VISA APPLICATION AND RESIDENCE PERMIT PROCEDURES FOR
Rome Program (Fall 2014)

All students participating in a formal education abroad program are required by Italian law to complete two steps in order to legally live and study in Italy. The first step is to apply for and obtain a student visa. The second step is to obtain a temporary resident permit called “Permesso di Soggiorno”.

If you are in possession of a valid European passport you need not apply for an Italian Visa or Permesso Di Soggiorno.

Applying for a student visa
Students applying for the CUA in Rome program must submit a visa application to the Italian consulate in either in the jurisdiction of their university or in the jurisdiction of their permanent residence. Submission often must be done in person and may require travel.

The visa application process is a simple one, but it does require attention to detail and timely submission of all paperwork. To download forms and read more about the immigration process, visit the Embassy of Italy website.

Visa applications may not be submitted more than 90 days before your departure and can take up to three weeks to process.

Submit your visa application between:
May 29 and July 17, 2014

IMPORTANT: Each Italian consulate in the US, has its own regulations and requirements. These instructions are written for the D.C. consulate. Students applying to a different consulate must consult the visa application requirements for that consulate. Below are the documents required by the Italian Embassy in Washington, D.C.

1. Consular Appointment Confirmation (one copy)
In order to submit their visa applications, students must make an appointment at the Italian Embassy or consulate. Appointments must often be scheduled 1-2 months in advance and cannot take place more than 90 days before the student’s intended departure.

2. Passport (original, plus two copies)
Or travel document accepted by the Schengen countries valid for a period of 3 months beyond the applicant's last day of stay abroad. The passport must be signed and have a blank page on which the visa will be affixed. The copies should show your signature and personal data.

   • Non-US Citizens Only: Proof of US Permanent Residence (original, plus one copy)
   US Alien Registration Card or valid long-term US visa. US visas B1/B2 visas are not acceptable for this purpose.

3. National Visa Application (original, plus one copy)
Completely and clearly filled out, to be signed by the applicant. Please ensure that the following is noted on your application:

   • #2 Surname at birth (usually your current surname)
   • #3 First name, then middle name
   • #5 City, state
   • #11 Leave blank
   • #12 Ordinary Passport
   • #13 Passport number
   • #17 Email & address: your permanent residence
   • #18 List any past country of residence outside your nationality
• #19 Student
• #20 Catholic University, 620 Michigan Ave. NE, Washington DC 20064; 202-319-6010
• #21 Study
• #22 Rome
• #23 Italy
• #24 Multiple Entry
• #25 115 days
• #29 January 10, 2014
• #30 May 4, 2014
• #31 Name: Dr. David Dawson Vasquez – Director, CUA in Rome
• #31 Address and Email:
  Via Marcantonio Colonna 21a, 00192 Rome ITALY
dawsonvasque@cua.edu
• #31 Telephone and Fax: 011 39 338 200 9228/ 011 39 06 3938 4209
• #32 Name and Address of Inviting Organization:
  The Catholic University of America Rome Program
  Via Marcantonio Colonna 21a, 00192 Rome ITALY
• #32 Telephone and Fax: 011 39 338 200 9228/ 011 39 06 3938 4209
• #32 Name, Address, Phone, Fax, & Email of Contact:
  Dr. David Dawson Vasquez – Director, CUA in Rome
  Via Marcantonio Colonna 21a, 00192 Rome ITALY
  011 39 338 200 9228 / 011 39 06 3938 4209
dawsonvasque@cua.edu
• #33 Mark “by the applicant himself/herself and select all applicable means of support.
  Include “prepaid accommodation.”
• #33 Mark “by a sponsor," circle “referred to in field 31 or 32,” and mark “Accommodation provided.”
  Make sure to sign, date, and include location of signature on page 3!!

4. Financial Guarantee (original(s), plus one copy)
   Must be presented in ONE of the following manners:

   • If you are financially responsible for yourself: Present a bank statement from your bank,
     on the bank’s letterhead, and with a recent date, indicating your account balance. If you
     choose, instead of a bank statement, you may provide a letter from your bank, on the
     bank’s letterhead, signed by a bank official, and with a recent date indicating your
     account balance. With either method, a minimum of $3,200 is required.

   • If parents are financially responsible for you: Parents must complete a Notarized
     Affidavit stating their financial commitment for any expenses you incur in Italy. In
     addition, parents must also supply an official letter or bank statement from their bank, on
     the bank’s letterhead, signed by a bank official (in the case of a letter), and with a recent
     date, indicating the account balance. A minimum of $3,200 is required.

5. Document of Identity (two copies)
   Driver License, State ID, or Student ID. ID document must be current (not expired). Student ID is
   preferred for the D.C. Embassy.


7. Photograph (original)
   ICAO standard photograph: 45mm (1.77 inch) by 35mm (1.37 inch) in size, full face, front view,
   color, with a white background, recent. May be obtained from a CVS, Walgreens, FedEx, post
   office, or many other locations.

8. Program Acceptance & Proof of Suitable Lodging (originals, plus one copy)
   Provided by CUA
a) A letter of acceptance from an American academic institution (CUA) stating that you have been accepted and admitted to its center in Italy. The letter must be addressed to the Visa Office of the Italian Diplomatic/Consular Mission competent for territory of your official residence, and must indicate the address of the center in Italy, the period of study by date and bear the seal of that institution.

b) A letter of acceptance from the accredited academic institution in Italy. Both letters must be addressed to the Visa Office of the Italian Diplomatic/Consular Mission competent for territory of your official residence, and must indicate the address of the center in Italy, the period of study by date and bear the seal of that institution.

9. Proof of Health Insurance (original, plus one copy) Provided by CUA
   • A signed declaration from Frontier MEDEX, CUAbroad’s health insurance company, stating that you have a policy that will pay for medical expenses, emergency, and hospital stays incurred in Italy during your period of stay there. The dates of the program must be mentioned.

10. Self-Addressed Pre-Paid/Stamped Envelope (original) Optional
    For students who wish to have their passports mailed back to them. Use Express Mail or FedEx as regular mail will not be accepted.

Submitting the Visa Application
• Schedule your visa appointment early – in some places you must schedule the appointment a month or more in advance of when you want to submit the application.

• If you are submitting your application to the DC consulate, it is encouraged to print and bring with you the page of the Italian Embassy’s website that states, “Students studying full-time at a University located under our jurisdiction will also meet the residence requirement.” You should also bring your CUA student ID card.

• If you are submitting the visa application to the consulate in your home jurisdiction, be sure to carefully read the visa instructions given on their jurisdiction’s consular website. Specific instructions and requirements will vary by consulate.

ALL STUDENTS are strongly encouraged to review their completed visa applications with the CUAbroad office before submission.

The Consular office will evaluate the documents submitted and may request additional ones at its discretion. Furthermore, you should also be aware that submitting the required documentation does not automatically guarantee the issuance of a visa.
APPLYING FOR A RESIDENCE PERMIT ("PERMESSO DI SOGGIORNO")

Within 8 days of your arrival in Italy you must register with the Police Department (Questura) and obtain the "Permesso di Soggiorno" (Declaration of stay for foreigners).

Be sure to bring the following materials with you to Rome:

1. Proof of overseas health insurance – This letter is provided by CUAbroad. When the Italian Embassy issues your visa, they will also return your proof of health insurance. You must bring this letter with you to Rome together with your health insurance card. In addition, you will need two photocopies of these materials.
2. Two copies of your entire passport, after you have received the Italian visa. This means two copies of every page of the passport, including all blank pages.
3. The letters (in English and Italian) provided by CUA attesting to your participation in the program, stamped by the Embassy of Italy during visa processing, along with two copies of these letters.
4. Five identical passport-sized pictures (again, real photos, not scanned).
5. Approximately 154.80 euro in cash (price subject to change, equivalent to about $210).

Bringing Prescription Medication to Rome

Please note that any prescription medications need to be accompanied by a letter from your doctor, translated into Italian. The letter should specify the quantity of medicine that is required to take and for how long.