

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-NEW YORK CONSULATE

Students residing within the NEW YORK Italian Consulate's jurisdiction: CT, NJ, NY, Bermuda

Only those NJ residents in the following counties: Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, and Warren.

All other NJ counties are covered under the Philadelphia Italian Consulate's jurisdiction.

- **Original Passport** with a validity that exceeds intended stay by at least 4 months (120 days). The passport must have a full blank page 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.
- **Photocopy of Drivers License, School ID, or State ID** (whichever provides proof of residency in the Consulate's jurisdiction).
- **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.
- **Non US Citizens: You must bring in your student visa application in person to the NY Consulate.** You will need to show an Alien Registration Card (original and copy), or a valid US Long Term Visa, plus an endorsed I-20, or IAP66, or Advance Parole, or any other pertinent document from the Office of Homeland Security, allowing you to reenter the United States.
- **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**.
PLUS PHOTOCOPY OF AFFIDAVIT OF FINANCIAL SUPPORT
- **Recent Bank LETTER showing financial stability. NOT A BANK STATEMENT-NO COPIES, FAXES, or COMPUTER PRINT-OUTS** (checking or savings may be used) **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)** The letter needs to be on bank letterhead with a bank official's signature, indicating the **account number (last 4 digits) and the balance**. This letter has to have a recent date. This should be for either the person signing the affidavit of support (see above), or the student. **Financial Aid** students may instead attach an original official letter from the institution that has granted the aid, indicating the amount allocated in their name.
PLUS PHOTOCOPY OF BANK LETTER OR FINANCIAL AID LETTER
- **Letter from the home US University/College/School** Must be an **ORIGINAL** letter on the university's letter head with the university seal addressed to the Italian Consulate General, New York, 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 PHOTOCOPY OF YOUR SCHOOL'S LETTER
- **1 Official University Transcripts.** This is usually issued by the Registrar's office in a sealed envelope bearing the university seal detailing student status, registration for following semester, anticipated graduation date and current student ID to verify the enrollment. **THIS IS SEPARATE AND IN ADDITION TO THE ONE YOU SENT FOR ADMISSIONS TO THE ITALY INSTITUTION**
- **Pre-paid and self-addressed envelope –United States Postal Service (Express Mail) or FedEx ONLY - which can 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**

Study Abroad Italy

VISA APPLICATION INSTRUCTIONS-NEW YORK 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:
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: 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: **Circle 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

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 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 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.

(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