Applying for an Italian Student Visa

All students who will be in Italy for over 90 days need a visa in order to participate in study abroad programs. Without a student visa you will not be allowed to enter Italy and you will not be allowed to participate in the program. You will also need to acquire a Permit of Stay (details about the Permit of Stay are at the end of this document). If you will be in Italy for LESS than 90 days, you will only need to get your Declaration of Presence. Please skip to the end of this document for the Declaration of Presence instructions.

IF YOU HAVE NOT YET APPLIED FOR OR RENEWED YOUR PASSPORT, DO IT NOW. Keep in mind that if you renew/apply for your passport by regular service, it can take up to 2 months to process. The best solution is to have it EXPEDITED immediately, as you need a passport to be able to apply for your visa.

You will need to apply to the consulate under whose jurisdiction the address listed on your passport falls. For example, a student named Jennifer goes to college in Arizona, but the address listed on her passport is her permanent address in Rhode Island. She is currently residing in Arizona. Since the address listed on her passport is in Rhode Island, she needs to apply to the Boston Consulate. She would need to apply to the Boston Consulate even if she is currently residing in Arizona. A list of Italian Consulate & VISA Services is attached, along with their corresponding jurisdictions.

IMPORTANT: Some consulates require you to apply in person to obtain a visa. It is your responsibility to contact the consulate directly to inquire about this, because many of the consulates have different requirements for the student visa. Each consulate location is independent and may have its own rules and requirements. The following is a list of what is generally required. PLEASE CONTACT YOUR CONSULATE TO VERIFY THE LIST. The consulate may also ask you to provide copies of all supporting documents in addition to originals. BE SURE TO KEEP PHOTOCOPIES OF ALL THE DOCUMENTS YOU SUBMIT FOR YOUR VISA.

USE THE ENCLOSED CHECKLIST AND ATTACHED DETAILS AS A GUIDE FOR YOUR APPLICATION FOR A STUDENT VISA. Be sure to verify these details with your local consulate, as well as confirm whether you will need to apply in person, or whether you can send the application. If you must apply in person, find out the hours the consulate will accept visa applications and whether you need to make an appointment. If you are allowed to send the application by mail, please ensure that you send it by trackable post (FedEx, UPS, etc.).

The average processing time is anywhere from 1 day to 3 weeks. Please book your appointment for your visa between 8-10 weeks of your departure time.
ITALIAN VISA INFORMATION

Visa Application
A Student Visa is required to study in Italy. Please review the consulate information below and fill out the “Application for National Visa” on your particular consulate’s website. Each Consulate General has specific rules and requirements in order to apply for a visa. Please see below for your consulate’s specific instructions.

Italian Consulates and Visa Services:
http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/Ambasciata/La_rete_consolare/

Italian Consulate General BOSTON
Jurisdiction: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
To schedule an appointment to submit your visa application, please see “How to make an appointment”: http://www.consboston.esteri.it/Consolato_Boston/Menu/L_Servizi/Per_chi_si_reca_in_italia/
For instructions, please see the “STUDENT VISA” section of this website:
http://www.consboston.esteri.it/Consolato_Boston/Menu/L_Servizi/Per_chi_si_reca_in_italia/
For FAQ’s, please refer to the above link.
For the “Application for National Visa” and other forms, please see this website:
http://www.consboston.esteri.it/Consolato_Boston/Templates/Pagina_Interna.aspx?NRMODE=Published&NRNODEGUID={91A24AF-C832-46FF-895F-5F4C08BB8795}&NRORIGINALURL=%2fConsolato_Boston%2fMenu%2fIn_linea_con_utente%2fModulistica%2f&NRCACHEHINT=NoModifyGuest

Consulate Contact Info:
600 Atlantic Avenue
Boston, MA 02210-2206
Tel: (617) 722 9201/02/03 main number
Fax: (617) 722 9407
Homepage: http://www.consboston.esteri.it
e-mail: visti.boston@esteri.it

Italian Consulate General CHICAGO
To schedule an appointment to submit your visa, please see “Click here to book your appointment”: http://www.conschicago.esteri.it/Consolato_Chicago/Menu/L_Servizi/Per_chi_si_reca_in_italia/
For instructions, please see this website:
http://www.conschicago.esteri.it/Consolato_Chicago/Menu/L_Servizi/Per_chi_si_reca_in_italia/study.htm
For the “Application for National Visa” and other forms, please see this website:
http://www.conschicago.esteri.it/Consolato_Chicago/Menu/L_Servizi/Per_chi_si_reca_in_italia/forms.htm

Consulate Contact Info:
500 North Michigan Avenue
Suite 1850
Chicago, IL 60611
Tel: (312) 467 1550/1/2 main number
Fax: (312) 467 1335
Homepage: http://www.conschicago.esteri.it
Italian Consulate DETROIT

Jurisdiction: Indiana, Kentucky, Michigan, Ohio, Tennessee
For office hours to submit your visa application, please see “Visa Office Hours”:
http://www.consdetroit.esteri.it/Consolato_Detroit/Menu/I_Servizi/Per_chi_si_reca_in_italia/
For instructions, please see the “STUDENT VISA” section of this website:
http://www.consdetroit.esteri.it/Consolato_Detroit/Menu/I_Servizi/Per_chi_si_reca_in_italia/info.htm
For the “Application for National Visa”, please see the “VISA APPLICATION FORM” portion of this website:
http://www.consdetroit.esteri.it/Consolato_Detroit/Menu/I_Servizi/Per_chi_si_reca_in_italia/info.htm

Consulate Contact Info:
Buhl Building
535 Griswold
Suite 1840
Detroit, MI 48226
Tel: (313) 963-8560 main number
Fax: (313) 963-8180
Homepage: http://www.consdetroit.esteri.it
e-mail: visa.detroit@esteri.it

Italian Consulate General PHILADELPHIA

Jurisdiction: Pennsylvania, Delaware, Maryland (except Prince George and Montgomery Counties), New Jersey (the following counties only: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem), North Carolina, Virginia (except Fairfax and Arlington Counties) and West Virginia.
To schedule an appointment to submit your visa, please see “TO MAKE AN APPOINTMENT”:
http://www.consfiladelfia.esteri.it/Consolato_Filadelfia/Menu/I_Servizi/Per_chi_si_reca_in_italia/
For instructions, please see the “STUDY VISA” section of this website:
http://www.consfiladelfia.esteri.it/NR/rdonlyres/2670E630-A2FE-4F54-A9D7-418A2290C90F/38787/VISACategoriesandrequireddocumentationgcm.htm
For the “Application for National Visa” and other forms, please see this website:

Consulate Contact Info:
1026 Public Ledger Building
100 South 6th Street
Philadelphia, PA 19106-3470
Tel: (215) 592-7329 main number
Fax: (215) 592-9808
Homepage: www.consfiladelfia.esteri.it
e-mail: visti.filadelfia@esteri.it
Italian Consulate General HOUSTON

**Jurisdiction:** Arkansas, Louisiana, Oklahoma, Texas

To schedule an appointment to submit your visa application, please see “TO SCHEDULE AN APPOINTMENT” on this website: [http://www.conshouston.esteri.it/Consolato_Houston/Menu/I_Servizi/Per_chi_si_reca_in_italia/](http://www.conshouston.esteri.it/Consolato_Houston/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

For instructions, please put your information into the table on this website: [http://www.esteri.it/visti/home_eng.asp](http://www.esteri.it/visti/home_eng.asp)

For the “Application for National Visa”, please see “for long term over 90 days” on this website: [http://www.conshouston.esteri.it/Consolato_Houston/Menu/I_Servizi/Per_chi_si_reca_in_italia/FAQ+VISA.htm](http://www.conshouston.esteri.it/Consolato_Houston/Menu/I_Servizi/Per_chi_si_reca_in_italia/FAQ+VISA.htm)

For FAQ’s, please refer to this website: [http://www.conshouston.esteri.it/Consolato_Houston/Menu/I_Servizi/Per_chi_si_reca_in_italia/FAQ+VISA.htm](http://www.conshouston.esteri.it/Consolato_Houston/Menu/I_Servizi/Per_chi_si_reca_in_italia/FAQ+VISA.htm)

Consulate Contact Info:
1300 Post Oak Boulevard
Suite 660
Houston, TX 77056
Tel: (713) 850-7520 main number
Fax: (713) 850-9113
Homepage: [http://www.conshouston.esteri.it](http://www.conshouston.esteri.it)
e-mail: visas.houston@esteri.it

Italian Consulate General LOS ANGELES

**Jurisdiction:** Arizona, California (following counties: Imperial Valley, Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo, Ventura), New Mexico, Nevada.

To schedule an appointment to submit your visa application, please see “Make an Appointment Online” on this website: [http://www.cgla.info/Visa/VisaMenu.htm](http://www.cgla.info/Visa/VisaMenu.htm)

For instructions, please see this website: [http://www.cgla.info/Visa/StudyVisto.htm](http://www.cgla.info/Visa/StudyVisto.htm)

For the “Application for National Visa”, please see this website: [http://www.cgla.info/Visa/VisaMenu.htm](http://www.cgla.info/Visa/VisaMenu.htm)

Consulate Contact Info:
12400 Wilshire Boulevard
Suite 300
Los Angeles, CA 90025
Tel: (310) 820-0622/826-6207 main number
Fax: (310) 820-0727
Homepage: [http://www.conslosangeles.esteri.it](http://www.conslosangeles.esteri.it)
e-mail: consolato.losangeles@esteri.it

Italian Consulate General MIAMI

**Jurisdiction:** Alabama, British Virgin Islands, Cayman Islands, Florida, Georgia, Island of Saba, Mississippi, Puerto Rico, St. Maarten, St. Eustatius, South Carolina, Turks and Caicos, U.S. Virgin Islands.

For office hours to submit your visa application, please see “VISA OFFICE” on this website: [http://www.consmiami.esteri.it/Consolato_Miami/Menu/I_Servizi/Per_chi_si_reca_in_italia/](http://www.consmiami.esteri.it/Consolato_Miami/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

For instructions, please put your information into the table on this website: [http://www.esteri.it/visti/home_eng.asp](http://www.esteri.it/visti/home_eng.asp)
For the “Application for National Visa”, please see the 2nd form under “Forms and Instructions” on this website: [http://www.consmiami.esteri.it/Consolato_Miami/Menu/I_Servizi/Per_chi_si_reca_in_italia/](http://www.consmiami.esteri.it/Consolato_Miami/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

Consulate Contact Info:
4000 Ponce de Leon
Suite 590
Coral Gables, FL 33146
Tel: (305) 374-6322 main number
Fax: (305) 374-7945
Homepage: [http://www.consmiami.esteri.it](http://www.consmiami.esteri.it)
e-mail: visa.miami@esteri.it

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**Italian Consulate General NEW YORK**


To schedule an appointment to submit your visa application, please see “How to make an appointment” on this website: [http://www.consnewyork.esteri.it/Consolato_NewYork/Menu/I_Servizi/Per_chi_si_reca_in_italia/](http://www.consnewyork.esteri.it/Consolato_NewYork/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

For instructions, please see this website: [http://www.consnewyork.esteri.it/NR/exeres/F0D76BEA-86F8-407C-BD42-4487C2B86C78.frameless.htm?NRMODE=Published](http://www.consnewyork.esteri.it/NR/exeres/F0D76BEA-86F8-407C-BD42-4487C2B86C78.frameless.htm?NRMODE=Published)

For the “Application for National Visa”, please see “Long term Visa Application Form” on this website: [http://www.consnewyork.esteri.it/Consolato_NewYork/Menu/In_linea_con_utente/Modulistica/](http://www.consnewyork.esteri.it/Consolato_NewYork/Menu/In_linea_con_utente/Modulistica/)

For other forms, please refer to “VISA” section of the link above.

For FAQ’s, please refer to this website: [http://www.consnewyork.esteri.it/NR/exeres/CB1DD2A6-65FD-43BD-8946-AD8EDCDD0814.frameless.htm?NRMODE=Published](http://www.consnewyork.esteri.it/NR/exeres/CB1DD2A6-65FD-43BD-8946-AD8EDCDD0814.frameless.htm?NRMODE=Published)

Consulate Contact Info:
690 Park Avenue
New York, N.Y. 10021
Tel: (212) 737-9100 main number
Fax: (212) 249-4945
Homepage: [http://www.consnewyork.esteri.it](http://www.consnewyork.esteri.it)
e-mail: visas.newyork@esteri.it

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**Italian Consulate General SAN FRANCISCO**

**Jurisdiction**: Alaska, California (except the following counties, which are under the jurisdiction of the Italian Consulate in Los Angeles: Imperial Valley, Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo) Hawaii, Idaho, Montana, Oregon, Utah, Washington, American Territories of Samoa, Guam, Marshall Islands, Marianna Islands.

For office hours to submit your visa application, please see “HOURS TO THE PUBLIC” on this website: [http://www.conssanfrancisco.esteri.it/Consolato_SanFrancisco/Menu/I_Servizi/Per_chi_si_reca_in_italia/](http://www.conssanfrancisco.esteri.it/Consolato_SanFrancisco/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

For instructions, please see “STUDY VISA” section of the document entitled “Additional requirements from Italian Consulate” on this website: [http://www.conssanfrancisco.esteri.it/Consolato_SanFrancisco/Menu/I_Servizi/Per_chi_si_reca_in_italia/](http://www.conssanfrancisco.esteri.it/Consolato_SanFrancisco/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

For the “Application for National Visa”, please see “Visa application form (more than 90 days)” on this website: [http://www.conssanfrancisco.esteri.it/Consolato_SanFrancisco/Menu/I_Servizi/Per_chi_si_reca_in_italia/](http://www.conssanfrancisco.esteri.it/Consolato_SanFrancisco/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

For other forms, please refer to the “Forms available for this service:” section of the link above.
Italian Consulate General WASHINGTON DC

**Jurisdiction:** District of Columbia; Maryland: only Montgomery and Prince George's Counties; Virginia: only Arlington and Fairfax Counties.

For office hours to submit your visa application, please see “VISA OFFICE HOURS” on this website: http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/In_linea_con_utente/Domande_frequenti/Visti_faq/Visti_faq.htm

For instructions, please see the “STUDY VISA” section of this website: http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/In_linea_con_utente/Domande_frequenti/Visti_faq/Visa_Requirements.htm

For the “Application for National Visa” and other forms, please see this website: http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/In_linea_con_utente/Domande_frequenti/Visti_faq/Visa_Forms.htm

For FAQ’s, please refer to this website: http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/In_linea_con_utente/Domande_frequenti/Visti_faq/FAQs.htm

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Consulate Contact Info:
3000 Whitehaven Street, N.W.
Washington, D.C., 20008
Tel (202) 612-4400
Fax (202) 518-2154
Homepage:
**Visa Office**
Tel (202) 612-4405 / 612-4407
Fax (202) 518-2141
Homepage: http://www.ambwashingtondc.esteri.it

e-mail: visti.washington@esteri.it
ITALIAN VISA CHECKLIST

Use this checklist **IN CONJUNCTION WITH THE “ITALIAN VISA INFORMATION” PAGE** to keep track of the materials that are REQUIRED for your visa.

**PLEASE VERIFY THIS LIST WITH YOU PARTICULAR CONSULATE. EACH CONSULATE VARIES, AND ADDITIONAL ITEMS MAY BE REQUIRED.**

READ THE “ITALIAN VISA INFORMATION” PAGE FOR DETAILS ON THESE REQUIREMENTS

☐ Visa Application (ask the consulate if it must be notarized or not)

☐ One color passport photo

☐ Your actual Passport

☐ Clear, legible photocopy of your passport picture and signature pages

☐ Flight itinerary

☐ Proof of financial means

☐ Letter from your home university verifying your enrollment at home
  
  o Some consulates require an Official Transcript from your Home University. Please refer to the consulate website to see if this applies to you.

*The following are provided by CIS - Please do not apply for your visa without these documents:

☐ Letter from Overseas Institution verifying enrollment in Italy (2 original copies)

☐ Verification of participation and payment of housing and tuition (CIS letterhead)

☐ Verification of health insurance (on CIS letterhead)

*READ THE “ITALIAN VISA INFORMATION” PAGE FOR DETAILS ON THESE REQUIREMENTS*

**PLEASE VERIFY THIS LIST WITH YOUR PARTICULAR CONSULATE. EACH CONSULATE VARIES, AND ADDITIONAL ITEMS MAY BE REQUIRED.**
The following will help you fill out the application form correctly:

#11 - Your Social Security number should go here if you are an American citizen

#23 - Unless you are spending an extended period of time in another Schengen state (the Schengen States are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, and Sweden) before traveling to Italy, this should be “Italy.”

#24 - Choose “Multiple Entries”

#32 - FOR FLORENCE FUA STUDENTS ONLY: Name is “Florence University of the Arts, Director Gabriella Ganugi.” Telephone is (+39) 055 033 2727 and fax is (+39) 055 2264469. Full address is “Corso Tintori, 21- 50122 Firenze, Italia.” E-mail address is info@fua.it.

#32 - FOR ALL PERUGIA STUDENTS: Name is “The Umbra Institute, Director Anna Girolimetti.” Telephone is 39-075-5734595 and fax is 39-075-5737033. Full address is “Via dei Priori 84 06123 Perugia ITALIA”. E-mail address is info@umbra-institute.com.

#32 - FOR ROME STUDENTS. REMEMBER THE ROME PROGRAM YOU ARE APPLYING FOR: Name is “The Pantheon Institute, Director Romolo Martemucci.” Telephone is 39-066-4770038 and fax is 39-066-780343. Full address is “Via del Pantheon 57, 00180 Rome ITALIA”. E-mail address is info@pantheon-institute.com.

OR

Name is “The American University of Rome, Director Giliola Pilloni.” Telephone is +39 06 58330919 and fax is +39 06 58330992. Full address is “Via Pietro Roselli, 4 00153 Rome, Italy.” Email address is info@aur.edu

#33 - If you are proving your access to funds with a personal bank letter, tick the box that says “by the applicant himself/herself.” If you are proving your access to funds with a parent or guardian’s bank letter, tick the box that says “other” (on the right) and specify “parents.” If you are receiving financial aid for your program fee, tick the box that says “by a sponsor (host, company, organization),” and specify the name of your home university.

#33 – Also, whichever funding option you choose, be sure to mark that accommodation is included, either in the box that says “pre-paid accommodation” or “accommodation provided.”

One color passport photo

Photos printed off the computer are NOT acceptable. It must be a recent passport-style photo (3.5 cm x 4.5 cm or 1"3/8 x 1"3/4, full front and white background)

Your actual Passport

You must send your passport. The Visa will be attached to the passport, so it is necessary to send the actual passport. Your passport MUST be signed and you must fill out the emergency contact information page. Your passport MUST be valid for at least 3 months beyond the last day of your stay in Italy.

One clear, legible photocopy or your passport picture and signature pages

These are the first two pages of your passport.

Copy of your travel itinerary

This must show the exact dates and places of entry into and exit from Italy (the same goes if you are traveling to Italy by train). You cannot be issued a visa if you have a one-way ticket; you must book a round trip ticket that shows your return travel details.
*IMPORTANT- The Consulate issues each student a visa for the duration of their program plus 2 weeks (14 days). Therefore, the date you arrive in Italy and the date you depart, as shown on your itinerary, must not exceed the program dates by more than 2 weeks. If you want to stay past the departure date for more than 2 weeks, you have to arrange that yourself at the police station in Florence, or Perugia. You will have to change your visa from a student to tourist for any days you stay past those extra 2 weeks, and change the departure date of your ticket.

**Proof of financial means**

You must show enough funds to cover the program fee AND means of support in Italy of no less than €27.89 per day (approximately 35 USD) for each day of the duration of the study program. There are no exceptions to this. The following are examples of proof of financial means- contact your local consulate to confirm what they will or will not accept as proof of financial means:

1. **Official letter from your financial aid office**
   If you are using financial aid, you must have your financial aid office write a letter ON LETTERHEAD stating how much aid you will be awarded and when the aid will be disbursed. This aid can include scholarships, grants, and loans. This must be SIGNED by a financial aid officer, and the Consulate needs the ORIGINAL. The financial aid paperwork you submit to CIS for our billing purposes IS NOT ACCEPTABLE by the Consulate.

2. **Official letter from your bank**
   Ask your bank to write a letter stating the available funds in your accounts. The letter must an ORIGINAL, ON LETTERHEAD and SIGNED by a staff member from the bank. You CANNOT use a bank statement. If you bank through Bank of America or if your bank does not issue such letters, ask the bank to sign and notarize an original bank statement. This is the only exception to receiving a letter.

3. **Official letter from a parent/guardian’s bank AND a notarized statement of parental/guardian financial support**
   If your parents are financially responsible for you, you must present a notarized affidavit (there is an example you can use at the end of this document) stating that they will financially support you while you are abroad AND a letter from their bank stating the available funds in their account(s). This letter must be an ORIGINAL, ON LETTERHEAD and SIGNED by a staff member from the bank. BOTH documents are necessary if your parents/guardians are supporting you.

   If your parents/guardians bank through Bank of America or if their bank does not issue such letters, ask the bank to sign and notarize an original bank statement. This is the only exception to receiving a letter.

4. **Official Letter from Private Loan agency**
   If you have taken out private loans that are NOT on your financial aid award letter, you may ask your lender to write an ORIGINAL letter ON LETTERHEAD stating the available loan amounts and their disbursement dates. Please check with your financial aid office to see if the loan is already on your financial aid award letter before pursuing this option.

5. **Official letter from a credit card company stating an available balance**
   If you have completed the above options, and you still do not have enough funds, you may ask your credit card company to submit an ORIGINAL letter ON LETTERHEAD stating your available balance. A statement will NOT work. This letter should only SUPPLEMENT the financial aid letter and bank letters.

ONLY original materials can be accepted. Faxes, photocopies, and emails are NOT acceptable.
Letter from home university verifying enrollment

Ask your study abroad office to write a letter stating that you are currently enrolled at the university. If your study abroad office cannot write this letter, ask the Registrar to verify your enrollment. The verification must be ON COLLEGE LETTERHEAD and be SIGNED by the Registrar. The letter should state your estimated graduation date, your major, and that you are a full time student.

Semester/Year Student Visa Requirements
PERMIT TO STAY (Permesso di Soggiorno)

What is a Permit to Stay?

A Permit to Stay is authorization for you to “stay” or legally reside in Italy.

Do I need a Permit to Stay?

If you are staying in Italy for a semester: Yes. There are no exceptions. If you are caught without a Permit to Stay, you may be fined, imprisoned, or deported. Police will often ask foreign students for documentation. You must have this documentation on your person at all times.

How do I get a Permit to Stay?

You will apply for the Permit to Stay IN ITALY, but there are several items you MUST bring with you so you can apply (details below). There are three steps you must take before you can receive your Permit to Stay:

1. The very first step of the process is to obtain a student visa before you depart.

2. Once you arrive in Italy, you may be required to purchase INA emergency insurance in order to get your Permit to Stay. The cost is not included in the CIS program fee. INA emergency insurance costs 38.75 euro for study up to 6 months, and 77.47 euro for 6-12 months. The insurance has to be purchased through the post office and paid in CASH. The necessary paperwork for this will be filled out by program staff and you will be advised if you need to purchase it at orientation.

3. You must obtain the Permit to Stay (Permesso di Soggiorno) within 10 days of your arrival in Italy. At orientation, you will be informed of the appointment time for your group at the police station (Questura) to apply for your Permit to Stay. ATTENDANCE IS MANDATORY. If you miss this appointment for any reason, you will have to apply on your own.

What materials do I need to apply for the Permit to Stay?

The following items should be obtained in the USA and be brought to Italy with you in your carry-on luggage.

1. 4 passport photos
2. Photocopy of the photo/info page of your passport
3. Photocopy of the visa stamp inside your passport
4. Proof of financial means for your stay in Italy: This is a copy of a credit card or bank statement, traveler’s checks, or letter of financial support. You may bring photocopies of the materials you provided for your visa.
5. Your enrollment certificate from your school abroad: This is included with the paperwork when your visa is returned to you.
6. Any documentation returned to you along with your student visa
The following items should be obtained in Italy:
1. Request form for the Permit to Stay (mod. 209). This will be given to you at orientation
2. Proof of insurance coverage.
3. “Marca da bollo” stamp worth 11 Euro (bring 11 Euro to orientation to pay for this).

If I miss orientation and/or my appointment what do I do?
Orientation is MANDATORY, and it is not acceptable to miss your appointment.

If, however, something happens where you absolutely cannot make your appointment, you must apply for the Permit to Stay on your own. Seek specific instruction and assistance from your program staff on how and where to do this. This MUST be taken care of within 10 days of your arrival in Italy.

Summer Program Italian Visa Requirements

Students who will be in Italy for less than 90 days need a visa and US health insurance with coverage in Italy or an Italian INA-Assitalia insurance. Students will also need to obtain a ‘dichiarazione di presenza’, declaration of presence.

For students arriving with direct flights from the US: These students should go directly to customs at the Italian airport where they just arrived and request a stamp in their passport. The stamp is sufficient as a declaration of presence. No further procedures need to be followed after this. VERY IMPORTANT: Students will not automatically receive a stamp in their passport. If they’re not contacted directly by customs or immigration officials they need to go straight to the customs office and request a stamp in their passport!

For students arriving in Italy from another Schengen country (eg.: students arriving from the US with a stopover in Frankfurt before entering Italy): These students have 8 days from their arrival date to declare their presence. We will have them complete the Declaration of Presence form at the Institute during orientation (a copy of their passport needs to be attached). After that, students should go to the immigration office at the police station to present their declaration.

Schengen visa countries:
- Austria
- Germany
- Belgium
- Denmark
- Finland
- France
- Greece
- Iceland
- Italy
- Luxemburg
- Norway
- Portugal
- Spain
- Sweden
- The Netherlands