

SAI STUDENT VISA CHECKLIST

CHICAGO ITALIAN CONSULATE | APPLYING DIRECTLY

Students residing or studying within the Chicago Italian Consulate's Jurisdiction:
CO, IL, IA, KS, MN, MO, NE, ND, SD, WI, WY

https://conschicago.esteri.it/consolato_chicago/en | 500 North Michigan Ave. Suite 1850, Chicago, IL 60611



IMPORTANT INFORMATION

- All items listed below must be presented at your student visa appointment. Incomplete applications may result in the student's visa application being rejected. SAI is not responsible for students omitting certain application materials.
- Students will be without their passport while their visa is in process and cannot travel internationally for that time.
- All required materials are set by the Italian Consulates, not SAI. SAI has no control over the required materials, appointment availability, changes made by the consulates, processing time of the student visa, or any decisions made by the consulates regarding your student visa application.

INSTRUCTIONS

The Chicago Italian Consulate allows students to submit their completed visa application to their office using one of the following options:

- Have all signatures notarized by a Notary Public and mail in the completed application to the Consulate via USPS Priority Express Mail only (no regular mail, UPS, FedEx, DHL, etc.)
 - Sign up for a *National D / Study Visa* appointment: <https://prenotami.esteri.it/>. Appointments can be made up to 180 days prior to the start of the program. Appointments fill up fast, so booking early is highly recommended. If you can't find an appointment, check every day as appointments and cancellations open up.
1. **PRINT** the following items:
 - ☐ [Visa Application Form](#)
 - ☐ [Affidavit of Financial Support](#) (IF APPLICABLE)*
 - ☐ [Affidavit of Health Coverage](#)
 - ☐ [Declaration for Mailing Passports](#)
 2. **GATHER** the following required visa application materials:
 - ☐ **COMPLETED VISA APPLICATION FORM.** Follow these [instructions](#) to complete the form. All signatures must be notarized.
 - ☐ **ONE RECENTLY TAKEN PASSPORT PHOTO** on a white background, glued or stapled to your visa application form.
 - ☐ **YOUR PASSPORT AND PHOTOCOPY OF THE MAIN PAGE.** This must valid for at least 90 days after the program end date and have two full blank pages. If your passport expires prior or you don't have one, notify your admissions counselor immediately.
 - ☐ **IF APPLICABLE* NON U.S. CITIZENS** will need to show an Alien Registration Card or a valid US Long Term Visa, plus an endorsed I-20, or IAP66, Advance Parole, or any other pertinent document from the Office of Homeland Security, allowing you to re-enter the United States.
 - ☐ **PHOTOCOPY OF SCHOOL ID AND DRIVER'S LICENSE (OR STATE ID).** Do NOT send the originals.
 - ☐ **3 SAI STUDENT VISA LETTERS.** Your (1) *Official Italian School Acceptance Letter (in Italian)*, (2) *SAI Enrollment Letter*, and (3) *CISI Proof of Health Insurance* are physically mailed to your address. Students are sent confirmation emails when these have been mailed out.
 - ☐ **LETTER FROM HOME UNIVERSITY.** Original and photocopy of a letter of enrollment from home academic institution, addressed to *the Consulate General of Italy*, indicating the student's current status (full-time in good standing) and expected date of graduation. This MUST be on the university letterhead.
 - ☐ **PROOF OF FINANCIAL MEANS.** Students are required to confirm their financial sufficiency abroad by presenting one of the required documents below with a balance of approx. \$4000 (\$1,000 / month of stay)
 - Your 3 most recent bank statements stamped by the bank OR with a signed banker's card attached.
 - Bank letter on letterhead stating your current available balance stamped by the bank OR with a signed banker's card attached.
 - *IF APPLICABLE Parent's 3 most recent bank statements or bank letter stamped by the bank AND Affidavit of Financial Support. If you don't have the available funds, your parent(s) can submit their financial information on your behalf and must include the Affidavit of Support. All signatures on the affidavit must be notarized.
 - Financial Aid Letter from your financial aid office stating the amount of aid and the disbursement date.
 - ☐ **AFFIDAVIT OF HEALTH COVERAGE.** All signatures must be notarized. Circle option B.

- ☐ **STUDENT VISA APPLICATION FEE.** See current amounts [here](#). This must be paid in the form of a money order (available at the post office, your local bank, etc) and made payable to the *Consulate General of Italy*.
 - ☐ **ROUND TRIP FLIGHT ITINERARY.** This must verify your flight from the U.S. to the Schengen Region and your return flight from the Schengen Region to the U.S.
 - ☐ **ONE FLAT RATE USPS PRIORITY EXPRESS RETURN ENVELOPE.** One prepaid, self addressed (From: you; To: you). Use your permanent address and retain your return envelope tracking number. Your visa will be affixed to a blank page in your passport and will be returned to you in this envelope.
 - ☐ **PHOTOCOPY OF YOUR RETURN ENVELOPE.** Be sure your tracking number is visible.
 - ☐ **DECLARATION FOR MAILING PASSPORTS.** This written waiver allows the consulate to mail your passport and visa back to you. All signatures must be notarized.
3. **MAKE COPIES** of all of your required documents. The consulate will not do this for you and you will need a set of copies to bring with you in your carry-on.
 4. ***IF MAILING**, mail your complete visa application and required materials using **ONLY** a Flat Rate USPS Priority Express mail envelope (no UPS, FedEx, DHL, etc.). Retain your tracking number to ensure its arrival. DO NOT mail your application using regular mail.
 - ATTN: Visa Office | Consulate General of Italy | 500 North Michigan Ave. Suite 1850 | Chicago, IL 60611
 5. **TRACK YOUR RETURN ENVELOPE** regularly to see if your return tracking number is active. The consulate will not notify you that it has been mailed out, but your tracking number will be active and confirm that your visa has been successfully issued.

VISA FAQs | APPLYING DIRECTLY

Have more questions? When in doubt, reach out!

Rose Maier | Student Visa Director
 Judy Daraseng | Admissions and Student Visa Coordinator
visas@saiprograms.com | (800) 655-8965



• Do I need a student visa?

All students enrolling in study abroad programs that are longer than 90 days will need to obtain a student visa. If you are a current EU citizen and have a valid EU passport, please reach out to your admissions counselor to confirm you do not need one.

• Can SAI process my visa for me? Am I eligible to use this service?

SAI offers Student Visa Processing for students applying through the Boston, Chicago, Detroit, Houston, New York, and San Francisco Consulates. SAI visa processing will prepare your visa application and review your submitted materials to the consulate on your behalf. You will send all required documents to SAI and we will handle the rest! You will not need to appear at the Consulate or Honorary Consul. This service is an additional \$275 fee (non-refundable).

Please submit this [form](#) if you are interested in SAI Processing and our visa department will be in touch with you.

• How do I know which consulate I can use?

Students can use the permanent address on their driver's license or use their valid student I.D. card to determine consular jurisdiction. You may be eligible to use different consulates based on where you go to school and where your permanent address is. You can determine your consulate [here](#).

• How long does it take to receive my student visa back?

Processing times vary for each consulate, but can take anywhere from approximately 4-8 weeks, or more, depending on the volume of applications they are processing. Because of these processing times, it is recommended to have your student visa appointments secured or applications mailed in (if your consulate allows for mail-in applications) well before your program departure date.

• Can my student visa be expedited?

There is no expediting option for a student visa, so be sure to submit your completed application early to avoid delays in processing.

• There are no available appointment times, what should I do?

Keep in mind that all students studying abroad for over 90 days will need a student visa, so it is extremely important that you check for appointment openings daily. Depending on getting an appointment during a certain time period is not recommended, as appointment dates and times are not guaranteed. New appointments are added and other students do cancel their appointment, continue to check every day until you get an appointment.

Once you have obtained an appointment, take note if your consulate requires you to confirm the appointment (typically within 10 days of your appointment). Not all consulates require an appointment confirmation.

- **When will I receive my SAI Student Visa Letters?**

These letters are requested based on your enrollment date. Your official Italian School Acceptance Letter is sent to the SAI office directly from the school in Italy and is not immediately available upon enrollment. When your letters are ready, you will receive a confirmation email that they are being sent.

- **I lost my SAI Student Visa Letters or had them sent to the wrong address, what should I do?**

Please email admissions@saiprograms.com to have your letters resent to you. The letters are sent via standard USPS mail and typically arrive within 2 weeks, but delays outside of SAI's control do occur.

- **Can I reach out to the consulate regarding my student visa application?**

Getting in touch with the consulates via phone or email has proven difficult for students in the past. The consulates will typically only reach out if your application is missing a required material or if your passport and visa are ready to pick up. NOTE: SAI is completely separate from the Italian Consulates, does not have contacts at the consulate, nor has the capability to check on your visa application status.

- **My visa is getting mailed back to me. How do I know that it has been approved?**

Some consulates allow students to have their passport and visa mailed back to them, rather than returning to the consulate to pick it up. The ONLY way to confirm your visa is approved is to track your USPS Priority Express return envelope. It is extremely important that you retain your return envelope tracking number and check it regularly. Once it is active in the USPS system, then you know your visa has been approved and is on its way back to you.

- **What do I do once I receive my visa?**

Review your student visa and confirm all information is correct and that it was issued for the correct program dates (listed Day/Month/Year). Send a scan of your visa to admissions@saiprograms.com so we can add your visa to your file!

- **Can I travel after my student visa expires?**

Students are able to remain in the Schengen Region for up to 90 days as a tourist after their student visa expires.