



Student Visa for CAPA Florence Program

All CAPA students participating in the CAPA Florence Program are required to obtain a student visa for Italy. A visa is a sticker, stamp, or piece of paper attached to your passport that allows you to travel to a country for a certain period of time for specific purposes (e.g. tourism, business, and studies).

Obtaining a student visa is each student's responsibility. While CAPA cannot officially advise on behalf of the Italian consulates, we have put together this sheet to assist you with the application process. Please keep in mind: if you are not a US citizen, your requirements to obtain a visa may differ from those listed below, and you should plan to contact the consulate in your area of residence for further information.

You will require a passport in order to obtain an Italian student visa. If you do not have one, please plan to apply for one immediately. We would strongly encourage you to pay to have your passport application expedited in this case.

http://travel.state.gov/passport/processing/processing_1740.html

The issuing of an Italian student visa is a lengthy process, so please begin the visa application as early as possible. Keep in mind that the Italian consulates that will be issuing the visas are often closed during holidays (Thanksgiving, Christmas, Hanukkah, Easter, etc.) so make sure to plan ahead.

This website is the most helpful tool for applying for your student visa:

http://www.esteri.it/visti/index_eng.asp

IMPORTANT: You will be required to process your student visa application at the respective Italian consulate that governs your state. Each consulate has slightly different procedures for obtaining a student visa, so be sure to contact the consulate designated for your state. Consulates will require you to appear in person to submit your visa application. Usually, these personal appearances can only be made by appointment only. Due to the high volume of visa applicants, the irregular visa processing hours held by most consulates, and the fact the consulates are closed for Italian holidays not observed in the US, **it is imperative that you call or go to the consulate's website to schedule your appointment as early as possible.** It may be upwards of one or two months before you can be seen. There is no rush service available for processing visas. Also, please note that Italian consulates have full authority to request additional documentation before processing your visa application. Make sure that you have all documents necessary to obtain your visa when appearing in person.

Visa Fee: The Italian government has imposed a fee for student visas which is apt to change every 3 months. Students are advised to consult with the consulate website for the most up to date fee and for instructions about how the fee can be paid. Most consulates require money orders which will need to be obtained prior to the appointment. The visa fee for a student visa is approximately \$50

The Visa Application Form

Please use the below information as a reference when filling out the Italian Visa Application. Following this closely will be important for ensuring you do not provide misinformation on the visa application.

- **Date of Birth** – (DD/MM/YYYY)
- **National Identity Number** – You may use your passport number
- **Type of Travel Document** – Ordinary passport or national passport
- **Issued by** – Issuing authority, as listed on your passport
- **Are you residing in a country other than the country of your current nationality** – Answer “No” for US citizens residing currently in the United States. If you are not a US citizen please contact CAPA.
- **Current Occupation** – Student
- **Employer and employer’s address and telephone number** – Please enter your US university/college address and phone number.
- **Purpose of Travel** – Study
- **City of Destination** – Florence
- **Schengen or member country of first entry** – Please list the country into which you will first arrive. If you have a layover in a Schengen state (listed below), list this country as well as your final city and country of destination. The following countries are Schengen states: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. If you are visiting one of these before going to Florence, you must list it.
- **Number of Entries Requested** – Multiple
- **Duration of Stay** – You may list the program dates
- **On the question regarding “Numero del NullaOsta” please write** – (N/A) -not applicable
- **Intended date of arrival in the Schengen area** – Program start date
- **Intended date of departure from the Schengen area**– Program end date - if you are going to travel after the program, your status will revert to tourist
- **On the question regarding “Name of person who requested or applied for the family reunion” please write the same address below.**
- **Name of inviting company/organization:** Centro Italiano Firenze Center (Centro Italiano Firenze is the CAPA The Global Education Network Italian accredited partner in Florence)
- **Contact Person:** Lorenzo Ciccarelli / **email:** lciccarelli@capa.org
- **Full Address** – Piazza D’Azeglio 20, 50121 Firenze
- **Phone Number-** (39) 055-234-6511
- **Email Address of company/organization:** info@centroitalianofirenze.com
- **The applicant’s expenses for travel and stay are the responsibility of:** Check “The applicant”
 - **Means of support during your stay** – Cash/travelers checks/credit cards, etc. - Mark all that apply
- **Personal data of EU or EEA citizen you depend on** – “N/A – not applicable”

Helpful Hints:

- You should be aware that each Italian consulate office retains the right to amend its visa process at any time. We encourage you to refer back to your consulate's website frequently throughout the process. As CAPA becomes aware of changes in the visa process, we will alert you by email as soon as possible. However, each student is responsible for staying informed about the requirements for obtaining a student visa.
- Make copies of all visa documents before sending them away or handing them over to the Consulate. If your area consulate does allow you to submit the application details by mail, all documents will need to be notarized. Notarization will certify the validity of the signature on a document. This can be performed by any notary public. A quick web search for "notary public" will direct you to a notary public in your area.
- The actual study visa is a piece of paper or stamp within your passport. Before departing for your program, please make sure that this paper or stamp is in your passport.
- If your parents or guardians provide you with financial support, they may need to provide one of more of the following documents:
 1. Notarized Affidavit of Financial Assets;
 2. Notarized Affidavit of Support; and/or
 3. A recent bank statement.
- If you do not rely on your parents or guardians for support, you may need to provide your own personal bank statements, proof of credit limit and /or proof of financial aid, scholarships or other financial awards in the form of original, official copies of the award letters.