

—+ GIF Semester Programs +—

Completing the Visa Process



The Visa Process

- All Gonzaga in Florence semester students require an Italian study visa (unless you have EU citizenship with valid passport)
- Students/Parents can review the following table to understand the process. If your home institution is not listed, contact the Florence Advisor to confirm your visa process

School	Process	Instructions
Gonzaga University	Apply with GU Study Abroad office	Fall & Academic Year Spring
Loyola Marymount University	Apply with GU Study Abroad office	Will be provided via email
Marquette University	Apply with Marquette Study Abroad office	Contact Marquette Office of International Education for details
University of Scranton	Apply on own at local consulate	Students typically apply at Philadelphia consulate, or consulate with jurisdiction for where they live
University of San Francisco	Apply on own at local consulate	Students typically apply at San Francisco consulate; or consulate with jurisdiction for where they live
Santa Clara University	Apply on own at local consulate	Students typically apply at San Francisco consulate; or consulate with jurisdiction for where they live

Booking a Visa Appointment with a Consulate

- Students not attending Gonzaga, LMU, or Marquette may need to book a visa appointment directly with their appropriate Italian consulate. Check the website for your consulate to determine if you need an in-person appointment, or can submit via mail.
- If needing an in-person appointment, consulates commonly use the Prenota Online system. This system is entirely free of charge, and students should **NOT accept any offer by a website, agency, or other individual (e.g. FAVISBOOK) claiming to book an early appointment on the student's behalf for a fee.** Should this occur, the consulate reserves the right to refuse the visa application and take further action if deemed appropriate.
- Navigate to your consulate website's visa page to book an appointment, if mail-in is not an option. SOME CONSULATES allow appointments to be as early as 180 days prior to arrival/GIF start date. Other consulates only allow appointments within a 90 day window. Pay attention to emails from the Florence Study Abroad Advisor about when you'll be receiving documents from Gonzaga for your visa, so that your appointment isn't too early.
- Some consulates require that appointments be confirmed via email approx. 3-10 days prior to the scheduled date. Be sure to check your spam folder, and **DO NOT MISS THIS MESSAGE.** If you do not confirm your appointment, it may be cancelled!

Visa Application Webinar

- A instructional video is available online to assist students in completing the necessary requirement for the visa prior to their appointment date.
- <http://www.kaltura.com/tiny/5cz79>

The Documents & Materials – Gathered by Student

Students are responsible for gathering the following for the application process. Each Italian consulate is different and may have varying requirements. *Check with Florence Advisor if unsure.*

- Original, valid passport. Must be valid until at least 6 months AFTER the end of your semester abroad.
- Application Form
- Copy of passport picture/signature page
- Passport sized photos on white background—check application portal for the exact # required
- Bank Letter and, if applicable, Affidavit of Financial Support
- Copy of Driver's License and Student ID on 1 page
- Visa Fee Payment (amount TBA, emailed to students)

The Documents & Materials – Provided by Gonzaga or Home institution

The following are also needed for the application and provided by GU:

- Acceptance Letter from Gonzaga (+ copy)
- Proof of Housing
- Proof of Insurance

For Non-GU students:

- Acceptance Letter from Home Institution
- Acceptance Letter from Gonzaga, in both English & Italian (+ copy)
- Proof of Housing (+ copy)
- Proof of Insurance (+ copy)

Passport

- The original, actual passport is mailed to the consulate to have the visa affixed inside. (Imagine it is like a sticker)
- The passport MUST be valid until 6 months AFTER the program end date.
- Students who need to apply for or renew a passport should visit <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/how-to-apply.html> for instructions.
 - Due to COVID-19 there are many passport processing delays, so students attending GIF in the next term should confirm with the Florence Advisor if they need to select expedited processing in renewing or applying for their first passport

Application Form

- PRINT the NATIONAL VISA form from your consulate website. Or use the links below:
 - Gonzaga students: link in your visa checklist sent via email
 - LMU students: link in your visa checklist sent via email
 - Marquette: [National Visa Application - Chicago](#)
 - USF, Santa Clara: [National Visa Application – San Francisco](#)

Filling out the Application

- Watch this Kaltura box-by-box video, noting it is produced for the San Francisco application and that *your answers may vary*: <http://www.kaltura.com/tiny/5cz79>
- **Other information you will need:**
 - [typically boxes 10 & 11]: N/A, unless you are a minor
 - [typically box 12]: Ordinary passport (sometimes called National passport)
 - [typically box 19]: Student
 - [typically box 20]: List home institution name and address
 - [typically box 21]: Study
 - [typically box 22]: Florence
 - [typically box 24]: Multiple
 - [typically boxes 26 & 27]: No
 - [typically box 28]: N/A on all the dotted lines
 - [typically box 31]: Dr. Jason Houston, Dean, Gonzaga in Florence
 - Via Giorgio La Pira 11/13, Firenze, 50121
 - houston@gonzaga.edu
 - Telephone: 055 215 226
 - [typically box 32]: write “same as above #31” in all 3 boxes
 - [typically box 34]: N/A, unless you have an immediate family member who is an EU, EEA, or Swiss citizen

Bank Letter and Affidavit of Financial Support

The Italian consulate requires proof of sufficient funds from the student. Participants can obtain this by contacting their bank to request a letter which should include the following information.

The easiest way is to use a student's bank account (funds can be transferred temporarily to the student's account so the account reflects the needed balance):

- Original document (not faxed/scanned/emailed) on bank letterhead
- Current exact balance over \$4,000 (can combine multiple accounts)
 - Over \$8,000 if studying at GIF for the full Academic Year
- Exact day of the balance
- Account holder's name (if not the student's name, affidavit of financial support required)
- Account holder's address
- [Preferred but not required] Addressed to Consulate General of Italy
- [Preferred but not required] Signed by a bank official

Alternatively, a parent's account can be used, including the same information from above, and...

- Affidavit of Financial Support document (not faxed/scanned/emailed)
 - Each consulate has a different affidavit form they use, so navigate to your Italian consulate's website to download it!
 - GU students: your affidavit form is linked on the visa checklist document sent via email
- Notarized
- Photocopy of valid government ID (e.g. driver's license, passport) for person providing the financial support MAY be required (check footer of your affidavit)
- "Relevant financial documentation" refers to the bank letter

Flight Itinerary

- **Gonzaga students & those applying at the San Francisco consulate**
 - A copy of your flight itinerary is NOT required for your visa. You will have a set deadline for booking outward and return flights
- **Non-Gonzaga students**
 - For students attending the GIF Spring 2022 term, contact the Florence Advisor for more information
 - Typically, students must have their tickets purchased by the date of their visa appointment

Passport Sized photos

- Passport sized photos with white background will be necessary for the GU study abroad application and the visa application.
- Gonzaga students will be provided with a days and times to take these photos through the Gonzaga Center for Global Engagement (CGE) office, or they can be taken off-campus at AAA, FedEx, Walgreen's, etc. More information is included online in the student's application.
- Non-Gonzaga/LMU students can visit AAA, FedEx, Walgreen's, etc. to get photos taken. 6 will be mailed to the Gonzaga Study Abroad office. The additional 1-2 will be used for the visa application. Students should consult their online application for the exact # of photos required.

Visa Application Fee

- The Italian consulate requires a 50 Euro fee to apply for the Student Visa.
- Students applying through Gonzaga (GU and LMU students) will be informed of the visa fee amount prior to their Visa Appointment date.
 - They will be required to bring the visa fee to their visa appointment
 - Money order is the only payment method that will be accepted by the consulate
- Non-GU students will need to check the specific Italian consulate website for the exact USD amount as the fee changes every 3 months.

Follow Up

- Specific and more detailed instructions about the visa process are provided to program participants via email once accepted to the program.
- Should you have additional questions or need clarification on the process, please contact the Gonzaga Study Abroad Office Florence Advisor.