

## **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](mailto:visas@saiprograms.com)

## SAI STUDENT VISA APPLICATION CHECKLIST-HOUSTON CONSULATE

**Students residing within the Houston Italian Consulate's jurisdiction: AR, LA, OK, TX**

[http://www.conshouston.esteri.it/Consolato\\_Houston](http://www.conshouston.esteri.it/Consolato_Houston)

- **You must submit all documentation in ORIGINAL (except where it states photocopy) PLUS 1 additional SET OF COPIES of all documents**
- **Original Passport** with a validity that exceeds intended stay by at least 3 months (90 days). The passport must have a full blank page on which the visa can be affixed.
- **One recent, official passport photo glued** to your visa application where specified.
- **Photocopy of Passport** (photo & signature page only). Please ensure that you have signed your passport.
- **Photocopy of Drivers License, State ID or University ID** (whichever provides proof of residency in the Consulate's jurisdiction). Please ensure that it is a clear copy.
- **Non-US Students – You will need to bring in your own application to the Consulate in person. You must have a valid I-20 and exchange visitors a valid DS2019 or US Alien Registration Card.** You will need a photocopy of your F-1/ J-1 visa and your I-20/ DS2019 or US Alien Registration Card to complete your visa application.
- **Visa Application** filled out using the SAI Visa Instructions. Sign on page 3 at number 37 AND page 4 (have this signature NOTARIZED) The Consulate will render applications with whiteout, crossed out or written over answers invalid. If you make a mistake while filling it out, you must print out a new application.
- **Affidavit of Financial Support** (only if someone other than the student will be submitting their bank information) In signing the Affidavit of Financial Support, the parent or guardian must also provide proof of adequate financial means (see below). This signature must be **NOTARIZED**
- **ORIGINAL Recent Bank Statement, Bank Letter or Financial Aid Letter (NO PHOTOCOPIES OR ONLINE PRINTOUTS) showing financial stability.** They are looking for a minimum balance of \$4000, for example, for a fall or spring student (calculated at \$1000 per month while in Italy) Consulate will accept bank printout if it is stamped and signed in blue ink, with their business card attached. This bank information will be in the student's name or the person signing the above Affidavit of Financial Support. **Financial aid students** may instead attach the original, official letter from the institution that has granted the aid, indicating the amount allocated in their name.
- **Flight Itinerary** for a round trip ticket.
- **Pre-paid and self-addressed envelope - United States Postal Service (Express Mail) or FedEx ONLY - which may be tracked (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 USPS (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 - HOUSTON 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 Ordinary 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: (**City**), **Italy**, (**Location of program**)
23. Member State 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](mailto:info@apicius.it) - Marilyn Etchell

**Domus Academy:** Via G. Watt 27, 20143 Milan, Italy,  
Telephone: 02 42414001 [info@domusacademy.it](mailto:info@domusacademy.it) - Micaela Cruciano Kliegl

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

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

**John Cabot University:** Via Della Lungara 233, 00165 Rome, Italy,  
Telephone: 06 6819121 [admissions@johncabot.edu](mailto:admissions@johncabot.edu) - Annie King

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

**Siena Italian Studies:** Strada Massetana, 38, 53100 Siena, Italy,  
Telephone: 340 7800901 [info@sienaitalianstudies.com](mailto:info@sienaitalianstudies.com) - Jamie Ronsheimer

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

**Torino Study Abroad:** Via Santa Teresa 20, 10121, Torino, Italy  
Telephone: 011 0201694 [info@torinostudyabroad.org](mailto:info@torinostudyabroad.org)- Micaela Cruciano Kliegl

31. **Address of the 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 your Italian 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 "See Affidavit of Support and Bank Letter/Statement" Then write their name.**

**If you are submitting your own financial information check "Myself" and 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.**

(Disregard the box on the right)

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

37. Signature: **Sign your name**

## **PAGE 4**

Sign your name in front of a Notary Public (ask your locale bank if they can do this for you)  
(Since there is not an actual line for the Notary, have them put their signature and stamp at the bottom of the application on page 4)

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 before hand.**

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

# Affidavit of financial support

(Study program in Italy)

Please note:

- The affidavit must be completely and clearly filled out by the person providing financial support.
- The affidavit must be signed and notarized.

I the affiant, \_\_\_\_\_, born in \_\_\_\_\_  
First name Middle name Last name City, State and Country

on \_\_\_\_\_  
Date of birth

## BEING DULY SWORN ON OATH, DEPOSE AND SAY:

1. That the visa applicant \_\_\_\_\_ born in \_\_\_\_\_  
First name Middle Name Last name City, State and Country  
\_\_\_\_\_ on \_\_\_\_\_ is  
Date of birth

\_\_\_ **my son**                      \_\_\_ **my daughter**                      \_\_\_ **my** \_\_\_\_\_

2. That the visa applicant intends to pursue his/her education by attending \_\_\_\_\_  
Name of academic institution  
\_\_\_\_\_ in \_\_\_\_\_, during the period \_\_\_\_\_  
Location of institution in Italy From To  
of the academic year \_\_\_\_\_ .

3. That I, the affiant, have full time employment as a \_\_\_\_\_ and  
Profession  
currently employed at \_\_\_\_\_,  
with sufficient income and assets to provide for the expenses the applicant may incur while studying in Italy.

4. That I, the affiant will pay the applicant's expenses as outlined above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affiant's signature

OFFICIAL NOTARIZATION AND SEAL