

Florence, Italy

Fall and Academic Year 23-24 Preparations Checklist

Please note that these dates are subject to change.

	Required Task	Deadline
	Submit Travel Questionnaire	November 11, 2022 <small>2 weeks after acceptance</small>
	Apply for a Passport <small>(must be valid until at least 6 months after return)</small>	November 18, 2022
	Submit Passport Copy**	January 20, 2023
	Visa Application & Supporting Documents	See Reverse
	Register for Program Classes <small>(on Wavenet)</small>	March 7-13, 2023
	Submit Second Passport Copy** <small>(If needed)</small>	March 31, 2023
	Complete In-Person & Asynchronous Orientation	April 1, 2023
	Submit Flight Form	June 1, 2023
	Vaccine Documentation <small>(upload to Student Health Portal)</small>	If Needed
	Submit Health Clearance Form**	June 6, 2022 – July 14, 2023
	Submit Visa Copy** <small>(If needed)</small>	August 18, 2023

****Scan here to upload final copies of these documents****



For additional information on any of the above documents, please contact the IP Office.
international.programs@pepperdine.edu | 310.506.2430

Last Updated on 09.14.2022

Italian Visa Application Checklist

Academic Year 2023-2024 and Fall 2023 Only

Please note that these items are subject to change.

	1. Actual Passport	Must be valid 6 months after you return. Must have at least two blank pages for the visa. Must include signature.
	<i>(ONLY FOR NON-U.S.-PASSPORT HOLDERS)</i> 2. Proof of legal status in U.S.	<i>(ONLY FOR NON-U.S.-PASSPORT HOLDERS)</i> Examples include a valid permanent resident card (green card), H1B visa (plus I-797), F-1 visa (plus I-20), etc.
	3. One (1) Complete & Notarized National Visa Application & Photocopy	Complete the National Visa Application in its entirety, using the sample as a guideline and reference. Black or blue pen preferred. <i>This must be notarized.</i>
	4. Two (2) Passport-Sized Photo	Photo must be recent and 2x2 inches.
✓	5. IP Entry Letters	<i>The IP Office will provide this document.</i>
	6. Financial Guarantee & Photocopy <i>(showing access to at least \$1,000 per month in Italy)</i>	Choose one of the following options: 1. A letter from your bank about your bank account 2. A letter from your bank (additional documentation required) a. Completed, notarized Affidavit of Financial Support 3. Letter from the Office of Financial Assistance
	7. Affidavit of Health Insurance Coverage & Photocopy	Must be completed and signed. Black or blue pen preferred. <i>This must be notarized.</i>
	8. Flight Itinerary & Photocopy	<i>The IP Office will provide this document.</i> If you are flight exempt and traveling on different dates than the group flight, you must provide your flight itinerary.
	9. One (1) Color Photocopy of forms of identification	Provide a color photocopy of each item: Passport data page, Driver's License (front and back), and Pepperdine ID (front only).
	10. Visa Fee	Money order or cashier's check made out to The Consulate General of Italy. The fee will be sent to students one week before visa submission appointments.
	11. Passport Authorization Form	Must be signed and completed. This does not need to be notarized. Black or blue pen preferred.
	12. Return Envelope	This will be the envelope the IP Office uses to send your passport back to you. Therefore, it needs to have paid postage, a tracking label, and be self-addressed to your permanent address.
	Electronically Sign Italian Registration Code Request	This form will be sent to you via eSign at a later date.

Upon gathering all materials, you **must** submit virtual scans of each item to the Italian Visa Document Form.



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