



VISA APPLICATION GUIDELINES: ITALY

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INTRODUCTION

ALL students studying in Italy for more than 90 must obtain a student visa prior to departing for Italy. You cannot obtain your student visa once in Italy and must apply in your country of residence. **Do not wait to start the visa application process!** *European Union and European Economic Community passport-holders and students studying in Italy for less than 90 days (summer and J-Term programs) do NOT need to obtain a student visa before arrival.*

The student visa application process can take four months or more to complete, and students must begin the process IMMEDIATELY after accepting their ISEP program. Students should carefully review all requirements and begin collecting the necessary paperwork. This includes completing any internal application or processes required by the host university in order to ensure you receive your official letter of acceptance as soon as possible. **All visa fees and any visa-related travel is the responsibility of the student.**

Consulates that require students to apply in-person at the Consulate General for their home region generally require students to schedule an appointment online, and these appointments can fill up three months or more in advance. **Students should review procedures at the Consulate for their jurisdiction and if applicable start checking the appointment portal for a date no more than 90 days but at least a month in advance of their program start date, taking into account when they expect to have assembled all required documentation** (in particular, when they realistically expect to receive the letter of acceptance from their host university).

INSURANCE

Students are required to enroll in the ISEP Health & Safety Plan as it will provide coverage during travel time, cover medical evacuation and repatriation, and satisfy the Italian National Insurance standards.

All ISEP students will be issued a Confirmation of Insurance Coverage letter in English and Italian that they should print in color and submit to the Italian consulate as a part of the visa application. This letter can be downloaded from the "Health Insurance" tab of students' ISEP Dashboard once students have enrolled online in the ISEP Health & Safety Plan as well as the CISI student portal.

Students will also need to bring a copy of this Confirmation of Insurance Coverage letter with them to Italy in order to obtain the "permit to stay" (permesso di soggiorno) once in-country. More information about the permesso di soggiorno can be found [below](#).

STUDENT VISA

The student visa process requires two steps:

1. Students will first register and apply online via the University portal.
2. You will then have a visa appointment at the [Italian Consulate](#) General or, in some cases the Honorary Consulate, with jurisdiction over your permanent residence, not your school address.

Please note that each consulate may differ significantly in their application requirements for the visa. All questions regarding the visa should be directed to the consulate. Due to European privacy regulations, ISEP cannot contact consulates on behalf of students.

UNIVERSITY PROCEDURE

1) Obtain Admission Letter from Host University

You will receive an official admission letter from your host university in Italy, usually only after completion of the institution's internal application. *Your ISEP Letter of Certification is NOT an acceptable substitute for the official visa letter from your host university in Italy!*

2) Complete and submit the pre-enrollment application online on the [University Portal](#).

PART 1: University Registration

- a) For Identity Document, please select PASSPORT. If you do not have a valid passport at this stage, you can select another document. However, please make sure to apply for a new one as soon as possible since the pre-enrolment application cannot be submitted if you do not have a valid passport.
- b) You will then receive an email from universality@cineca.it at the email address you provided at the registration phase. The email will instruct you to finalize your registration by inserting a password of your choice. Complete your registration by inserting a password. You will be taken to a page summarizing your personal data. You will also receive another confirmation email.
- c) On [University's homepage](#), click on the blue window INTERNATIONAL STUDENTS + PRE-ENROL NOW (on the center-right) and start the pre-enrolment process.

NOTE: if you want to temporarily interrupt the pre-enrolment process, you will be able to resume from the exact point where you left it last. You'll simply need to log in. If the webpage is left inactive for too long, you will see the message "authentication problem" on a white webpage. You will not need to start again from scratch: you'll simply need to log in again.

PART 2: University Pre-Enrollment

- a) Insert your personal data, home address, and personal contacts. Type in your data exactly as appears on your passport. ALL data (except the fiscal code) is required, even if without an *.
- b) **Passport:** upload on the portal a passport size picture of your face and a copy of your valid passport.

Visa Application: indicate the Italian Embassy or Consulate where you are planning to apply for the study visa. Select "I want to spend a period of mobility for study/traineeship (e.g. Erasmus)" as the reason for visa application.

Course Information: select as indicated here below:

Institution: Università

Institution name: [Name of your host university in Italy]

Course type: Single course(s)

Course Name: write the program name reported on your Admission Letter

Course Curriculum: leave blank

Course location: leave blank

ID account at the chosen University: leave blank

- c) The Qualifications section can be left blank as it is not mandatory for study abroad/mobility students and applies only to Degree Seeking Students. Click on SUMMARY, verify that your pre-enrolment application is complete and proceed by clicking on SUBMIT.

3) Receive University Approval and Print Pre-Enrollment Application

Once the University pre-process is completed, your host university will check and validate your pre-enrolment application, which will then be made accessible to the Italian Embassy/Consulate for the jurisdiction you selected. You will receive an email from no-reply@cineca.it, instructing you to download and print the validated pre-enrolment application. Note that the email text is first in Italian and then in English, make sure you read until the end of the email.

Click on the link in the email to enter in your personal login area and download and print the summary of the "university pre-enrolment application." Once you are logged in, you will be taken back to the home page. You will see your name and an arrow on the top right-hand corner. Open the arrow and click on "Reserved area" of the home page. Click on your pre-enrollment application. Click through all the steps of the application until the last page (SUMMARY) where you find a green button that allows you to download and print the application, a copy of which you will have to provide to the consular office along with the admission letter as support document for your visa application.

APPLY FOR YOUR STUDY VISA

Check the general Italian visa application guidelines on the [Italian visa information website](#) (you are traveling for the purpose of “Study-Exchange and Mobility Program”). ISEP highly recommends that you verify any specific application requirements as set out by the Italian Embassy in your home country or consulate in your jurisdiction by visiting the Embassy/consulate website or by contacting the consular office directly, as these can vary depending on where you are applying. To find your Embassy/consulate, complete the 4-question survey in the link above.

Sample Required Visa Documents

Students should make copies of ALL documents and bring them to Italy in case they are needed when applying for the *permesso di soggiorno*.

- 1) Application form** filled out completely and signed + 1 copy
 - Check your consulate’s requirements to see if it should be completed electronically or manually
 - **Important reminders:**
 - i. Students should request a "multiple-entry" visa
 - ii. All dates on the form should be in the DAY/MONTH/YEAR format
 - iii. Country of Arrival in Schengen Zone: Italy (if first arriving to Schengen Zone through another country, list here)
 - iv. Cost of Travelling and Living during the Applicant’s stay is covered by:
 1. ISEP Exchange: Sponsor – ISEP Study Abroad
 2. ISEP Direct: Applicant (Cash) AND Sponsor – ISEP Study Abroad
- 2) Recent passport-size photo** (specifications vary by consulate): should be affixed to the abovementioned Application Form
- 3) Passport** valid at least three months beyond your planned stay in Italy and enough blank pages to affix the visa + a clear copy
- 4) Driver's license or State I.D. as proof of residence in the consulate's jurisdiction**, plus Registration/Residency Card if not a citizen. *Submit the requested document in original and photocopy*
- 5) Validated University Pre-Enrollment Application:** Downloaded from your email confirmation + Copy
- 6) Official Letter(s) of Acceptance:**
 - **Official Letter of Acceptance from your host institution**
 - Some consulates may also require a **letter from your home institution**. The letter should be on university letterhead, bearing an authoritative signature and the seal of the institution. It should verify that you are enrolled at the university as a full-time bona fide student pursuing a degree program, and that you will return to that university to complete the degree program after your exchange in Italy. This may also include information about any financial aid that you might receive if you are anticipating receiving funds. *Bring all of this information with you to the appointment. PLEASE NOTE: Exact wording of this request varies by consulate. Be sure to follow the exact wording as specified by your Embassy/Consulate*
 - **ISEP Acceptance Package:** Letter of Certification, Program Information and Contract of Participation; original and a photocopy
- 7) Confirmation of Health Insurance Coverage:** All ISEP students are required to enroll in the ISEP Health and Safety Program. Once you have enrolled, a Confirmation of Coverage letter (in Italian and English) is available for download from your ISEP Portal and CISI portal. Bring copies to the consulate. *Proof of*

health insurance must also be shown on your arrival to the local Police Office (Questura), the office in charge of issuing your [residence permit](#) (Permesso di Soggiorno per motivi di studio).

- 8) Proof of Financial Means:** Personal bank letter or bank statement on official letterhead, indicating the total amount of funds in student's personal account (no joint bank accounts). **NOTE:** Required minimum amount varies by Consulate. Please verify the specific amount required with your local consulate
- In most cases students who have been granted a scholarship/financial aid from their home university for their time abroad can provide a letter on official university letterhead stating the exact amount and the date of disbursement. Some (but not all) consulates allow students to submit an affidavit of support if the applicant doesn't have their own funds because they are supported by the parents. Students should verify requirements and procedures with their local consulate
- 9) Proof of suitable lodging:** This should be addressed in your acceptance letter as well as your ISEP Letter of Certification and Contract of Participation
- 10) Copy of flight itinerary** (including return flight): If a copy of your flight itinerary is required, in most cases, semester students need to show proof of round-trip tickets. Full year students (of programs of more than 6 months) may be able to show their one-way ticket to Italy with proof of funds for their return trip home.
- **Always check your ISEP Acceptance package and your arrival/departure emails from your host institution regarding exact program dates before purchasing airfare**
- 11) Visa Fee:** Verify cost and permitted payment methods with your specific consulate before submitting an application, as these change with some frequency

PERMESSO DI SOGGIORNO

When you arrive in Italy you will be required to register within eight days with the police to obtain a permesso di soggiorno (residence permit). You will need two copies of your passport photograph, the consulate-stamped confirmation of enrollment (Letter of Acceptance) and proof of insurance (Confirmation of Insurance Coverage letter). The current cost of the permesso di soggiorno is approximately 160 euros.

Travel in the Schengen Area

Italy is a member of the Schengen area. Students should review the important regulations that dictate travel and visas within the [Schengen area](#).

Current Schengen signature countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland.

Bulgaria, Cyprus, Ireland, Romania and, most notably, the United Kingdom are NOT part of the Schengen zone.

Travel in Italy Outside of Program Dates

Citizens of nations that are party to the Schengen Accord or similar treaties (see list below), can stay in Italy or other Schengen Zone countries for a period of up to 90 days every six months without a visa. These days are "suspended" during the validity of a visa. So, for example, a U.S. student can enter 45 days before and leave 45 days after the validity of their visa or enter 88 days before and leave 2 days after, or any other combination

that suits their needs. Students from countries that have not signed similar accords must enter and leave only within the exact dates on their visas.

Citizens of the following nations may follow the guidance above:

Andorra, Antigua and Barbuda, **Argentina**, **Australia**, Bahamas, Barbados, **Brazil**, Brunei, Bulgaria, **Canada**, **Chile**, **Colombia**, **Costa Rica**, Croatia, Cyprus, El Salvador, Georgia, Grenada, Guatemala, Honduras, **Hong Kong SAR**, Israel, **Japan**, Liechtenstein, Macao SAR, **Malaysia**, Mauritius, **Mexico**, Monaco, **New Zealand**, **Nicaragua**, Palau, Panama, Paraguay, Peru, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Seychelles, Singapore, **South Korea**, St. Kitts-Nevis, Tonga, Trinidad and Tobago, **United States of America**, **Uruguay**, Vatican City, Venezuela. ***Taiwanese** citizens receive the same privileges ONLY if their passports include their Identity Card reference number.