VISA APPLICATION AND RESIDENCE PERMIT PROCEDURES FOR
Rome Program (Fall 2013)

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 however you must submit a copy of your valid passport.

Applying for a student visa
On behalf of all CUA students participating in the CUA in Rome program, the CUAbroad Office submits completed visa applications to the Embassy of Italy. The Loyola University education abroad office will do the same for any Loyola students participating on the CUA in Rome program.

The visa application process is a simple one, but it does require attention to detail and timely submission of all paperwork. Applicants must submit the following documents:

1. **Passport** 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 have a blank page on which the visa will be affixed.

2. **Copy** of the information page of your passport. This will show your personal data and the passport expiration date.
   - Only for non-US citizens: Photocopy of the **residence card or the passport page with the long-term US visa**.

3. **National Visa Application** form completely and clearly filled out, to be signed by the applicant. Please ensure that the following is noted on your application:
   - #3 First name, then middle name
   - #11 Leave blank
   - #12 Ordinary Passport
   - #13 Passport number
   - #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 August 23, 2013
   - #30 December 15, 2013
   - #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
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- #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 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 $ 800.00 for each month of stay in Italy 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 a 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 $ 800.00 for each month of stay in Italy is required.

5. **Copy of Current document of identity** (Driver License, State ID, or Student ID)

6. **Round trip flight Itinerary** (for non-US citizens only)

7. One recent ICAO standard **photograph**: 45mm (1.77 inch) by 35mm (1.37 inch) in size, full face, front view, color. (Should already have been submitted with your original CUAbroad Application)

8. **Complete documentation on the course & proof of suitable lodging** (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 coverage** (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. **A photocopy** of all the previous documents, except the photograph (#s 1,3,4,5,6,7,9)
11. Students submitting their visa applications on their own should include a self-addressed pre-paid/stamped envelope, if they 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 – For Students Submitting the Application on Their Own

- Generally, students are required to submit their visa application documents in person at the Italian Embassy or the consulate for their home jurisdiction. Appointment must often be scheduled in advance.

- If submitting the visa application documents to the consulate in their home jurisdiction, students should carefully read the visa instructions given on their jurisdiction’s consular website. Specific instructions and requirements can vary by consulate.

- Visa applications may not be submitted more than 90 days before your departure and can take up to three weeks to process. We encourage students to submit their visa applications between May 23 and June 23, 2013.

To download forms and read more about the immigration process, visit the Embassy of Italy website at: http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/In_linea_con_utente/Domande_frequenti/Visti_faq/Visti_faq.htm

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.

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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 153.22 euro in cash (price subject to change)

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.