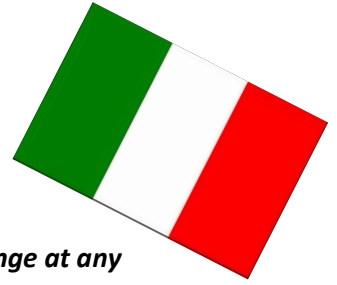


N.U.in Italy Visa Guide-2022



All Students (except EU/EEA citizens)

Please check with the Italian consular authority in [your region in the US](#) or [in your country](#) for the most updated visa requirements and processes as policies can change at any time and without prior notice.

Italian Consulates do not all follow identical procedures. It is your responsibility to contact the Italian Consulate in the geographic area of your legal, permanent address and review the specific study visa requirements listed on the website of that Consulate. Each Consulate also has specific forms noted on their website which they require you to download and complete.

The information listed below is provided as informational guidance only and does not constitute legal advice.

General Visa Information for All Students

All non-EU/EEA citizens must apply for and obtain the Study Visa *before* departing for Italy and then request the Permit to Stay/Declaration of Presence within 8 days of arrival in Italy. Please review both the Study Visa and the Permit to Stay/Declaration of Presence sections below for important information about the steps you need to take before departure.

How much will it cost?

Visa fees are subject to change at the sole discretion of the consular authority. Please consult the website of your Italian Consulate of Jurisdiction for more information on the fees charged for the Study Visa.

Visa Application Process

All Italian Consulates require a student to schedule an in-person visa appointment in order to have their application considered. Each consulate's booking system is different, but we recommend that you make an appointment as soon as possible. **Please note, the appointment cannot be scheduled for a date prior to 90 days from the program start and, for some consulates, the student must be 18 at the time of their appointment.** You are also required to confirm your appointment with the consulate the week of your scheduled appointment, or the system may forfeit the appointment.

Please prepare to attend your appointment at the appropriate Italian Consulate Visa Office with the original copy of each of the documents listed below, as well as one photocopy. Failure to present the correct documents at the appointment may result in a visa rejection or canceled appointment. The Italian Consulate Visa Office in your jurisdiction also has the authority to evaluate and request additional documentation, if deemed necessary, in addition to the standard document requirements. Immigration authorities abroad may ask you to show the documents that were submitted to obtain the visa, so please be sure to carry a copy of your complete application whilst traveling.

- 1) **Visa application form**
 - a. Each Consular Visa Office may have its own form—you must go to the respective website, download the study visa application, complete and sign it.
 - i. On the Consulate’s website the Study Visa application can typically be found under the title “Long term Visa Application Form” or “Application for National Visa”, as your intended stay is for longer than 90 days.
 - b. Fees: Please consult the website of your Italian Consulate of Jurisdiction for more information on the fee charged for the study visa.
- 2) **2 recent standard, passport-style photos.** Please note that these photos must have been taken within the past 6 months, in color against a white background. Please also note that you should ensure that your face is clearly visible, with nothing obstructing any part of your face.
- 3) **Passport valid for at least six months after the visa’s projected date of expiration and an additional photocopy of the information page.** Please make sure your passport has at least one blank page to affix the visa. If you do not currently have a valid passport, you will need to apply for one *as soon as possible*. Please note that obtaining a passport process may take more than two months.
- 4) **Original and copy of Driver’s License or State I.D.:**
 - a. Proof of residence in the jurisdiction of the Consulate at which you are applying for your visa.
 - b. **If you reside in the U.S. but are not a U.S. citizen: original and copy of Permanent Residence Card** OR other U.S. immigration document allowing re-entry into the United States (e.g., valid long-term U.S. visa).
- 5) **Proof of means of financial support in Italy**

A semester-long visiting student must typically provide evidence of financial support of at least **\$3,000 USD (or equivalent)**. You must demonstrate an adequate level of support by providing these or any other items that are required by your specific consulate:

 - a. A notarized “**Affidavit of Support**” (sample included in visa packet mailed to you by John Cabot University)
 - b. Personal bank letter or bank statement on its official letterhead, indicating the total amount of funds in their personal account (no joint bank accounts). **Please note that the minimum amount of funds required to study in Italy is roughly \$50 per day (to cover basic expenses in Italy).**

The Consular authority through which you apply may require you to download its own Bank Statement form; you must determine this by reviewing a list of the visa forms on that Consulate’s website.
 - c. Personal credit card statement with indication of credit limit (this may be required depending on the Consulate).
- 6) **Evidence that you have the funds necessary to return to your home country.** The Consulate may require you to show a **round trip airline ticket** for this purpose. E-tickets or group flight ticket confirmations are typically acceptable.

- 7) **Documentation of your educational history:** an official copy of your high school transcript (Please check if this is required by your consulate as it may require that you book an appointment for a date after your high school graduation).
- 8) **Health insurance valid in Italy:** You must demonstrate having adequate health insurance coverage by providing your Cultural Insurance Services International (CISI) confirmation letter. You will receive this letter by email from CISI (sample included in visa packet mailed to you by John Cabot University).
- 9) **A prepaid self-addressed UNSEALED Postal Service Priority Mail Express or Express Courier envelope:** This is the envelope in which your passport (with the visa stamped inside) will be returned to you. Be sure to:
 - a. Fill out the To AND From the address where you want your passport to be mailed to near the time that you will leave for your program.
 - b. Include your phone number on the envelope so the Post Office may contact you if there is a problem delivering your passport.
 - c. Keep a copy of the tracking number for your records.
- 10) **Mailing Disclaimer Form/Declaration of Passport Return by Mail:** this form can often be found on the consular website. Please be sure to confirm any additional passport return instructions with the individual consulate through which you apply.

The following documents required for your visa appointment will be sent to the student's mailing address by John Cabot University: Please note, you must bring the original copies sent by John Cabot University, copies will not be accepted in lieu of the original form.

- 11) **Original Letter of Acceptance to John Cabot University**
- 12) **Original Letter from the Northeastern University, addressed to the Visa Office of the Italian Consulate, specifying that the student is officially enrolled with the N.U.*in* Program in Italy at John Cabot University**
- 13) **Official JCU Visa Request and housing letter beginning with "Al Consolato Generale d'Italia..."**
 - a. The Official JCU Visa Request letter is a legal document. Once your visa is granted, the Italian Consulate typically returns this official letter to you (it will be attached either to your passport or to the other documentation you filed with your visa application).
 - b. You should keep this document safe and bring it with you when you travel to Italy as it could be requested by an Officer on entry.

Immigration Process

Declaration of Presence

All non-EU/EEA citizens must apply for a Study Visa and then request the Declaration of Presence in Italy. JCU will assist you with this process upon your arrival in Rome, but there are important steps you must complete before your departure.

What is the *Dichiarazione di Presenza* or Declaration of Presence?

The Declaration of Presence is the local immigration requirement for stays in Italy of less **than 150 days**. It is mandatory for all non-European students (US and International).

1. Prepare the Declaration of Presence Request:

Immigration Services Office at JCU facilitates the process of requesting the Declaration of Presence by setting up mandatory sessions during on-site orientation. In order for you to make your request, **you need to complete the following steps on your [MyOrientation App / John Cabot University Rome](#) at least two weeks prior to your arrival** in Rome (your username and password to access the portal will be sent to you by the JCU IT Office by email).

- a. Upload legible and clear copies of the following documents:
 - Your Passport Photo page
 - Your study visa
 - Medical insurance valid in Italy (your CISI insurance)

Pay €30 or \$36Euros (this amount is subject to change) for the **Declaration of Presence** request through this link <https://myjcu.johncabot.edu/onlinepayment/>, you can find it also on your [MyOrientation App / John Cabot University Rome](#).

Should you receive a visa with more than 150 days validity, you will need to request a Permit to Stay, as per the Italian Immigration Law.

Permit to Stay

All non-EU/EEA students who obtained a visa with more than 150 days validity must apply for the Permit to Stay within 8 days of arrival in Italy. JCU will assist you with this process upon your arrival in Rome, but there are important steps you must complete before your departure.

What is the *Permesso di Soggiorno* or Permit to Stay?

The Permit to Stay is an endorsement granted by the Ministry of Internal Affairs that states that you have been approved to remain in Italy for the duration of your studies.

All citizens who do not belong to European Union/European Economic Area countries may enter Italy by presenting their passport and a study visa issued by the Italian Consulate in the geographic area of your legal, permanent address. All N.U.*in* students who are non-EU/EEA citizens and obtained a visa for more than 150 days must apply for a Permit to Stay or *Permesso di Soggiorno*.

1. Prepare the Permit to Stay Request:

Immigration Services Office at JCU facilitates the process of requesting the Permit to Stay by setting up mandatory sessions during on-site orientation. In order for you to make your request, **you need to complete the following steps on your *MyOrientation App | John Cabot University* Rome at least two weeks prior to your arrival** in Rome (your username and password to access the portal will be sent to you by the JCU IT Office by email).

- b. Upload legible and clear copies of the following documents:
 - Your Passport Photo page
 - Your study visa
 - Medical insurance valid in Italy (your CISI insurance)
 - Proof of financial support (the same documentation you used to obtain your visa)
- c. Pay €190 or \$216 (this amount is subject to change) for the Permit to Stay request through the link you can find on your *MyOrientation App | John Cabot University Rome*.

2. Post Office Appointment:

Students will be required to attend a Post Office appointment during Orientation to submit their Permit to Stay request and obtain a Permit to Stay receipt. **You must bring your passport to your scheduled Immigration session at On-site Orientation in Rome** (please refer to JCU Orientation schedule).

3. Fingerprinting:

Students might also be required to attend a **mandatory fingerprinting** appointment with the local Italian authorities as part of the process, **if it's scheduled within the student's stay in Italy**. The appointment date is automatically assigned during the Post Office appointment and will be printed on the Permit to Stay receipt. JCU Immigration Services Office staff will accompany students to this mandatory appointment.

4. The Permit to Stay Card:

The Permit to Stay Card is typically issued roughly one month after the fingerprinting appointment. Students will be notified when the card is ready for collection, and you are required to pick it up in person from the local police station. Processing times may vary based on individual circumstances, so please be sure to connect with the JCU Immigration Office and the N.U.*in* program if you have any questions regarding the impact of any delays in this process.

Important Reminders

Northeastern University and John Cabot University are not visa-issuing authorities and cannot guarantee that you will obtain the required study visa to attend JCU nor do we have the ability to contact the Italian Consulate to inquire about an individual visa application or expedite the process for an individual student. The Italian Embassy and its Consular Offices set their own requirements and it is imperative that you read these requirements on the appropriate website. Likewise, the Ministry of Interior Affairs has sole decision-making discretion during the Permit to Stay Process.

*Students are responsible for completing their visa application correctly and in an effective manner and for obtaining a valid visa prior to the program start date. Students are responsible for all visa-application related fees. If the student cannot obtain a valid visa in time for the program start date, please refer to the N.U.*in* Withdrawal Policy and contact the N.U.*in* office to discuss next steps.*