Completing the Visa Process

GIF Semester Programs

Gonzaga University
• All Gonzaga-in-Florence semester students require an Italian study visa.

• Students/Parents can review the following table to understand the process. If your home institution is not listed, please email lombardi@gonzaga.edu to confirm your visa process.

<table>
<thead>
<tr>
<th>School</th>
<th>Process</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonzaga University</td>
<td>Apply with GU Study Abroad office</td>
<td>Fall &amp; Academic Year</td>
</tr>
<tr>
<td>Loyola Marymount University</td>
<td>Apply with GU Study Abroad office</td>
<td>Visa Guide</td>
</tr>
<tr>
<td>Marquette University</td>
<td>Apply with home institution Study Abroad office</td>
<td>Contact Marquette Study Abroad office for details</td>
</tr>
<tr>
<td>Lafayette College</td>
<td>Apply on own at local consulate</td>
<td>Students typically apply at the Philadelphia consulate; Instructions</td>
</tr>
<tr>
<td>Seattle University</td>
<td>Apply on own at local consulate</td>
<td>Students apply through the Honorary consulate in Seattle; use GU instructions</td>
</tr>
<tr>
<td>St. Joseph University</td>
<td>Apply with home institution Study Abroad office</td>
<td>Contact St. Joe’s Study Abroad office for details</td>
</tr>
<tr>
<td>Santa Clara</td>
<td>Apply on own at local consulate</td>
<td>Student apply through San Francisco consulate; Instructions</td>
</tr>
</tbody>
</table>
The following are required for the visa application:

• Original, valid passport. Must be valid until at least 3 months AFTER the end of your semester abroad (recommended 6 months after).
• Application Form
• Copy of passport information page
• Passport sized photos on white background (refer to instructions on the # required)
• Bank Letter
• If applicable, Affidavit of Financial Support
• Copy of Driver’s License and Student ID on 1 page
• Copy of flight itinerary. MUST be round trip. If you are traveling before or after the program, include a statement of your travel plans.
The Documents & Materials – Provided by Gonzaga or Home institution

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

- Acceptance Letter from Gonzaga
- Proof of Housing
- Proof of Insurance
- Financial Aid Award Letter from Gonzaga

For Non-GU students (which are mailed directly to the student or home school Study Abroad office):

- Acceptance Letter from Home Institution
- Acceptance Letter from Gonzaga
- Proof of Housing
- Proof of Insurance
Passport

• The original, actual passport is mailed to the consulate to have the visa affixed inside.

• The passport MUST be valid until 3 months AFTER the program end date. It is recommend that it be valid at least 6 months after as a precaution.

• Students who need to apply for or renew a passport should visit http://travel.state.gov/content/passports/en/passports.html for instructions.
• PRINT the NATIONAL VISA form from your consulate website. Or use the links below:

  – Gonzaga students: [National Visa Application – San Francisco](#)
  – LMU students: [National Visa Application – Los Angeles](#)
  – Marquette: [National Visa Application - Chicago](#)
  – Lafayette & St. Joe’s: [National Visa Application - Philadelphia](#)
  – Santa Clara & Seattle U: [National Visa Application – San Francisco](#)
# Filling out the Application

The following will assist in filling out the National Visa application form:

<table>
<thead>
<tr>
<th>1</th>
<th>Surname is your last name</th>
<th>19</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Surname at birth, if the same, write N/A</td>
<td>20</td>
<td>Put your Home Institution address and phone number</td>
</tr>
<tr>
<td>3</td>
<td>First and middle names as it appears on your passport</td>
<td>21</td>
<td>Check Study</td>
</tr>
<tr>
<td>4</td>
<td>Your birthdate in <strong>DD/MM/YYYY</strong> format</td>
<td>22</td>
<td>Florence, Italy</td>
</tr>
<tr>
<td>5</td>
<td>List City and State of your birth</td>
<td>23</td>
<td>The city and country in which you first arrive to Europe.</td>
</tr>
<tr>
<td>6</td>
<td>Write the Country of your birth</td>
<td>24</td>
<td>Check Multiple entries box</td>
</tr>
<tr>
<td>7</td>
<td>Current nationality: Example: USA; if a US citizen</td>
<td>25</td>
<td>Count the number of days from the day you arrive to the day you leave, must match your itinerary</td>
</tr>
<tr>
<td>8</td>
<td>Sex: check the appropriate box</td>
<td>26</td>
<td>Typically not applicable: list N/A. If yes, please record</td>
</tr>
<tr>
<td>9</td>
<td>Marital status: check the appropriate box</td>
<td>27</td>
<td>Typically not applicable: list N/A. If yes, please record</td>
</tr>
<tr>
<td>10</td>
<td>If not applicable put: N/A</td>
<td>28</td>
<td>Typically not applicable: list N/A. If yes, please record</td>
</tr>
<tr>
<td>11</td>
<td>If not applicable put: N/A</td>
<td>29</td>
<td>Dates refers arrival date</td>
</tr>
<tr>
<td>12</td>
<td>Check Ordinary box</td>
<td>30</td>
<td>Date refers to departure date</td>
</tr>
<tr>
<td>13</td>
<td>Passport Number (top right of information page)</td>
<td>31</td>
<td>Information provided at later date. For security purposes, this information is not published publicly.</td>
</tr>
<tr>
<td>14</td>
<td>Passport Issue Date <strong>DD/MM/YYYY</strong> format</td>
<td>32</td>
<td>Write “Same as 31”</td>
</tr>
<tr>
<td>15</td>
<td>Passport Expiration Date <strong>DD/MM/YYYY</strong> format</td>
<td>33</td>
<td>Use the third column to complete →</td>
</tr>
<tr>
<td>16</td>
<td>Who it is issues by: US Citizens: US Department of State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Your home address and email address, &amp; home phone number</td>
<td>Page 3</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>If you claim residence in a country other than your current nationality (typical: N/A)</td>
<td></td>
<td>Write N/A if you do not have a family member who is a citizen of a European Union and leave the field blank</td>
</tr>
</tbody>
</table>

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**33. Use Bank Letter to complete.**

- **If it is in your name** fill out boxes on **left side**.
- **If it is in your parent’s name**, fill out boxes on **right side**.

**Check box “by the applicant himself/herself” and write your name on line below**.

- **Means of support**: write self
- **Check boxes for cash and credit card**
- **Check “prepaid accommodation”**
- **Check “prepaid transport”**
- **Check “other” if you have financial aid and write in “financial aid” or “Gonzaga University funding”**.

**If checking left side**: (bank letter in student’s name)

- Check box “by the applicant himself/herself” and write your name on line below
- **Means of support**: write self
- **Check boxes for cash and credit card**
- **Check “prepaid accommodation”**
- **Check “prepaid transport”**
- **Check “other” if you have financial aid and write in “financial aid” or “Gonzaga University funding”**.

**If checking right side**: (bank letter and Affidavit of support is in one of your parent’s names)

- Check box “by sponsor” if you have Gonzaga University funding and write that in.
- **Means of support**: write “father” or “mother” depending on whose name is listed as owner of bank letter and signed the Affidavit of financial Support.
- **Check “cash” and other**: write in “credit/debit card”
- **Check accommodation provided**
- **Check all expenses during the stay**
- **Check prepaid transport**
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:

• List account owner name and address, account type, and exact current balance which must be at least $4,000 (or $8,000 for students studying a whole year).

• Funds can be transferred temporarily so the account reflects the needed balance.

Alternatively, a parent’s account can be used – including the same information from above. However, the parent will need to additionally complete the Affidavit of Financial Support which requires a notary to accompany the Bank Letter.
Flight Itinerary

• A copy of a round trip flight itinerary purchase is required. 
  *Exception: students studying for a full academic year only need to provide the flight itinerary going to Italy.*

• Students traveling before or after the semester program MUST provide a copy of the return flight (coming back to the US) when applying for the visa. This means flight plans must be made in advance related to personal travel.
  – Gonzaga and LMU students must have their tickets purchased by the following date: Fall & AY: end of April | Spring: end of October.
  – Non-GU student must have their ticket purchase by the date of their visa appointment or the date set by the home institution.
Passport sized photos with white background should be purchased for the GU study abroad application and the visa application.

- 6 matching photos are required for GU Study Abroad. An additional 1-2 will be required for the visa.

- Gonzaga students can purchase photos from Student Accounts: [HERE](#)

- Non-Gonzaga students can visit Costco, Walgreen, RiteAid, Fedex, etc to get photos taken. Reminder: 6 should be mailed to the Gonzaga Study Abroad office.
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 Alisha Lombardi at lombardi@gonzaga.edu.