WHO MUST APPLY FOR A STUDENT VISA?
All UCEAP students participating in the Rome Semester program must apply for a multiple entry, long stay, National Italian Visa.
• If you attend UCB, UCD, UCM or UCSC you MUST apply through the San Francisco Italian Consulate

*Citizens of Italy or other European Union countries do not need a visa.

WHEN AND WHERE MUST I SUBMIT MY VISA APPLICATION AND SUPPORTING DOCUMENTS?
The San Francisco Italian Consulate Visa Department receives applications "by appointment only."
You must make an online appointment with the San Francisco Italian Consulate to apply in person.
Your appointment can be no earlier than Friday, October 16, but MAKE YOUR APPOINTMENT NOW!
You must make your appointment for no later than Wednesday, November 25, 2015.
Do not delay in making an appointment as they will fill up very fast!

Scheduling Information:
For the purpose of submitting student visa applications, 15 min. time slots are allocated Monday to Friday from 9:30am to 12:30pm.

To make an appointment at the San Francisco Italian Consulate:
Click on the following link: https://prenotaonline.esteri.it/Login.aspx?cidsede=100012&returnUrl=//
1. Fill out all fields to create an account
   *For Residence, list the city of your UC campus address
2. Open your email and follow the instructions in the email from the consulate in order to complete the creation of your account
3. Select “Make your reservation”
4. Under “Office” select “Visa”
5. Select “Study”
6. Scroll down and enter your passport number and UC campus address (NOT your home address). Then enter “Yes” to say that you have read the guidelines.
   *The visa requirements have been updated and no longer match these guidelines.
   Then select “Confirm”
7. Select the date and time that you would like to book
8. Confirm your request

Applying through an Honorary Consulate:
You also have the option to apply for your visa at the Honorary Vice Consulate in Fresno or San Jose. You must make an appointment to go in. All of the same documents are required as if you were applying directly to the San Francisco Consulate.

The Vice Consulate does not charge a fee for services.
If you have specific questions, you can ask the Vice Consulate when you call to make your appointment.
**Fresno** – weekend appointments are also available
Honorary Vice Consul, Edward L. Fanucchi
2125 Merced Street
Fresno, CA 93721
Tel: 559-268-8776
Fax: 559-268-5701

*There is an additional shipping fee because they will overnight your documents to the San Francisco Consulate. The fee could range from $20-40. Be prepared.

**San Jose**
Honorary Vice Consul, Silvia Raviola
95 South Market Street - Suite 300
San Jose, CA 95113-2350
Tel: 408-971-9170
Fax: 408-995-3277

*You will be responsible for mailing your application and supplemental documents to the San Francisco Consulate after your appointment with this Vice Consul.

**WHAT MUST I SUBMIT TO THE CONSULATE FOR MY VISA APPLICATION?**
Use the Visa Cover Page included in your online UCEAP Pre-Departure Checklist to ensure that you have all the documentation needed for your visa.

**Make two separate stacks for originals and copies.**

- **Original plus one photocopy of the completed San Francisco Consulate visa application** *(Refer to the sample SF visa application to help you complete the form)*
  The links to the application and the sample are both in the online Pre-Departure Checklist (PDC).

- **One passport photo** It must meet the requirements in the photo instructions in your PDC. Write your name on the back. Glue it to the application.

- **Valid Passport (Yes, you must submit your actual passport), plus one photocopy of the picture and signature pages of the passport** The passport must be signed and valid for at least 3 months after the end date of the program and must have a blank page for the visa to be affixed.

- **Original plus one copy of your current, valid UC Student ID**

- **Original plus one copy of your current, valid Driver’s License or State ID**

- **NON-US Citizens - Original notarized copy plus one photocopy** of your U.S. Alien Registration Card or valid long-term U.S. visa and an endorsed I-20, or IAP66, or any other pertinent document from the Office of Homeland Security showing that you may re-enter the US. Your reentry permit must be valid for at least three (3) months after the end date of your program. B1/B2 visas are not acceptable for this purpose.

- **Original plus one photocopy of your UCEAP Participation Letter** This is your UC acceptance letter (it has the red seal on the bottom right hand corner). It also serves as proof of health insurance. UCEAP will send this letter to your Campus EAP Office for you to pick up. You will be notified by your Campus EAP Office when it is available.

- **Original plus one photocopy of your ACCENT Acceptance Letter** (Written in Italian) This letter also serves as proof of lodging in Rome. UCEAP will send this letter to your Campus EAP Office for you to pick up. You will be notified by your campus EAP office when it is available.

- **Original plus one photocopy of proof of financial support (financial aid letter and/or bank letter or statement)** These letters must be in your name and show a minimum of $1,000 per month of your program. Please refer to the sample financial aid and bank letters in your PDC.

- **Original plus one photocopy of the notarized Affidavit of Financial Support Form - Required ONLY if you use your parents’ bank letter for proof of financial support.**
Your parents must also submit the original plus one photocopy of a bank letter or statement. Please refer to the instructions for the Affidavit of Financial Support form in your PDC.

- **One photocopy of a round-trip airline ticket or itinerary** This can be a copy of an actual ticket or just an itinerary of a round-trip flight. It does not have to be purchased – just go to an airline or travel website and go through the steps to book a flight, then simply print the itinerary.
  *NON-US Citizens* - The itinerary must show that you arrive on the official start date of the program and that you will leave no later than the official end date of the program.

- **Original plus one photocopy of the Declaration to Have Passport Returned by Mail**
  The link to this document is in your PDC.

- **Prepaid Self-Addressed Envelope – Express Mail from the US Postal Service ONLY!**
  Address the envelope from yourself, to yourself. Consider listing your parents’ permanent address in one field, and your current address in the other, to minimize the risk of your envelope getting lost in the mail. Make sure that you have a tracking number for the envelope and check the number at least weekly after you submit your paperwork to the consulate to ensure that you know your passport’s whereabouts.

*If you do not include all the information above complete, correct, and with appropriate number of copies you may be denied a visa by the Consulate, and without a visa you will not be allowed to study in Italy.

!!!!!! IMPORTANT !!!!!!

Make 3 extra copies of **ALL** these forms BEFORE going to the consulate!
Scan them and save an electronic copy!

The consulate may not return your documents, and you will need them to apply for your residence permit upon arrival in Italy.
Keep them in a safe place!

**WHEN AND HOW WILL MY VISA BE RETURNED TO ME?**
The San Francisco Italian Consulate will process your visa application and send it back to you within approximately **three to eight weeks** of receipt of the visa application.

**HOW MUCH DOES THE VISA COST?**
There is no charge for the Italian student visa.

**HOW LONG WILL MY STUDENT VISA BE VALID?**
The student visa is granted ONLY for the length of time in which you’ll be studying in Rome (i.e. from the Official UCEAP start date to the departure date of the program).

**WILL I BE ALLOWED TO LEAVE THE US EARLY OR TRAVEL AROUND ITALY BEFORE OR AFTER MY PROGRAM?**
Traveling outside the USA prior to your program will depend on the date your passport and visa are returned to you from the Italian Consulate. You should apply for your visa as early as possible to avoid any problems.
If you are a US citizen and will be traveling within Italy after the program, you can do so for 90 days as a tourist, without applying for an additional visa. Non-US citizens will need to check with the Italian Consulate for their country specific tourist visa requirements.

**NOTE:** Within 8 days of your arrival in Italy you must register with the local Police (**Questura**) and obtain the "Permesso di Soggiorno" (Declaration of stay for foreigners). Upon arrival you must present a copy of the documents outlined in the residence permit instructions in your Pre-Departure Checklist. The Study Center in Rome will assist you with your residence permit.