Italian Visa Requirements

International Programs - Florence
Florence Academic Year ‘18-’19 and Fall Only Students

Students attending Florence, Italy for the Academic Year are required to have a student visa. The IP Office will assist students who are US-Passport holders with this process starting with their Visa Workshop. The process of obtaining an Italian Visa is slightly involved as many of the documents are required to be notarized, or signed by a notary. A notary will ensure that the person signing the document is who he/she says they are, and they can typically be found in banks or postal service providers. Please locate the most convenient notary for yourself, and if you are doing this process on campus, we recommend the notary at the UPS next to Ralphs in Malibu. The Office will offer students to submit through our office, allowing their application to be checked over for errors prior to sending to the Italian Consulate in Los Angeles. We highly encourage students to take advantage of this opportunity, as it will optimize the student’s chance for successfully obtaining their student visa. Below lists the details required for successfully obtaining a visa (for U.S. Passport holders).

The visa process may take up to 6-8 weeks. Students who decide to not submit through our office will need to make an appointment with the consulate 3-4 months prior to departure to ensure a successful visa process. Students who submit through our office will start with submitting their applications to the IP Office, where staff will review and point out corrections prior to submitting to the Italian consulate in Los Angeles. Once applications are submitted, this process cannot be expedited. Students will submit their application with their passport, and once they have been approved and issued a visa, their passports will be sent back to the IP Office. The Office will check the visas and send them back to students using their tracked, self-addressed envelope.

This document provides detailed instructions that will help you obtain your visa. Please read it carefully and follow all instructions EXACTLY. Failure to obtain your visa by the deadline will result in removal from your program. You will be responsible for all applicable withdrawal fees. For further questions regarding visas, feel free to call the IP Office (310) 506-4230 between 8:00 AM and 5:00 PM PST or email us at international.programs@pepperdine.edu.

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Part I: Submit Part I Materials to IP Office

The documents listed below are the documents that you are responsible for submitting, if going through our office. These documents are all non-time sensitive.

Due March 29, 2018 at 5:00 PM PST

▢	**2 Passport Photos**	2 identical photos taken professionally
▢	**Passport Copy**	A clear, color copy of your passport
▢	**Copy of Identification**	A copy of your Driver's License and Pepperdine ID
▢	**Passport Authorization Form**	Must be signed and completed. This does not need to be notarized. Black or blue pen preferred.
▢	**Self-Addressed Envelope**	This will be the envelope the IP Office uses to send your passport back to you. Therefore, it needs to have paid postage and a tracking label.
▢	**Flight Itinerary**	If flight exempt, please provide your own flight itinerary that shows your departure and return flight. If flying on the group flight, we will provide this document once you have submitted your application. If submitting on your own, please request this document prior to applying with the consulate.

If you are not currently on campus, please mail hard copies to the following address:

International Programs
Attn: Beverly Cawyer
Pepperdine University—TCC 131
24255 Pacific Coast Highway
Malibu, CA 90263

Part II: Submit Part II Materials to IP Office

The documents listed below are the documents that your student is responsible for submitting, if going through our office. These documents are all time sensitive.

Due April 20, 2018 at 5:00 PM PST

☐	**Passport**	Must be valid at least 6 months after return.
☐	**Completed Visa Application Form**	Please complete the application, using the sample as a guideline and reference. This will be notarized. Black or blue pen preferred.
☐	**Financial Guarantee Letter** (choose one of three options)	1. Letter from the Financial Aid Office 2. A letter from your bank about your bank account 3. A letter from your parents' bank account ● If using a parent's bank account, you must also submit a notarized Affidavit of Financial Support.
☐	**Affidavit of Health Insurance Coverage**	Must be completed, signed, and notarized. Black or blue pen preferred.
☐	**Money Order**	The most up-to-date fee will be sent to your student a week prior to the Visa Application Deadline.
☐	**Pepperdine Entry Letter**	This will confirm your status as a student of Pepperdine University. We will provide this after you submit your application. If submitting on your own, please request this document prior to applying with the consulate.

If you are not currently on campus, please mail hard copies to the following address:

International Programs
Attn: Beverly Cawyer
Pepperdine University—TCC 131
24255 Pacific Coast Highway
Malibu, CA 90263

Part III: Submit Passport to IP Office (if not submitted for Part II)

☐	**Actual Passport**	Must be valid at least 6 months after return.

<u>Due May 17, 2018 at 5:00 PM PST</u>

Detailed Instructions

This guide will give more in-detailed instructions on how to complete your Italian visa application properly.

****Please DO NOT staple any materials together****

Part I: Submit Part I Materials to IP Office (due March 29, 2018)

1. **Two Recent Passport Photos**
    a. These photos must be taken by a business that specializes in passport photos. DO NOT take your own photos.
    b. Examples of businesses that offer this as a service are the following: CVS, Walmart, Costco, etc.
    c. Paste or glue (not staple or tape) one photo on the upper right hand corner of the first page of your visa application over the box titled "Photograph." The second photo should be paper clipped on the front of the visa application on the left hand side.

2. **Passport Copy**
    a. This should be a clear, color copy.
    b. Although you have submitted a copy of your passport to the IP Office for our records, you will still need to provide this additional copy with your application. The IP Office will not print off a copy of your passport for the purpose of your visa application.

3. **Copy of Current Identification**
    a. Include a copy of your State issued Driver's License (front and back side)
    b. Include a copy of your Pepperdine Student ID Card (front side only)

4. **Passport Authorization Form**
    a. Complete the Passport Authorization Form and sign it.
    b. This DOES NOT need to be notarized
    c. This form will give the consulate permission to send your passport back to the IP Office via mail. This is needed only for students who submit with our office as it allows a third party to be sent your passport. We will then send you your passport once we check them for errors.

5. **Self-Addressed Return Envelope**
    a. Since we will be sending you passport (a vital document) back to you, you will need to use UPS, USPS Priority Mail, or FedEx only.
        i. A plain white envelope with a return address will not be accepted.
    b. The envelope must have a PAID tracking number.
    c. The envelope must have PAID postage.
    d. Please address the envelope to you at an address that you would like to receive it.

        i. No P.O. boxes will be allowed unless you are using USPS
        ii. As you will most likely be off campus during summer months, we will need an address that we can send your passport back to you.
        iii. This will most likely occur in the month of August, so please plan accordingly.
        iv. Please put the return address as the address below

6. **Flight Itinerary**
    a. The IP Office will include a copy of the group flight itinerary with all students' application. (exempt and group flights)
    b. Flights may not be booked, so the IP Office will use the group flight itinerary for exempt students'' applications. This is strictly for the purpose of the visa application.
    c. If you are flight exempt, however, and you are already have plans of arriving or leaving on days that are significantly different than the group flight, you can provide us with your flight itinerary. If you do this, please make sure that your visa application arrival/departure dates reflect these dates.

If you are not currently on campus, please mail hard copies to the following address:

International Programs
Attn: Beverly Cawyer
Pepperdine University- TCC 131
24255 Pacific Coast Hwy
Malibu, CA 90263

Part II: Submit Part II Materials to IP Office (due April 20, 2018)

1. **Passport**
    a. Please submit your actual passport to the IP Office.
    b. Your passport must be valid for a minimum of 6 months after your return date
        i. If your passport expires before this, you will need to apply for a new passport as soon as possible.
    c. You must apply with the passport you will be using to travel to Florence with.
    d. The passport must have at least two blank pages.

2. **Completed Visa Application**
    a. Use the sample visa application from the Florence Visa Workshop.
    b. The application must be completed in its entirety or it will not be accepted.
    c. If you complete the application by hand, your writing must be clear and legible.
    d. The application must be **notarized.** Do not sign the application until you (the student) are in front of the notary. The application will not be accepted if it is not notarized.
    e. Please pay special attention to the following areas of the application:
        i. Page 1 #5: Place of Birth
            1. You must include the city <u>and</u> state. (Ex. Malibu, CA)
        ii. Page 1 #17: Applicant's Address

        1. If you are using your address at Pepperdine, you will need to include your four-digit mailbox number/code.
        2. You must include your Pepperdine email address with your address.
    iii. Page 2 #29 and #30: Arrival and Departure Dates
        1. These dates should reflect the arrival and departure dates of the program
        2. Academic Year: 7 September 2017 to 18 April 2018
    iv. Page 3 #36 and #37:
        1. You will need to sign, date (day-month-year), and indicate the place (city, state) in front of the notary.
        2. Initial the 2 boxes on the bottom part of the page.
    v. Page 4 Last Box:
        1. You will need to sign, date (day-month-year), and indicate the place (city, state) in front of the notary.

3. **Financial Guarantee: Proof of Funds.** There are three options to provide proof of funds:
    a. **Option 1: A letter from your (the student's) bank**
        i. The account must have at least #1,000 for every month you will be abroad
            1. $8,000 minimum for the Academic Year
            2. $4,000 minimum for Fall Only
        ii. A bank statement will not be accepted.
        iii. The letter must be printed on official bank letterhead and signed by a bank official.
    b. **Option 2: A letter from the Office of Financial Aid**
        i. If you receive scholarships or grants totaling above the specified amount, you can use this as proof of funds.
        ii. Loans do not qualify, only scholarships and grants.
        iii. Complete the Office of Financial Aid Letter Request Form and submit it directly to the Office of Financial Aid.
        iv. Please allow two weeks for the office to generate your letter
        v. You can have this letter sent either to you or directly to the IP Office and we will include it with your visa application. Please include a note in your application stating that we will be receiving your letter from the Office of Financial Aid.
    c. **Option 3: A letter from your parents' or guardians' bank**
        i. The account must have at least $1,000 for every month you will be abroad.
            1. $8,000 minimum for the Academic Year
            2. $4,000 minimum for Fall Only
        ii. A bank statement will not be accepted.
        iii. The letter must be printed on official bank letterhead and signed by a bank official.
        iv. If you select this option, you will need to include a notarized Affidavit of Financial Support.
            1. **Affidavit of Financial Support**

a. This is NOT REQUIRED. It is only required if you choose Option 3 for your Financial Guarantee: Proof of Funds.
b. Your parents or guardians must complete this Support Form and have it **notarized**.
c. If both parents or guardians are listed as account holders on the bank letter, both parents must complete their own Affidavit of Financial Support Form and sign it in front of the notary. One form and signature will not suffice, if both parents are listed as account holders. Permission must be granted by both individuals in front of the notary.
d. If only one parent or guardian is listed as an account holder, only that individual needs to complete the Affidavit of Financial Support Form.
e. Parents or guardians DO NOT sign this form until they are in front of a notary.

4. **Affidavit of Health Insurance Coverage**
    a. This must be signed by you (the student) and **notarized**.
    b. Do not sign the form until you are in front of a notary
    c. This form is strictly for the purpose of the visa application. This does not affect your other health insurance needed to study abroad. All students are required to sign this form for purpose of the visa application.

5. **Visa Fee**
    a. The cost of the visa application is currently $55.00. This is subject to change. Please wait for an email a week prior to the application deadline for a confirmed amount.
    b. Payment MUST be in the form of a money order or a cashier's check.
    c. PERSONAL CHECKS ARE NOT ACCEPTED.
    d. The money order or cashier's check can be made payable to the following title:
        i. The Consulate General of Italy
        ii. No other title will be accepted.

6. **Pepperdine Entry Letter**
    a. The IP Office will include two copies of this letter in your application.
    b. You do not need to provide any documentation for this requirement.

Part III: Submit Passport to IP Office (if not submitted for Part II)

(due May 17, 2018)