and nationality of legal guardian. **Only if you are under 18 years of age.**
11. Identity number: **Leave blank**
12. Type of travel document: **Check National Passport**
13. Number of travel document: **Write your passport number**
14. Date of issue: List **day-month-year** passport was **issued**
15. Valid until: List **day-month-year** passport is **valid until**
16. Issued by: **List the place where your passport was issued, which is stated under Authority on your passport**
17. Applicant's home address and e-mail address. Telephone number.
18. Residence in the country other than the country of current nationality: **Answer no unless you are currently living in a country other than your home country.**
19. Current occupation: **Student**
20. Employer and employers address and telephone number. For students, name and address of school: **List US school you are currently enrolled in and the complete address**
21. Main purpose of the journey: **Check Study**
22. City of destination in Italy: (**City**), **Italy**, (**Location of program**)

23. Other European Schengen country of first entry: **Write city and country where your flight first lands after departing the US**

24. Number of entries requested: **Check Multiple Entries**

25. Duration of the intended stay: **List the number of days of the term. Count ONLY the number of days of the program from Housing Check In until Housing Check Out. EVEN IF YOU ARE ARRIVING A FEW DAYS BEFORE OR LEAVING A FEW DAYS AFTER THE PROGRAM.** For 2 semesters count from Housing Check In of the first term until the last day of final exams of the second term.

26. Schengen visas issued during the past three years and their period of validity: The Schengen area includes: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, The Netherlands, Norway, Portugal, Spain, and Sweden. **List other visas obtained otherwise, answer No**

27. Fingerprints collected previously for the purpose of applying for a Schengen visa: **Check no unless this applies to you**

28. Entry permit for the final country of destination: **This does not pertain to you. Write N/A**

29. Date of arrival: **Actual date you will arrive.**

30. Date of departure: **Actual date you will depart.**

Apicius-International School of Hospitality: Via Guelfa 85, 50129 Florence, Italy
Telephone: 055 2658135 info@apicius.it - Marilyn Etchell, Annie King

Domus Academy: Via G. Watt 27, 20143 Milan, Italy,
Telephone: 02 42414001 info@domusacademy.it - Micaela Cruciano Kliegl

Florence University of the Arts: via Magliabechi, 1, 50122 Florence, Italy
Telephone: 055 244664 info@fua.it - Marilyn Etchell, Annie King

Italiaidea: Via dei Due Macelli, 47, 00187 Rome, Italy,
Telephone: 06 69941314 r.cavalieri@italiaidea.com - Micaela Cruciano Kliegl

John Cabot University: Via Della Lungara 233, 00165 Rome, Italy,
Telephone: 06 6819121 admissions@johncabot.edu - Annie King

NABA School of Art and Design: Via C. Darwin 20, 20143 Milan, Italy
Telephone: 02 973721 info@naba.it - Micaela Cruciano Kliegl

Siena Italian Studies: Strada Massetana, 38, 53100 Siena, Italy,
Telephone: 340 7800901 info@sienaitalianstudies.com - Jamie Ronsheimer

Sant'Anna Institute - Sorrento Lingue: Via Marina Grande, 16, 80067 Sorrento (NA) Italy
Telephone: 081 8075599, info@sorrentolingue.it - Micaela Cruciano Kliegl

Torino Study Abroad: Via Santa Teresa 20, 10121, Torino, Italy
Telephone: 011 0201694 info@torinostudyabroad.org- Micaela Cruciano Kliegl

31. **Address of your Italian school-see above information**
Write N/A in the 2 boxes below.

32. Name and address of inviting company/organization: **Put name and address of school in one box, and then telephone number in the box next to it.**

In the box below write: your admissions counselor's name and email. Then write "address and telephone same as above"

33. Cost of travelling and living expenses is covered by:

If someone other than yourself is submitting their financial information write their name then write "See Affidavit of Support and Bank Letter/Statement"

If you are submitting your own financial information check "the applicant himself/herself" and then write "See Bank Letter/Statement" or "See Financial Aid Letter"

Means of support:

Check all appropriate answers such as cash, credit card, prepaid accommodation, prepaid transportation.

34 - 35. Family members and family relationships with EU, EEA, or CH citizen: **Write N/A**
If you are an EU Citizen please contact our office

36. Today's Place and Date: **Date, City and State where you are signing**

37. Signature: **Sign your name**

ON THE BOTTON OF PAGE 3 SIGN YOUR NAME AGAIN

YOUR SIGNATURE MUST BE "VARIFIED" BY YOUR ADMISSIONS OFFICE OR STUDY ABROAD OFFICE. SOMEONE FROM YOUR SCHOOL MUST SIGN AND PUT THE SCHOOL SEAL NEAR YOUR NAME ON PAGE 3

(A good time to do this is when requesting "Letter from the Home University")

If you are not currently enrolled in school please contact our Student Visa Department for assistance.

Place and date: **City and State where you are signing**

For those students who are applying on their own, appearing in person at the Consulate, you must sign your Student Visa Application in front of a Consular Officer. You will not get your application notarized or "verified" before hand.

The Italian Consulate will render applications with whiteout, crossed out, or written over answers invalid. If you make a mistake while filling it out, please print out a new application.