VISA PACKET
FLORENCE, ITALY
BROAD CURRICULUM &
FIRST SEMESTER ABROAD 2022
STUDENT VISA APPLICATION OVERVIEW

It is time to begin the process of obtaining your student visa. As a student studying in another country, you must obtain a visa. The receipt of which is a privilege, not a right. Each foreign country has the right to establish its own parameters for granting a visa, and as an American requesting permission to enter that foreign country, you must abide by all requirements. We will be applying for the visa on your behalf, therefore, please submit your visa application and all supporting documents to International Programs by **June 21**, **2022**.

**PASSPORT**
You will need a passport valid for at least 6 months beyond your planned return from Italy containing at least 2 blank visa pages. We understand that there are currently delays in passport processing due to COVID-19. If you have not informed IP of your current passport status, please email [IP-Visas@fsu.edu](mailto:IP-Visas@fsu.edu). If you have not yet received your passport, please continue to submit all other documents that do not require passport information. You can submit your passport and forms requiring a passport number once you receive your passport.

**RETURN OF PASSPORT**
Once your visa is processed and returned by the consulate, your passport/visa will be available for pickup in our office or mailed to you from Tallahassee. It is vitally important that we know your correct, current mailing address at all times. You will be notified before the passport/visa is returned to you to verify your address and availability for signature of receipt.

**INTERNATIONAL TRAVEL**
A visa is a seal that is affixed inside the passport. As such, all students will be required to submit their original passport to International Programs. For this reason, international travel will be limited in the months before the start of the program. Any students with summer international travel plans must contact an immigration specialist at [IP-Visas@fsu.edu](mailto:IP-Visas@fsu.edu).

**NON-US CITIZENS**
The requirements for non-U.S. citizens are slightly different. Rules, requirements, and procedures change frequently; however, please be advised that you will need your U.S. Alien registration Card (green card) or U.S. visa (B1/B2 Visas not allowed) allowing you to return after your time in Italy. If you hold a passport within the European Union, you may not be required to obtain a visa. Any non-US citizen is to contact an Immigration Specialist at [ip-visas@fsu.edu](mailto:ip-visas@fsu.edu).

**IMPORTANT WARNING**
Please be aware that any expenses incurred during the visa process are completely non-reimbursable by International Programs under any circumstance. We must receive your student visa application and supporting documents by **June 21** for FSU International Programs to apply for your visa on your behalf. If you choose to obtain your student visa on your own, please be aware that failure to obtain a student visa does not release you from responsibility of the full program fees. If you are unable to submit your visa application by the deadline or plan to obtain your visa on your own, please contact International Programs immediately at [IP-Visas@fsu.edu](mailto:IP-Visas@fsu.edu).
DOCUMENTS REQUIRED FOR SUBMISSION

The following documents must be submitted to International Programs no later than June 21st. Failure to submit all documents on time may result in the inability to obtain a visa and thus participate in the program. Read instructions thoroughly as there are many intricacies to this process.

1. Complete Visa Application
2. All Financial Support Documents
3. Original Signed Passport
4. Two Passport Photos
5. A Notarized Photocopy of Your Driver’s License or State ID
6. Completed Form: “Consulato Generale D’Italia Miami”
7. Completed “Declaration for Mailing Passports” Form
8. Photocopy of FSUCard (If Applicable)
9. All Under 18 Documents (If Applicable)

Question or Concerns?
IP Immigration Team
IP-Visas@fsu.edu
Please print and hand-write the visa application on pages 5-9 in black pen. This must be written neatly and completely legibly. Follow the directions below carefully, as an error can result in an inability to obtain a visa. International Programs cannot change your application once it has been submitted. The original application, not a copy, should be submitted to International Programs. Please note Italy uses DAY MONTH YEAR format (DD/MM/YYYY) for dates.

1. **Surname:** (Last Name as it appears in your passport)
2. **Surname at Birth:** If your last name has changed for any reason, i.e. marriage, adoption. Leave blank if N/A.
3. **First Names:** First and middle names, as appears on your passport
4. **Date of Birth:** (DD/MM/YYYY) Example: 15 February 2001
5. **Place of Birth:** (State) Example: Texas
6. **Country of Birth:** Example: USA
7. **Current Nationality:** Example: USA
   - **Nationality at birth if different:** Leave blank if this does not apply to you
8. **Sex:** Check Male or Female. This must match your passport.
9. **Marital Status:** (Check one) Example: Single
10. **In case of minors, name, address and nationality of parental authority:** If you will be under 18 as of July 12th, 2022, fill out the full name, address if different than yours, and nationality of your parent or legal guardian.
11. **National Identity Number:** Leave blank
12. **Type of Passport:** Check “Ordinary Passport”
13. **Number of Travel Document (Passport Number):** Enter your passport number. This can be found on your passport information page at the top right. If you are obtaining a second passport for international travel, you must use your original 5yr or 10yr validity passport to obtain the visa. If you are in the process of obtaining a new passport, please wait to fill out this section until your new passport is issued.
14. **Date of Issue:** (DD/MM/YYYY) Example: 04 April 2020
15. **Valid Until:** Expiration Date (DD/MM/YYYY) Note: You must have at least 6 months of validity after your planned return from Italy.
16. **Issued By:** If you have a US Passport, please indicate US Dept. of State
17. **Applicant’s home address and email address:** Example: 123 Tennessee St., Tallahassee, FL 32304. lcom3@my.fsu.edu
   - 17b. **Telephone Number:** Example: 703-555-5555
18. **Residence in a country other than the country of current nationality?** For Non-US Passport Holders, be sure to mark this answer clearly and give details of your visa status. Please indicate “No” if you are a US Citizen living in the US.
19. **Current Occupation:** Student
20. **Employer and employer’s address and telephone number. For students, name and address of school.** Florida State University International Programs, A5500 University Center, 282 Champions Way, Tallahassee, FL 32306-2420 (850) 644-3272
21. **Main Purpose(s) of the journey:** Check “studio/study”
22. **City of Destination:** Florence
23. **Member State of First Entry:** This is the location of the airport at which you will first arrive in Europe. This is tentative. Though you have not been instructed to purchase a flight yet, simply estimate which country you think your flight connection will be in. If you end up connecting in a different country than indicated on the visa application, it should not cause any issues.
24. **Number of entries:** Multiple Entries (Multipl)
25. **Duration:** 106 days, 01 September 2022 – 15 December 2022
IMPORTANT:
Your Visa will allow you to enter on the program start date of September 1st. Please do not enter Italy or the Schengen Area prior to the program start date. Classes do not begin until September 5th, so students will have time to settle in. If you currently have plans to enter Italy or the Schengen Area before the start of the program, contact a member of the IP Immigration Team at IP-Visas@fsu.edu

26. Schengen Visas issued during the past three years: If you have been issued a visa for any of the countries in the Schengen Area (Refer to the “Schengen Area” sheet in the packet) in the past three years, list here and put the dates of validity.
27. Fingerprints collected previously for the purpose of applying for a Schengen visa: If you had to provide fingerprint documentation as part of a previous application for a Schengen Visa, indicate here.
28. Number of permits issued for a family reunion: Leave Blank
29. Intended Date of Arrival: This will be the date which you land in the Schengen Area, usually the day after you leave the United States. This should match the answer to question #25 Example: 1 September 2022
30. Intended Date of Departure: This should match the answer to question #25: 15 December 2022
31. Surname and first name of the inviting person(s) in the Member State(s): Nero, Frank, Director of the FSU Florence Study Center
   a. For adoption, Religious Reasons, Medical Reasons, Spot, Study, Mission, please give the address in Italy: Florida State University International Programs Italy (FSUPI), Visa dei Neri 25, 50122, Florence, Italy
   b. Address and email address of the person who applied for Family reunion or of the employer: Florida State University International Programs Italy (FSUPI), Via dei Neri 25, 50122, Florence, Italy. fnero@admin.fsu.edu
   c. Telephone and fax of the person who requests Family reunification or of the employer:
32. Name and address of host company/organization: FSU Florence Study Center, Via dei Neri 25, 50122, Florence, Italy.
   b. Surname, first name, address, telephone, fax, and email address of contact person in Company/organization: Mozo, Moira, A5500 University Center, 282 Champions Way, Tallahassee, FL 32306. 850-645-1061 mgmozo@fsu.edu
33. Cost of travelling and living during the applicant’s stay is covered by:
   You must check “Myself”, “Prepaid accommodation”, “Prepaid transport”. You may check any others that apply Ex: Cash, Credit Card

Questions 34-36: (The entirety of page 3) are to be left blank

Page 4: Date, Location, and Signature: Please print your application and sign the box on the last page. Make sure to indicate the place and date (DD/MM/YYYY) in which you are signing the application. DO NOT FORGET TO SIGN THIS IN PEN. THIS MUST BE YOUR ORIGINAL SIGNATURE. NOT A COPY.
1. Cognome /Surname (x)

2. Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x)

3. Nome/i / First names (given name(s)) (x)

4. Data di nascita (giorno/mese/anno) — Date of birth (day/month/year)

5. Luogo di nascita/Place of birth

6. Stato di nascita/Country of birth

7. Cittadinanza attuale/current nationality

8. Sesso /Sex:

   □ Maschile / Male.............
   □ Femminile / Female

   □ Non coniugato/a / single
   □ Coniugato/a /Married
   □ Separato/a / Separated
   □ Divorziato/a /Divorced
   □ Vedovo/a /widow(er)
   □ Altro (precisare) /Other (please, specify): ..

9. Stato civile /marital status:

   □ Sposato/a / Married
   □ Vestito / Widower
   □ Non coniugato/a / single
   □ Divorziato/a /Divorced
   □ Coniugato/a /Married

10. Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale/in case of minors: Surname, first name, address (if different from the applicant’s) and nationality of parental authority/legal guardian.

11. Numero d’identità nazionale, ove applicabile / National identity number, where applicable

12. Tipo di documento/type of passport:

   □ Passaporto ordinario / Ordinary passport
   □ Passaporto ufficiale / Official passport
   □ Passaporto diplomatico / Diplomatic passport
   □ Documento di viaggio di altro tipo (precisare) /Other travel document (please, specify)

13. Numero del documento di viaggio /Number of travel document

14. Data di rilascio /Date of issue

15. Valido fino al /Valid until

16. Rilasciato da / Issued by

17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente — Applicant’s home address and e-mail address

18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality

   □ Sì. Titolo di soggiorno o equivalente / Yes, Residence permit or equivalent n. ………………… Valid until

19. Occupazione attuale / … Current occupation

20. Datore di lavoro, indirizzo e numero di telefono. Per gli studenti nome e indirizzo dell’istituto di insegnamento/Employee and employer’s address and telephone number. For students, name and address of school

21. Scopo del viaggio /Main purpose(s) of the journey

   □ Rifugio / Asylum
   □ Viaggio turistico / Tourist trip
   □ Visita familiare / Family visit
   □ Studio /Study
   □ Adozione / Adoption
   □ Lavoro subordinato/Subordinate work
   □ Mezzi di trasporto /Means of transport
   □ Documenti giustificativi / Justifying documents
   □ Assicurazione sanitaria di viaggio / Travel insurance
   □ Numero della domanda /Application number
   □ Data della domanda /Date of application

(x) Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio. Questions 1 through 3 must be completed according to the information listed in the travel document.
<table>
<thead>
<tr>
<th>22.</th>
<th>Città di destinazione</th>
<th>City of destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Eventuale Stato membro di primo ingresso</td>
<td>Member State of first entry (if applicable)</td>
</tr>
<tr>
<td>24.</td>
<td>Numero di ingressi richiesti</td>
<td>Number of entries</td>
</tr>
<tr>
<td>25. Durata del soggiorno</td>
<td>Duration of the intended stay (maximum 365 days)</td>
<td></td>
</tr>
<tr>
<td>- Uno/One, Due/Two, Multipli/Multiple</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Visti Schengen rilasciati negli ultimi tre anni</td>
<td>Schengen Visas issued during the past three years</td>
</tr>
<tr>
<td>- No, Sì/Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Impronte digitali rilevate in precedenza</td>
<td>Fingerprints collected previously</td>
</tr>
<tr>
<td>28.</td>
<td>Numero del Nullaosta rilasciato ai fini del Ricongiungimento Familiare</td>
<td>“Nulla Osta” ref. n. for “Family Reunion Visa”</td>
</tr>
<tr>
<td>- Solo ove richiesto dalla normativa disciplinante il tipo di visto richiesto</td>
<td>Subordinate work (only if requested by the law regarding the specific type of visa requested)</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Data di arrivo prevista nell’area Schengen</td>
<td>Intended date of arrival in the Schengen area</td>
</tr>
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<td>30.</td>
<td>Data di partenza prevista dall’area Schengen</td>
<td>Intended date of departure from the Schengen Area</td>
</tr>
<tr>
<td>(solo per i visti aventi durata compresa tra i 91 ed i 364gg.)</td>
<td>(only for visa of 91 days and up to 364 days)</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>Cognome e nome della persona che ha richiesto il ricongiungimento o del datore di lavoro</td>
<td>Surname and name of the person in Italy who applied for “family reunion” or surname and name of the employer</td>
</tr>
<tr>
<td>(se necessario)</td>
<td>(only if needed)</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>Nome e indirizzo dell’impresa/organizzazione che invita</td>
<td>Telephone and fax of the Company/organization</td>
</tr>
<tr>
<td>33. Le spese di viaggio e di soggiorno del richiedente sono a carico</td>
<td>Cost of travelling and living during the applicant’s stay is covered by:</td>
<td></td>
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<tr>
<td>del richiedente/Myself</td>
<td></td>
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<tr>
<td>Mezzi di sussistenza/means of support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Contanti/cash</td>
<td></td>
<td></td>
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<tr>
<td>- Traveller’s cheque</td>
<td></td>
<td></td>
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<tr>
<td>- Carte di credito/credit card</td>
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<tr>
<td>- Alloggio prepagato/prepaid accommodation</td>
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<td>- Trasporto prepagato/prepaid transport</td>
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<tr>
<td>- Altro/Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Nome e indirizzo della persona di contatto presso l’impresa/organizzazione</td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td>Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l’impresa/organizzazione</td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td>del promotore (ospite, impresa, organizzazione)</td>
<td></td>
</tr>
<tr>
<td>- precisiare/a sponsor (host, company, organisation), please specify di cui alle caselle 31 o 32 / referred to in question n. 31 o 32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td>Mezzi di sussistenza/Menas of support</td>
<td></td>
</tr>
<tr>
<td>- Contanti/cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Alloggio fornito/Accommodation provided</td>
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<td></td>
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<tr>
<td>- Tutte le spese coperte durante il soggiorno All expenses covered during the stay Trasporto</td>
<td></td>
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</tr>
<tr>
<td>- pagato/prepaid transport Altro/Other (please specify)</td>
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<tr>
<td>Cognome / Surname</td>
<td>Nome/i / First name(s)</td>
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</tr>
<tr>
<td>Data di nascita / Date of birth</td>
<td>Cittadinanza / Nationality</td>
<td>Numero del documento di viaggio o della carta d'identità</td>
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<td>Famiglia / Family relationship</td>
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<td>Volta e data / Place and date</td>
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</table>

Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti pagati per la trattazione della pratica.

I am aware that the visa fee is not refunded if the visa is refused.

Sono informato/a del fatto che la raccolta dei dati richiesti in questo modulo, la mia fotografia e, se del caso, la rilevazione delle mie impronte digitali sono obbligatory per l'esame della domanda di visto e che i miei dati anagrafici figuranti nel presente modulo di domanda di visto, così come le mie impronte digitali e la mia fotografia, saranno comunicati alle competenti autorità italiane e trattati dalle stesse ai fini dell'adozione di una decisione in merito alla mia domanda. Tali dati, così come i dati riguardanti la decisione relativa alla mia domanda o un'eventuale decisione di annullamento o revoca di un visto rilasciato, saranno inseriti e conservati nel sistema informatico della Rappresentanza diplomatico consolare e del Ministero degli Affari Esteri. Tali dati saranno accessibili alle autorità nazionali competenti per i visti. Inoltre, saranno accessibili alle autorità Schengen competenti ai fini dei controlli sui visti alle frontiere esterne, alle autorità degli Stati membri competenti in materia di immigrazione e di asilo (ai fini della verifica dell'adempimento delle condizioni di ingresso, soggiorno e residenza regolari nel territorio degli Stati membri e dell'identificazione delle persone che non soddisfano, o non soddisfano più, queste condizioni), alle autorità degli Stati membri competenti ai fini dell'esame di una domanda di asilo. A determinate condizioni, i dati saranno anche accessibili alle autorità designate degli Stati membri e a Europol ai fini della prevenzione, dell'individuazione e dell'investigazione di reati di terrorismo e altri reati gravi.

Sono informato/a del mio diritto di ottenere la notifica dei dati relativi alla mia persona registrati nel sistema informatico e del diritto di chiedere che i dati inesatti relativi alla mia persona vengano rettificati e che quelli relativi alla mia persona trattati illecitamente vengano cancellati. Su mia richiesta espressa, l'autorità che esamina la domanda mi informerà su come esercitare il mio diritto a verificare i miei dati anagrafici e a rettificarli o sopprimerli, così come delle vie di ricorso previste a tale riguardo dalla legislazione nazionale. L'autorità di controllo nazionale dei dati è il Garante per la Protezione dei Dati Personali.

Dichiaro che tutti i dati da me forniti sono completi ed esatti. Sono consapevole che le dichiarazioni false comporteranno il respingimento della mia domanda o l'annullamento del visto già concesso e comporteranno la richiesta di avvio di azioni giudiziarie da parte della Rappresentanza ai sensi della legislazione dello Stato (articolo 331 c.p.p.). La mera concessione del visto non dà diritto ad alcun tipo di risarcimento qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dell'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.

I am aware of and consent to the following: the collection of the data required by this application form, submission of my photograph and, if applicable, the taking of fingerprints are mandatory for the examination of the visa application; and any personal data concerning me which appears on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant Italian Authorities and processed by these Authorities for the purposes of a decision on my visa application. Such data as well as data concerning the decision regarding my application or a decision whether to annul or revoke a visa issued will be entered into and stored in the Visa Information System of the diplomatic/consular mission and the Ministry of Foreign Affairs. Such data will be accessible to the National Visa Authorities. Moreover, such data will be accessible to the Schengen Authorities competent for carrying out checks on visas at external borders, to the immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence in the territory of the Member States are fulfilled and of identifying persons who do not or who no longer fulfill these conditions) to the Member States authorities competent for examining an asylum application. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences.
I am aware that I have the right to obtain the notification of the data relating to me recorded in the Visa Information System and to request that the data relating to me which is inaccurate be corrected and that the data relating to me unlawfully processed be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have it corrected or deleted, including the related appeal procedures according to the National Law. The competent authority in charge for personal data is “Garante per la protezione dei dati personali”.

I declare that to the best of my knowledge all the information supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution, under the National Law, with proceedings initiated by the Embassy/Consulate of Italy which deals with the application (Article 331 Penal Code).

The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and Article 4 of the Decree no. 286/98 and I am therefore refused entry.
As a student in Italy, you are not allowed to seek any paid employment to fund your stay. To ensure that you will be able to financially support yourself without seeking employment during your time abroad, the consulate requires proof of liquid funds. Please review this section very carefully and be sure to include the documents which are applicable to you.

**If supported by your parent(s) or legal guardian(s), please supply all the following documentation:**

1. **Original, Notarized Affidavit of Support from Your Parent(s) / Guardian(s):** One or both of your parent(s) or guardian(s) must fill out the form on the following page titled “Affidavit of Support”. This form can be found on the next page. This must be signed by your parent(s)/guardian(s) and be notarized.

2. **Most Recent Bank Statement:** A bank statement in one or both of your parent(s)/legal guardian(s)’ names. This can be printed online. There are five specific requirements for bank statements to be accepted by the Italian Consulate:
   1. Must have the name of the parent(s) or guardian(s) who wrote the notarized support letter.
   2. Must be checking or savings. Any other account type, such as Money Market or Certificate of Deposit will **not** be accepted.
   3. Must have the logo of the bank
   4. Must have a consistent balance of **over $4,000**. This must be in one single account.
   5. Must have a start date after **April 13, 2022**.

**If you are self-supporting, please supply proof of funds:**

Please provide your most recent bank statement. This can be printed online. There are five specific requirements for bank statements to be accepted by the Italian Consulate:

1. Must have your name matching your letter of support.
2. Must specifically be checking or savings. Other account types, such as Money Market or Certificate of Deposit will **not** be accepted.
3. Must have the logo of the bank.
4. Must have a consistent balance of **over $4,000**. This must be in one single account.
5. Must have a start date after **April 13, 2022**.

No additional support documents will need to be provided if you are self-supporting.

**Notarized Letter from the Bank:** Instead of a bank statement, an original notarized letter from the bank may be obtained. The letter must state the account holders name and that at least $4,000 (written out in figures) is available. This letter must be notarized and should only be used if the bank statement is not sufficient.
AFFIDAVIT OF SUPPORT

I, .........................................................................................................................

(person providing financial support)

born in .............................................................. on..........................

(City, Province, Country)   (d.o.b. – dd/mm/yyyy)

FORMALLY DECLARE THAT

1. The visa applicant:....................................................................................

(full name as it appears on the passport)

born in .............................................................. on..........................

(City, Province, Country)   (d.o.b. – dd/mm/yyyy)

is my ............................................................... 

(family relationship – child, parent, sibling, etc)

and intends to travel in Italy from.................................to.................................

(day-month-year)   (day-month-year)

2. I have sufficient income and assets and I will pay for all of the visa applicant’s expenses during his/her entire stay in Italy.

Please, find herewith enclosed, the required information about my professional and financial situation (e.g. bank statement for the last three months, recent letter from my employer specifying monthly salary, and any other pertinent information)

..................................................  ..................................................

(Date)  (Signature)

(SIGNATURE AND SEAL OF THE NOTARY PUBLIC OR ITALIAN CONSULAR OFFICER)

The above signed statement must be submitted to the Italian Consulate in Miami in original along with a photocopy of valid photo ID (passport - photocopy main pages only) (art. 38 DPR 28.12.2000, N. 445) and relevant financial documentation.
ADDITIONAL REQUIRED DOCUMENTS

You must gather several supporting documents to submit with your application. Be certain you include ALL supporting documents when turning in your visa application to the International Programs Office. Incomplete or missing documentation can cause your application to be denied.

TWO PASSPORT PHOTOS
You need to have two passport photos of yourself that are 2 x 2 inches and high resolution. These photos must be different than the photo on your current passport. A photograph printed from a home computer is not a valid, official, picture. Passport photos can usually be obtained at Costco, CVS, or Walgreens. You may also purchase passport sized photos in the International Programs office for $10.74. If you would like to make an appointment to have your photos taken, please email IP-Visas@fsu.edu.

ORIGINAL PASSPORT
You must submit your original signed passport (not a copy). A student visa is not a separate document, but a seal that must be affixed inside your passport.
- Please make sure to sign your passport before sending it with your application. Your passport is an invalid document until you have signed it.
- Your passport must be valid for at least six months beyond your intended return from Italy.
- Your passport must contain at least two empty visa pages. The last three pages of your passport are not considered visa pages.
- Many of you are currently experiencing difficulties with delays in passport processing. If you are still waiting for your passport to be issued, please submit all other documents that do not require your passport number to International Programs as soon as possible. Once your passport is issued, please sign the signature line and send to International Programs via overnight mail.

IDENTIFICATION
For U.S. citizens: A notarized photocopy of your certificate of domicile, or driver’s license, or state I.D. Card must be submitted. A blank form and example are included in this packet.
For non-U.S. citizens: A notarized photocopy (front and back) of your “Green Card” (U.S. Alien Registration Card) or other visa for the United States and a notarized photocopy of your certificate of domicile, or driver’s license, or state I.D. card must be submitted.

CONSULATO GENERALE D’ITALIA FORM
This signature form is required by the Italian Consulate in Miami to authorize an International Programs representative to apply for a visa on your behalf. Please print and fill it out in black pen.

DECLARATION FOR MAILING PASSPORTS
This form is required by the consulate for all visa applications. Please DO NOT provide a prepaid shipping label. This will be provided by International Programs. Note: If you are a US Citizen your passport was issued by “U.S. Department of State”. Please print and fill it out in black pen. An example of this form is in this packet.

FSUCard
Students will need an FSUCard to ensure they meet the residency requirements for the Italian Consulate of Miami. If you do not already have an FSUCard, you can apply for your FSUCard online or in-person at the FSUCard center in Tallahassee. Students who apply online will have an International Programs representative pick-up their card on their behalf and ship it to them with their approved visas. Students must apply for their FSUCard before June 10th. We highly recommend doing so sooner than the deadline as the FSUCard center could face potential delays beginning late May due to freshman orientations. Further instructions on how to apply for an FSUCard will be included in this document. If you chose to apply for your FSUCard in person or if you already have an FSUCard, please send a photocopy of your card with the rest of your Visa documents. If for any reason you cannot get an FSUCard please email IP-Visas@fsu.edu ASAP.
Proof of I.D. Notary Form

STATE OF

COUNTY OF

On this ______ day of ______, 202_, I attest that the preceding or attached document is a true, exact, complete and unaltered photocopy made by me of a driver’s license presented to me by ______, the document’s custodian, and, to the best of my knowledge, that the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary public.

SEAL

Signature of Notary Public________________

Printed Name of Notary _____________________
SAMPLE

Proof of I.D. Notary Form

STATE OF _______________ COUNTY OF _______________

On this ___________ day of _______________ 2011, I attest that the preceding or attached document is a true, exact, complete and unaltered photocopy made by me of a driver’s license presented to me by ____________________, the document’s custodian, and, to the best of my knowledge, that the photocopied document is neither a public record nor a public recordable document, certified copies of which are available from an official source other than a notary public.

________________________________________
Signature of Notary Public

________________________________________
Printed Name of Notary
I, the undersigned student, having the U.S. University, College or School, of __________________________
(with a branch in Italy or offering courses to be taken in Italy-) requested and obtained a variance on
my behalf, in order for me not to appear in person to make my visa request, fully understand the
following:

1) I have read and I understand the Student Visa requirements and policies obtained exclusively
from the web site: www.italconsmiami.com of the Consulate General of Italy in Miami;

2) that I may not request rush service since the visa request can be made as much as ninety (90) days
in advance of my intended date of travel;

3) that I cannot apply if I am not presently in the U.S.

4) that the application for the visa request must be filled out in front of the student advisor or School
Officer that has requested and obtained the variance on my behalf and subsequently mailed by
said person with the prepaid return envelope (addressed from: the School; to: the School) that I
will provide for the return of my passport;

5) any contact with the Consulate General of Italy in Miami with regard to any information
concerning my visa request will be exclusively between the designated School Officer and the
Consulate's visa Office;

6) that it is solely my responsibility (if 18 years of age or older) to provide said School Officer with
a complete package containing all of the necessary documentation and fees to be forwarded by
the School to the Consulate for processing;

Applicant Signature: __________________________
City, State, Date: __________________________

This document must be attached to the application form in order to process the visa request.
DECLARATION FOR MAILING PASSPORTS

I, the undersigned........................................................................

Name as listed on your passport

born on..................................................in..............................................

Date-of-birth City, State, and Country of birth

residing in...............................................................

City, State, and Country where you currently live

holder of passport no..................................................

Your passport number (Found in top right of passport info page)

issued by..........................................................

U.S. Dept. of State (if you have a U.S. passport)

I do hereby declare that I assume all responsibility for the mailing of my passport. I understand that the Consulate General of Italy in Miami is NOT responsible for the loss or damage of my passport in transit. I therefore wish for my passport to be mailed back to me via the prepaid/stamped envelope that I have provided including a photocopy.

Sincerely

........................................................................................................

(signature) (date)
DECLARATION FOR MAILING PASSPORTS

I, the undersigned…………………………………………………… born on……………………………. in……………………………… residing in….…………………………………………………………… holder of passport no………………………………… issued by……………………………………………………………..

I do hereby declare that I assume all responsibility for the mailing of my passport. I understand that the Consulate General of Italy in Miami is NOT responsible for the loss or damage of my passport in transit. I therefore wish for my passport to be mailed back to me via the prepaid/stamped envelope that I have provided including a photocopy.

Sincerely

………………………………………………………………………………………………………………………………………………………………
(signature) (date)
Applying for an FSUCard Online

Go to https://www.fsucard.fsu.edu/your-fsucard

Review ‘How to Request Your FSUCard’

Important Takeaways:

- FSUCard photos must be ‘TSA’ quality.
  - Use a plain white background.
  - Photo must be in color and no filters may be used.
  - Photo must be centered and forward-facing.
  - No Accessories (Hats, glasses, etc.) Exceptions are made for religious attire.
  - Do NOT crop your photo before uploading. Photos are cropped automatically and doing so beforehand could confuse the computer program.
- You will need to upload a government-issued ID.
  - Driver’s license, military ID, passports, state ID

Click on “Submit Your Photo Link”

- Log-in with your FSUID and Password

You will be prompted to enter your email address

- It needs to be your student email NOT your personal. It should end in “@fsu.edu.”

Hit “Click to submit new photo”

- Follow the prompts and upload photo and hit submit

That is the end of the process.

Your application will be approved or denied within 2 business days.

Reminder: An International Programs representative will pick-up your FSUCard on your behalf. If for any reason your card gets shipped to your home, please email IP-Visas@fsu.edu as soon as possible.
ADDITIONAL DOCUMENTS FOR PARTICIPANTS UNDER THE AGE OF 18 AS OF July 12th, 2022

If you will be under the age of 18 as of July 12th, 2022, you will need to supply additional documentation:

1. **Notarized Authorization to Travel:** The authorization form found on the next page must be signed by both parents listed on the birth certificate. If both parents are not able to notarize the form together, two separate forms may be used. If there are circumstances where this is not possible, please contact ip-visas@fsu.edu. Please note: This form says an original birth certificate is required. We have received confirmation that a notarized copy, instead of the original, is acceptable.

2. **Birth Certificate:** A notarized copy of your birth certificate must be submitted to International Programs. This will provide proof that the people authorizing your travel to Italy are your parents.

3. **Parents’ Driver’s License:** Both parents listed on the birth certificate must supply notarized copies (Using the form from the previous section) of their drivers’ licenses.
CONSENT TO TRAVEL FOR MINORS
To be completed by both parents or legal guardians, with enclosed copies of IDs.
Must be accompanied by the MINOR’S ORIGINAL BIRTH CERTIFICATE + COPY
(if the certificate is not in English, provide English translation certified by the
Consulate of the issuing country)

Date:______________________________

I, the undersigned,

Name and Last Name
born in ________________________
Place __________________ Date ____________
residing at ______________________________________________________
Street Address, City and State

______________________________
Signature _________________________________

that we authorize our minor son/daughter:

_________________________________________________________
Name and Last Name

to travel into Italy and that we will take financial responsibility regarding all the expenses which he/she may incur during
his/her stay in Italy.

Last name, First name: ________________________________(please print)
Signature ________________________________

Last name, First name: ________________________________(please print)
Signature ________________________________

Signature and seal of the Authority authenticating the signatures
(Consular Officer or Notary Public)
FINAL REVIEW AND SUBMISSION

Review: Please review all previous steps and be 100% certain you have correctly filled out your application and have included ALL required supporting documentation. Please use the enclosed checklist to ensure all documents are completed. Make sure that all documents are signed and/or notarized in the appropriate places. It is important that you contact ip-visas@fsu.edu if you are unclear on any part of the process.

In Person: You may submit your visa documents to the International Programs office in person between 9AM and 4PM, Monday – Friday. Please be sure to submit documents directly to an International Programs employee. While your visa documents may not be reviewed that day, please monitor your IP Student Portal and FSU email address for updates.

Mail: You can mail using the courier service of your choice, however, please ensure that it is trackable. We recommend using FedEx or UPS. Sending by non-trackable mail (Ex: USPS First Class Mail) increases the risk of important documents, such as your passports, being lost enroute to International Programs. Please allow up to one week for your visa packet to be checked. Your passport and visa application will be securely stored while awaiting review.

ATTN: Moira Mozo
FSU International Programs
282 Champions Way
Suite A5500
Tallahassee, FL 32306-2420

Application Status: Please check your IP Portal frequently. If the checklist item “Visa Packet” indicates “Completed” then everything was submitted correctly. If there is an error in your visa submission, your status will not change, and you will be notified via email.

**Please note that Immigration regulations are outside the control of International Programs and can change at any time. We will notify you on any immigration updates.**

PICK UP / DELIVERY OF PASSPORT AND VISA

The processing time can take up to five weeks from the day your application is received by the Miami Consular office. It is estimated that your visa will arrive sometime in early August.

Once the visa has been issued, you (the student) will be notified by a portal notification. Please make sure to monitor your emails, including your junk/spam box. You will be sent a survey in your IP Portal in which you can indicate whether you would like an appointment to pick up your passport or would prefer it mailed to you. If you would like it mailed, you will need to indicate the following:

1. The address for the passport/visa to be returned.
2. A date/time when someone will be available to sign for the passport.
3. A phone number for FedEx overnight delivery.

Once the passport and visa are returned to you, please be sure to check the spelling of your name and that the dates of your visa are correct. If there is any inaccurate information on your visa, please contact Moira Mozo immediately. If you have any questions or concerns regarding passports or the visa process, please contact:

ip-visas@fsu.edu
(850) 645-1061
ITALY VISA APPLICATION CHECKLIST

__ Is your application filled out completely and accurately according to the directions?
  __ Is the application signed?
  __ Is the Application dated and location indicated?
__ Have you included your financial support documents?
  __ If you are self-supporting, a bank statement or letter proving at least $12,000 in your checking/savings account?
  __ If your parents/guardians are supporting you, a bank statement or letter proving at least $12,000 in checking or savings AND the notarized Affidavit of Support.
  __ A copy of your parent(s)/guardian(s) ID if they are supporting you.
__ Did you include 2 passport photographs?
__ Did you include your original passport (Your passport book, not a copy)?
  __ Is the passport signed?
  __ Does the passport have 2 blank visa pages?
  __ Does the passport have validity for 6 months past the end date of the program?
__ Do you have a copy of you ID?
  __ Is the ID copy notarized?
__ Is the Signature Form entitled: “Consolato Generale D’Italia Miami” completed?
__ Have you completed the Declaration for Mailing Passports?
__ Have you applied for your FSUCard online by June 10th?
__ If you chose to get your FSUCard in person, have you included a photocopy with the rest of your documents?
__ If you are under 18, did you include:
  __ A notarized “Permission to Travel” form signed by both parents.
  __ A notarized copy of both parents’ IDs.
  __ A notarized copy of your birth certificate
The Schengen Area is comprised of 26 European counties that have abolished passport and border control at their common borders. A list of Schengen Area countries is shown above. These 26 countries are considered one immigration entity. When you first enter one of the 26 Schengen Area countries, you will go through immigration and your passport will be stamped (e.g. travelling from the United States into Spain). When you travel from one Schengen country to another, you do not go through immigration and your passport is not stamped (e.g. travelling from Spain to Italy). When you exit the Schengen Area, you go through immigration again and your passport is stamped. For example, when traveling from Spain back to the US or from Spain to the UK you will go through immigration and your passport will be stamped.

Please note: the UK is not considered part of the Schengen Area. U.S. Citizens have six months inside the UK as a tourist without a visa.