Italian Consulate General, Los Angeles
Visa Instructions
Florence Fall 2016-17
Applicable for ALL UCI, UCLA, UCR, UCSB & UCSD Students

WHO MUST APPLY FOR A STUDENT VISA?
All UCEAP students participating in the Florence Semester program must apply for a multiple entry, long stay, National Italian Visa. If you attend UCI, UCLA, UCR, UCSB or UCSD you MUST apply through the Los Angeles Italian Consulate.
You CANNOT 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 Italian Consulate in Los Angeles does not accept individual student visa appointments!
Applications must be submitted to the UCEAP Systemwide Office for “batch processing.”
Your complete and correct visa application must be received in the UCEAP Systemwide Office no later than May 20, 2016.

HOW MUCH DOES THE VISA COST?
The visa fee is currently $55.10.
*Citizens of South Korea are exempt from the fee due to a bilateral agreement between Italy and Korea.

The visa fee is subject to change quarterly and will be revised on July 1, 2016!
Even if the consulate receives your visa application prior to July 1, if they do not process it by that date, you will have to pay the new fee.
For this reason, we need to apply early! Your complete and correct application absolutely must be received at the UCEAP Systemwide Office by the deadline!
We do NOT know what the new fee will be, so please do not ask!

WHAT MUST I SUBMIT TO THE LOS ANGELES 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 Los Angeles Consulate visa application (refer to the sample LA 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).
*You must sign your visa application on pages 3 and 4 in front of a notary public.
(Google “Notary Public” if you do not know what this is, then look online for one near you.)
- **Two passport-style photographs.** They must meet the requirements of a professional passport photo (2x2 inches in size, full face, front view, color, on a white background). Scanned or photocopied photos are not accepted. Write your name on the back of both photos. Staple one photo and paperclip the other photo to your application.

- **Valid Passport (you must submit your actual passport), plus one photocopy of the signature and picture 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 2 blank pages for the visa to be affixed.

- **Two photocopies of your current, valid UC student ID**
  *Students from Berkeley, Davis, Merced and Santa Cruz must submit a copy of your CA driver's license showing a southern CA address instead of your student ID.*

- **Original plus one photocopy of proof of financial support (financial aid letter and/or bank letter)** 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.
  Make 2 extra copies of these letters BEFORE submitting them! Keep them in a safe place.

- **Original plus one photocopy of the notarized Affidavit of Financial Support Form – ONLY if your parents are showing support for you.** Your parents must also submit the original plus one photocopy of a bank letter. Please refer to the instructions for the Affidavit of Financial Support form in your PDC.
  Make 2 extra copies of this form BEFORE submitting it! Keep them in a safe place.

- **One photocopy of a round-trip airline ticket or itinerary** This can be a copy of an actual ticket or just an itinerary. 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 – Certified copy plus one photocopy** of your U.S. Alien Registration Card or valid long-term U.S. visa plus a certified copy and photocopy of 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.
  **DACA students** – Your Advance Parole document must be valid for at least 90 days past the end date of your program.

- **NON-US Citizens - Two photocopies of your round-trip flight itinerary** (it must be bought and paid for, not just reserved). 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.

- **Italian Visa Fee** - Cashier's Check or Money Order (no personal checks) made out to the Consulate General of Italy. (See cost information above)

- **Prepaid, Self-Addressed Envelope - Fed Ex Express ONLY! (Not Fed Ex Ground, Home Delivery or Freight, and not UPS or USPS!)* Enter an address in both the “to” and “from” fields. 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 to use an address that is secure and that you use and check on a regular basis, and make sure that FedEx will deliver to that address. (No P.O. Boxes)
  *Do NOT list UCEAP as the sender. UCEAP will not pay for the shipping. Generate a shipping label online by creating a FedEx account, or complete a paper form at a FedEx Office. Contact FedEx for details.*

*If you do not include all of the information above complete, correct, and with the appropriate number of copies, and by the deadline, you may be denied a visa by the Italian Consulate!

**Make 3 extra copies of ALL these forms BEFORE submitting your application!**

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.
The following items will be provided by UCEAP and included with your application. You will not receive these items until your passport and visa are returned to you.

- 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). This letter also serves as proof of health insurance.
- Original plus one photocopy of your ACCENT Acceptance Letter (Written in Italian) This letter also serves as proof of lodging.

Make 2 extra copies of these letters as soon as you receive them! You will need them to apply for your residence permit upon arrival in Italy.

WHEN AND HOW WILL MY VISA BE RETURNED TO ME?
The processing time for visas is 3-8 weeks. The UCEAP Systemwide Office will return your passport and visa to you in the FedEx envelope that you provide as soon as we receive them back from the consulate. Alternatively, you may make arrangements to pick up your passport and visa at the UCEAP Systemwide Office.

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 Italy (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. You should not plan to leave the US more than one week prior to your program start date. If you are a US citizen and will be traveling within Italy after the program, you can do so for up to 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 Florence will assist you with applying for your residence permit.