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## OVERVIEW

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## STEP 1: VISA APPLICATION INSTRUCTIONS

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<td>Consolato Generale D'Italia - Blank</td>
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## STEP 4: PICK UP/ DELIVERY OF PASSPORT & VISA

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<th>Section</th>
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<tbody>
<tr>
<td>Final Review</td>
<td>26</td>
</tr>
</tbody>
</table>
It is time to begin the process of obtaining your student visa. Just as students from outside the U.S. are required to obtain a student visa in order to attend an academic program in the U.S., you are required to apply for and obtain a student visa. Keep in mind the receipt of a visa is a privilege and not an automatic right. Each foreign country has the right to establish its own parameters for the granting of a visa, and as an American requesting permission to enter that foreign country, you must abide by all of the requirements. We cannot stress enough the importance of getting your visa application along with the supporting documents, submitted to our office so you may receive your student visa in a timely manner. **ALL DOCUMENTS MUST BE RETURNED TO THE FSU INTERNATIONAL PROGRAMS OFFICE BY June 27th 2016.**

*In order to be in Italy legally as a student on our program, you must obtain a valid student visa.* Obtaining a student visa is YOUR responsibility. The process of obtaining an Italian student visa may be lengthy and cumbersome. We urge you to read this entire packet with full attention in order to understand the process.

**NON-US CITIZENS**

If you hold a passport within the European Union, you will not be required to obtain a visa. If you hold a passport outside of EU, you will have additional documents you will need to provide. Please see the “Support Documents” section for more information.

**IMPORTANT WARNING**

Participants on our Florence Program must have the required student visa. Students unable to obtain the required student visa may not participate in the FSU Florence Program.

*Students choosing to obtain a visa independently must notify International Programs of this intention, and must be aware that failure to obtain the proper entry or student visa may not release you from responsibility of the full program fees.*

**INTERNATIONAL TRAVEL**

A visa is a seal that is affixed inside the passport so all students will be required to submit their original passport to International Programs. For this reason, international travel will be limited in the months before the start of the program. Any students with travel plans to any international location this summer please contact Meghan Munroe

**RETURN OF PASSPORT**

Due to recent changes in the student visa application policy by the Miami Consulate, FSU International Programs Office is required to submit as a group all program participant student visa application forms and documentation to obtain the student visa. Once your visa is processed and returned by the consulate, your passport/visa must be picked up or mailed to you from Tallahassee. It is vitally important that we know your correct, current mailing address at all times and that someone will be available to sign for delivery.
STEP ONE – VISA APPLICATION INSTRUCTIONS

Please find a blank application enclosed for your use. A sample of the application is included in this packet for your reference. Please print clearly. If your handwriting is considered by the visa officer to be illegible, your application will be denied. Please be sure to follow the below instructions. Some questions must be answered specifically (highlighted in bold red).

1. **Surname:** (Last Name as it appears in your passport) Example: Troy

2. **Surname at Birth:** If your last name has changed for any reason, i.e. marriage, adoption

3. **First names:** (First and Middle, as it appears in your passport) Example: Helen Olivia

4. **Date of Birth:** (day/month/year) Example: 15 February 1995

5. **Place of Birth:** (State) Example: Florida

6. **Country of Birth:** Example: USA

7. **Current Nationality:** Example: American
   **Nationality at birth if different:** Please write N/A if this does not apply to you

8. **Sex:** Check Male or Female

9. **Marital Status:** (Check one) Example: Single

10. **In case of minors, name, address and nationality of parental authority:** If you will be under 18 as of July 13th 2016, fill out the full name, address if different than yours, and nationality of your parent or legal guardian.

11. **National Identity Number:** Leave blank

12. **Type of Passport:** Check Ordinary passport

13. **Number of Travel Document (Passport Number):** Enter your passport number. This can be found on your passport information page at the top right. If you are obtaining a second passport for summer international travel, the 2nd, limited validity passport will be used for summer travel and your original 5yr or 10yr validity passport will be used to obtain the visa. If you are in the process of obtaining a new passport because your current passport does not hold enough blank visa pages or validity, the passport number will change. Please wait to fill out this section of your application until your new passport is issued.

14. **Date of Issue:** (Day-Month-Year format) Example: 04 April 2008

15. **Valid Until:** (Expiration Date, Day-Month-Year Format) Example: 03 April 2018
   *You must have at least 6 months of validity past your planned return from Italy

16. **Issued By:** Example: If you have a US passport, please indicate US Dept. of State

17. **Applicant’s home address and e-mail address:** Example: 123 Tennessee St., Tallahassee, FL 32303, hot12@fsu.edu
17b. **Telephone Number:** Example: 850-555-5555

18. **Residence in a country other than the country of current nationality?** For Non-US Passport Holders, be sure to mark this answer clearly and give details of your visa status. Please indicate "NO" if you are a US citizen.

19. **Current Occupation:** Student

20. **Employer and employer’s address and telephone number. For students, name and address of school:** must use the FSU International Programs Office address and phone number in order for the Miami Consulate to process your Student Visa:
   - Florida State University International Programs
   - A5500 University Center, 282 Champions Way
   - Tallahassee, FL 32306-2420 (850) 644-3272

21. **Main purpose(s) of the journey:** Check ‘study

22. **City of Destination:** Florence

23. **Member State of First Entry:** This is usually the location of the airport at which you will arrive (probably Florence or Rome). If you have a layover in another country inside what is referred to as the “Schengen Area” before arriving in Spain, please indicate here. The Schengen area is 26 European Countries that share one immigration policy. Included in this packet is a map and list of countries in the Schengen Area.

24. **Number of entries:** Multiple Entries (Multipli)

25. **Duration:** 106 Days, 1 September 2016 – 15 December 2016

   **IMPORTANT:**
   If your dates differ from those of the program, please write your exact dates and number of days that you will stay in Italy. These dates should also match your flight itinerary.

   You may request a visa start date up to one week before the program begins. Please keep in mind that FSU housing does not open until the 1st of September. Classes will not start until 5th of September in order to give the students a chance to settle in. The consulate will not approve an entry day more than a week before the start of the program. If you would like to travel after the date of the program/visa, please contact Meghan Munroe at mmunroe@fsu.edu.

26. **Schengen Visas issued during the past three years:** If you have been issued a visa for any of the countries in the Schengen territory (reference “Schengen Area” sheet at the end of this packet) in the past three years, list here and put dates of validity.

27. **Fingerprints collected previously for the purpose of applying for a Schengen Visa:** If you had to provide fingerprint documentation as part of a previous application for a Schengen Visa, indicate here.

28. **Number of Permits issued for Family Reunion:** Leave blank
29. **Intended Date of arrival**: This will be the date which you land in the Schengen Area, usually the day after you leave the United States. This should match the answer to question #25. Example: **1 September 2016**

30. **Intended Date of departure**: This will be the date which you leave Italy. This should match the answer to question #25. Example: **15 December 2016**

31. **Surname and first name of the inviting person(s) in the Member State(s)**.
   Nero, Frank Director of the FSU Florence Study Center.

   **For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy**: FSU Florence Study Center, Borgo degli Albizi, 15 50122 Florence

   **Address and email address of the person who applied for Family reunion or of the employer**: FSU Florence Study Center, Borgo degli Albizi, 15, 50122 Florence


32. **Name and address of host company/organization**: FSU Florence Study Center, Borgo degli Albizi, 15, 50122 Florence


   **Surname, first name, address, telephone, fax, and e-mail address of contact person in Company/organization**: Meghan Munroe, A5500 University Center, 282 Champions Way, Tallahassee, FL 32306 850-644-6705 mmunroe@fsu.edu

33. **Cost of travelling and living during the applicant’s stay is covered by**:
   You must check ‘the applicant himself/ herself’, ‘Prepaid accommodation’, ‘Prepaid transport’. You may check any others that apply Ex: Cash, Credit card

   **Questions 34-36**: (the entirety of page 3) are to be left blank.

**Page 4: Date and Location and Signature**:

Make sure to indicate the place and date in which you are signing the application. **DO NOT FORGET TO INCLUDE THIS PAGE WITH YOUR SIGNATURE! YOU MUST SUPPLY THE ORIGINAL, NOT A COPY.**
<table>
<thead>
<tr>
<th>Q.</th>
<th>Question/Request</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cognome /Surname (x)</td>
<td>Troy</td>
</tr>
<tr>
<td>2</td>
<td>Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x)</td>
<td>Helen</td>
</tr>
<tr>
<td>3</td>
<td>Nome/i / First names (given name(s)) (x)</td>
<td>Olivia</td>
</tr>
<tr>
<td>4</td>
<td>Data di nascita (giorno-mese-anno) Date of birth (day/month/year)</td>
<td>15 March 1996</td>
</tr>
<tr>
<td>5</td>
<td>Luogo di nascita/Place of birth</td>
<td>United States</td>
</tr>
<tr>
<td>6</td>
<td>Stato di nascita/Country of birth</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Cittadinanza attuale/current nationality</td>
<td>American</td>
</tr>
<tr>
<td>8</td>
<td>Sesso (Sex):</td>
<td>Male</td>
</tr>
<tr>
<td>9</td>
<td>Stato civile/ marital status:</td>
<td>Single</td>
</tr>
<tr>
<td>10</td>
<td>Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale/In case of minors: Surname, first name, address (if different from the applicant’s) and nationality of parent/legal guardian:</td>
<td>Single</td>
</tr>
<tr>
<td>11</td>
<td>Numero d’identità nazionale, ove applicabile / national identity number, where applicable</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Tipo di documento/type of passport:</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>13</td>
<td>Numero del documento di viaggio/Number of travel document:</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Data di rilascio/Date of issue</td>
<td>04 April 2015</td>
</tr>
<tr>
<td>15</td>
<td>Valido fino al /Valid until</td>
<td>03 April 2025</td>
</tr>
<tr>
<td>16</td>
<td>Rilasciato da/ Issued by</td>
<td>U.S. Department of State</td>
</tr>
<tr>
<td>17</td>
<td>Indirizzo del domicilio e indirizzo di posta elettronica del richiedente</td>
<td>133 Tennessee St.</td>
</tr>
<tr>
<td>18</td>
<td>Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality</td>
<td>No</td>
</tr>
<tr>
<td>19</td>
<td>Occupazione attuale /... Current occupation</td>
<td>Student</td>
</tr>
<tr>
<td>20</td>
<td>Datore di lavoro, indirizzo e numero di telefono. Per gli studenti nome e indirizzo dell’istituto di insegnamento/Employer and employer’s address and telephone number. For students, name and address of school</td>
<td>850-555-5556</td>
</tr>
<tr>
<td>21</td>
<td>Scopo del viaggio /Main purpose(s) of the journey</td>
<td></td>
</tr>
</tbody>
</table>

(x) Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio. Questions 1 through 3 must be completed according to the information listed in the travel document.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>22. Città di destinazione/City of destination</td>
<td>Florence</td>
</tr>
<tr>
<td>23. Eventuale stato membro di primo ingresso/Member of first entry</td>
<td>Italy</td>
</tr>
<tr>
<td>24. Numero di ingressi richiesti/Number of entries</td>
<td>Uno./...... Due./...... Multipli/......</td>
</tr>
<tr>
<td>25. Durata del soggiorno. Indicare il numero dei giorni (max. 365 gg.)</td>
<td>365 gg./Duration of the intended stay (maximum 365 days)</td>
</tr>
<tr>
<td></td>
<td>106 days: 1 September 2016 - 15 December 2016</td>
</tr>
<tr>
<td>26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years</td>
<td>No. Sì. Data/e di validità / Yes, date of validity from..............................to..................................</td>
</tr>
<tr>
<td>27. Impronte digitali rilevate in precedenza ai fini della presentazione di una domanda di visto Schengen/ Fingerprints collected previously for the purpose of applying for a Schengen Visa.</td>
<td>No. Sì. Date if known/ Data, se nota/ Date if known</td>
</tr>
<tr>
<td>28. Numero del Nullaosta rilasciato ai fini del Ricongiungimento/Number of the Family Reunion Visa/ Familiare al Seguito/ Lavoro Subordinato (solo ove richiesto dalla normativa disciplinante il tipo di visto richiesto)</td>
<td>“Nulla Osta” ref. n. .............................................................. for “Family Reunion Visa” / Subordinate work (only if requested by the law regarding the specific type of visa requested)</td>
</tr>
<tr>
<td></td>
<td>Rilasciato dal SUI di/Issued by the “Sportello Unico per l’Immigrazione” of (specify the city)..........................</td>
</tr>
<tr>
<td></td>
<td>Valida dal../Valid from.................................................................... al/to.........................................................................</td>
</tr>
<tr>
<td>29. Data di arrivo prevista nell’area Schengen / Intended date of arrival in the Schengen area</td>
<td>1 September 2016 - please indicate the date of entry into the Schengen. You cannot request a visa start date more than a week before the program</td>
</tr>
<tr>
<td>30. Data di partenza prevista dall’area Schengen (solo per i visti aventi durata compresa tra i 91 ed i 364 gg.) / Intended date of departure from the Schengen Area (only for visa of 91 days and up to 364 days)</td>
<td>15 December 2016</td>
</tr>
<tr>
<td>31. Cognome e nome della persona che ha richiesto il ricongiungimento o del datore di lavoro. Altrimenti, nel caso di visto per Adozione, Motivi religiosi, Cure Mediche, Sport, Studio, Missione: indirizzo di recapito in Italia. Surname and name of the person in Italy who applied for “family reunion” or surname and name of the employer in Italy</td>
<td>For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy:</td>
</tr>
<tr>
<td>Cognome, nome, indirizzo della persona che ha richiesto il ricongiungimento o del datore di lavoro / Surname, first name, address of the person(s) who applied for the reunion or of the employer</td>
<td>FSU Study Center, Borgo degli Albizi, 15 50122 Florence <a href="mailto:scapitanid@dada.it">scapitanid@dada.it</a></td>
</tr>
<tr>
<td>Telefono e fax della o delle persone che chiedono il ricongiungimento o del datore di lavoro / Telephone or fax number of the person(s) who applied for the reunion or of the employer</td>
<td>011-39-055-234-0604 t. 011-39-055-247-6938 f.</td>
</tr>
<tr>
<td>32. Nome e indirizzo dell’impresa/organizzazione che invita / &amp; Name and address of host company/organization</td>
<td>FSU Study Center, Borgo degli Albizi, 15 50122 Florence <a href="mailto:scapitanid@dada.it">scapitanid@dada.it</a></td>
</tr>
<tr>
<td>Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l’impresa/organizzazione / Surname, first name, address, telephone, fax and email address of contact person in Company/organisation</td>
<td>Meghan Munroe, a5500 University Center, 282 Champions Way, Tallahassee, FL 32306 850-644-3786 <a href="mailto:Mmunroe@fsu.edu">Mmunroe@fsu.edu</a></td>
</tr>
<tr>
<td>33. Le spese di viaggio e di soggiorno del richiedente sono a carico/ Cost of travelling and living during the applicant’s stay is covered by:</td>
<td>del richiedente/Myself</td>
</tr>
<tr>
<td>Mezzi di sussistenza/means of support / Del promoter ospite, impresa, organizzazione, preciare/a sponsor/host, company, organisation, please specify</td>
<td>del promotore(ospite, impresa, organizzazione), preciare/a sponsor/host, company, organisation, please specify</td>
</tr>
<tr>
<td>Contanti/cash / di cui alle caselle 31 o 32 / referred to in question n. 31 or 32</td>
<td>Contanti/cash</td>
</tr>
<tr>
<td>Traveller’s cheque / Alloggio fornito / Accomodation provided</td>
<td>Alloggio fornito / Accomodation provided</td>
</tr>
<tr>
<td>Carte di credito/credit card / Tutte le spese coperte durante il soggiorno/ All expenses covered during the stay</td>
<td>Carte di credito/credit card</td>
</tr>
<tr>
<td>Alloggio prepagato / prepaid accommodation / Trasporto prepagato/prepaid transport</td>
<td>Alloggio prepagato / prepaid accommodation</td>
</tr>
<tr>
<td>Trasporto prepagato/prepaid transport / Altro (precisare)/ Other (please specify)</td>
<td>Trasporto prepagato/prepaid transport</td>
</tr>
<tr>
<td>Altro (precisare)/ Other (please specify)</td>
<td>Altro (precisare)/ Other (please specify)</td>
</tr>
<tr>
<td>Mezzi di sussistenza/means of support</td>
<td>Mezzi di sussistenza/means of support</td>
</tr>
</tbody>
</table>
I am aware that the visa fee is not refunded if the visa is refused
So I am aware of and consent to the following: the collection of the data required by this application form, submission of my photograph and, if applicable, the taking of fingerprints are mandatory for the examination of the visa application; and any personal data concerning me which appears on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant Italian Authorities and processed by these Authorities for the purposes of a decision on my visa application.

Such data as well as data concerning the decision regarding my application or a decision whether to annul or revoke a visa issued will be entered into and stored in the Visa Information System of the diplomatic/consular mission and the Ministry of Foreign Affairs. Such data will be accessible to the National Visa Authorities. Moreover, such data will be accessible to the Schengen Authorities competent for carrying out checks on visas at external borders, to the immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence in the territory of the Member States are fulfilled and of identifying persons who do not or who no longer fulfill these conditions) to the Member States authorities competent for examining an asylum application. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences.

I am aware that the visa fee is not refunded if the visa is refused.

I am aware of and consent to the following: the collection of the data required by this application form, submission of my photograph and, if applicable, the taking of fingerprints are mandatory for the examination of the visa application; and any personal data concerning me which appears on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant Italian Authorities and processed by these Authorities for the purposes of a decision on my visa application.

Such data as well as data concerning the decision regarding my application or a decision whether to annul or revoke a visa issued will be entered into and stored in the Visa Information System of the diplomatic/consular mission and the Ministry of Foreign Affairs. Such data will be accessible to the National Visa Authorities. Moreover, such data will be accessible to the Schengen Authorities competent for carrying out checks on visas at external borders, to the immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence in the territory of the Member States are fulfilled and of identifying persons who do not or who no longer fulfill these conditions) to the Member States authorities competent for examining an asylum application. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences.
I am aware that I have the right to obtain the notification of the data relating to me recorded in the Visa Information System and to request that the data relating to me which is inaccurate be corrected and that the data relating to me unlawfully processed be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have it corrected or deleted, including the related appeal procedures according to the National Law. The competent authority in charge for personal data is “Garante per la protezione dei dati personali”.

I declare that to the best of my knowledge all the information supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution, under the National Law, with proceedings initiated by the Embassy/Consulate of Italy which deals with the application (Article 331 Penal Code).

The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and Article 4 of the Decree no. 286/98 and I am therefore refused entry.

ANNOTAZIONI/NOTES (riservato all’Ufficio/ for office use only)

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Luogo e data / Place and date.........................

City, State, Country
Date (dd/month/yyyy)

Firma (per i minori, firma del titolare della potestà genitoriale/ tutore legale) /Signature (for minors, signature of parental authority/legal guardian)

.................................
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cognome /Surname (x)</td>
<td></td>
</tr>
<tr>
<td>2. Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x)</td>
<td></td>
</tr>
<tr>
<td>3. Nome/i / First names (given name(s)) (x)</td>
<td></td>
</tr>
<tr>
<td>4. Data di nascita (giorno-mese-anno) /Date of birth (day/month/year)</td>
<td></td>
</tr>
<tr>
<td>5. Luogo di nascita /Place of birth</td>
<td></td>
</tr>
<tr>
<td>6. Stato di nascita /Country of birth</td>
<td></td>
</tr>
<tr>
<td>7. Cittadinanza attuale/current nationality</td>
<td></td>
</tr>
<tr>
<td>8. Sesso /Sex:</td>
<td></td>
</tr>
<tr>
<td>Maschile /Male..................</td>
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<tr>
<td>Femminile /Female.............</td>
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<tr>
<td>9. Stato civile / marital status........................................</td>
<td></td>
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<tr>
<td>Non coniugato/a / single</td>
<td></td>
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<tr>
<td>Coniugato/a /Married</td>
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<tr>
<td>Separato/a /Separated</td>
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<tr>
<td>Divorziato/a /Divorced</td>
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<tr>
<td>Vedovo/a /widower(er)</td>
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<tr>
<td>Altro (precisare) /Other (please, specify):</td>
<td></td>
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<tr>
<td>10. Per i minori: cognome, nome, indirizzo (se diverso da quello del richiedente) e cittadinanza del titolare della potestà genitoriale/tutore legale/In case of minors: Surname, first name, address (if different from the applicant’s) and nationality of parental authority/legal guardian......................................</td>
<td></td>
</tr>
<tr>
<td>11. Numero d’identità nazionale, ove applicabile / national identity number, where applicable........................................</td>
<td></td>
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<tr>
<td>12. Tipo di documento/type of passport:</td>
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<tr>
<td>Passaporto ordinario / Ordinary passport</td>
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<tr>
<td>Passaporto di servizio / Service passport</td>
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<tr>
<td>Documento di viaggio di altro tipo (precisare) / Other travel document (please, specify)</td>
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<tr>
<td>13. Numero del documento di viaggio / Number of travel document.........</td>
<td></td>
</tr>
<tr>
<td>14. Data di rilascio / Date of issue ....................................</td>
<td></td>
</tr>
<tr>
<td>15. Valido fino al / Valid until.........................................</td>
<td></td>
</tr>
<tr>
<td>16. Rilasciato da/ Issued by.............................................</td>
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<tr>
<td>17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente / Applicant’s home address and e-mail address ........................................</td>
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<tr>
<td>Numero/i di telefono /Telephone number(s)..................................</td>
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<tr>
<td>18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality</td>
<td></td>
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<tr>
<td>No</td>
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<tr>
<td>Sì. Titolo di soggiorno o equivalente/ Yes, Residence permit or equivalent ........................ Valid until</td>
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<tr>
<td>19. Occupazione attuale / ... Current occupation...............................</td>
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<tr>
<td>20. Datore di lavoro, indirizzo e numero di telefono. Per gli studenti nome e indirizzo dell’istituto di insegnamento/ Employer’s address and telephone number. For students, name and address of school</td>
<td></td>
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<tr>
<td>21. Scorpo del viaggio /Main purpose(s) of the journey........................</td>
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<tr>
<td>Ricongiungimento Familiare/Familare al Seguito / Family reunion visa</td>
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<tr>
<td>Motivi Religiosi / Religious reasons</td>
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<td>Sport / Sport</td>
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<td>Missione / Mission....</td>
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<td>Diplomatico/Diplomatic</td>
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<td>Cure Mediche / Medical reasons</td>
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<td>Studio / Study</td>
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<td>Adozione / Adoption</td>
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<tr>
<td>Lavoro subordinato/Subordinate work</td>
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<tr>
<td>Lavoro autonomo / self-employment / Di altro tipo / Other (please, specify):</td>
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(x) Alle caselle da 1 a 3 le informazioni vanno inserite come indicate nel documento di viaggio. Questions 1 through 3 must be completed according to the information listed in the travel document.
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<tbody>
<tr>
<td><strong>22. Città di destinazione</strong>/City of destination</td>
<td><strong>23. Eventuale Stato membro di primo ingresso</strong>/Member State of first entry (if applicable)</td>
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<tr>
<td><strong>24. Numero di ingressi richiesti</strong>/Number of entries</td>
<td><strong>25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.)</strong>/Duration of the intended stay (maximum 365 days)</td>
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<td>[ ] Uno / ......</td>
<td>[ ] Due / ......</td>
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<td>[ ] Multipli / .............</td>
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<tr>
<td><strong>26. Visti Schengen rilasciati negli ultimi tre anni</strong>/Schengen Visas issued during the past three years</td>
<td></td>
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<tr>
<td>[ ] No</td>
<td>[ ] Sì. Data/e di validità / Yes, date of validity from...to...</td>
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<tr>
<td><strong>27. Impronte digitali rilevate in precedenza ai fini della presentazione di una domanda di visto Schengen</strong>/Fingerprints collected previously for the purpose of applying for a Schengen Visa.</td>
<td></td>
</tr>
<tr>
<td>[ ] No. [ ] Sì/.Yes</td>
<td>Data, se nota/ Date if known</td>
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<tr>
<td><strong>28. Numero del Nullaosta rilasciato ai fini del Ricongiungimento Familiare/Familiare al Seguito/Lavoro Subordinato</strong>/”Nulla Osta” ref. n. ............... for “Family Reunion Visa” / Subordinate work (only if requested by the law regarding the specific type of visa requested)</td>
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<tr>
<td>Rilasciato dal SUI di/Issued by the “Sportello Unico per l’Immigrazione” of (specify the city)...</td>
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<tr>
<td>Valida dal/.Valid from ......................... al/to .........................</td>
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<tr>
<td><strong>29. Data di arrivo prevista nell’area Schengen</strong>/Intended date of arrival in the Schengen area</td>
<td><strong>30. Data di partenza prevista dall’area Schengen</strong>/Intended date of departure from the Schengen Area (only for visa of 91 days and up to 364 days)</td>
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<tr>
<td><strong>31. Cognome e nome della persona che ha richiesto il ricongiungimento o del datore di lavoro. Altrimenti, nel caso di visto per Adozione, Motivi religiosi, Cure Mediche, Sport, Studio, Missione: indirizzo di recapito in Italia. Surname and name of the person in Italy who applied for “family reunion” or surname and name of the employer in Italy...</strong>/For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy:</td>
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<td></td>
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<tr>
<td>Indirizzo e indirizzo di posta elettronica della o delle persone che chiedono il ricongiungimento o del datore di lavoro/Address and email address of the person(s) who applied for Family reunion or of the employer</td>
<td>Telefono e fax della o delle persone che chiedono il ricongiungimento o del datore di lavoro./Telephone or fax number of the person(s) who applied for Family reunion or of the employer</td>
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<td></td>
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<tr>
<td><strong>32. Nome e indirizzo dell’impresa/organizzazione che invita/Name and address of host company/organization</strong></td>
<td>Telefono e fax dell’impresa/organizzazione . Telephone and fax of the Company/organization</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l’impresa/organizzazione /Surname, first name, address, telephone, fax and email address of contact person in Company/organisation</td>
<td></td>
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<tr>
<td><strong>33. Le spese di viaggio e di soggiorno del richiedente sono a carico/ Cost of travelling and living during the applicant’s stay is covered by:</strong> del richiedente/Myself</td>
<td>del promotore(ospite, impresa, organizzazione), precisare/a sponsor(host,company,organisation), please specify di cui alle caselle 31 o 32 / referred to in question n. 31 o 32</td>
</tr>
<tr>
<td>[ ] del richiedente/Myself</td>
<td>[ ] altro (precisare Other (please, specify)</td>
</tr>
<tr>
<td>Mezzi di sussistenza/means of support</td>
<td>Mezzi di sussistenza/Menas of support</td>
</tr>
<tr>
<td>[ ] Contanti/cash</td>
<td>[ ] Contanti/cash</td>
</tr>
<tr>
<td>[ ] Traveller’s cheque</td>
<td>[ ] Alloggio fornito / Accomodation provided</td>
</tr>
<tr>
<td>[ ] Carte di credito/credit card</td>
<td>Tutte le spese coperte durante il soggiorno/ All expenses covered during the stay</td>
</tr>
<tr>
<td>[ ] Alloggio prepagato / prepaid accomodation</td>
<td>[ ] Trasporto prepagato/prepaid transport</td>
</tr>
<tr>
<td>[ ] Trasporto prepagato/prepaid transport</td>
<td>[ ] Altro (precisare) / Other (please specify)</td>
</tr>
<tr>
<td>[ ] Altro (precisare) / Other (please specify)</td>
<td></td>
</tr>
<tr>
<td>34. Dati anagrafici del familiare che è cittadino UE, SEE o CH / Personal data of the family member who is an EU, EEA or CH citizen</td>
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</tr>
<tr>
<td><strong>Cognome</strong> / <strong>Surname</strong></td>
<td><strong>Nome/i</strong> / <strong>First name(s)</strong></td>
</tr>
</tbody>
</table>

| 35. Vincolo familiare con un cittadino UE, SEE o CH / Family relationship with an EU, EEA or CH citizen |
|---|---|---|
| □ coniuge/spouse | □ figlio/a /son/daughter |
| □ altri discendenti diretti/ other descendants | □ ascendente a carico / dependent ascendant |

<table>
<thead>
<tr>
<th>36. Luogo e data / <strong>Place and date</strong></th>
</tr>
</thead>
</table>

| 37. **Firma** (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ **Signature** (for minors, signature of parental authority/legal guardian) |

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I am aware of and consent to the following: the collection of the data required by this application form, submission of my photograph and, if applicable, the taking of fingerprints are mandatory for the examination of the visa application; and any personal data concerning me which appears on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant Italian Authorities and processed by these Authorities for the purposes of a decision on my visa application.

Such data as well as data concerning the decision regarding my application or a decision whether to annul or revoke a visa issued will be entered into and stored in the Visa Information System of the diplomatic/consular mission and the Ministry of Foreign Affairs. Such data will be accessible to the National Visa Authorities. Moreover, such data will be accessible to the Schengen Authorities competent for carrying out checks on visas at external borders, to the immigration and asylum authorities in the Member States (for the purposes of verifying whether the conditions for the legal entry into, stay and residence in the territory of the Member States are fulfilled and of identifying persons who do not or who no longer fulfill these conditions) to the Member States authorities competent for examining an asylum application. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences.

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Sono a conoscenza del fatto che il rifiuto del visto non dà luogo al rimborso dei diritti pagati per la trattazione della pratica

I am aware that the visa fee is not refunded if the visa is refused

Sono informato/a del fatto e accetto che la raccolta dei dati richiesti in questo modulo, la mia fotografia e, se del caso, la rilevazione delle mie impronte digitali sono obbligatorie per l'esame della domanda di visto e che i miei dati anagrafici figuranti nel presente modulo di domanda di visto, così come le mie impronte digitali e la mia fotografia, saranno comunicati alle competenti autorità italiane e trattati dalle stesse ai fini dell'adozione di una decisione in merito alla mia domanda.

Tali dati, così come i dati riguardanti la decisione relativa alla mia domanda o un'eventuale decisione di annullamento o revoca di un visto rilasciato, saranno inseriti e conservati nel sistema informatico della Rappresentanza diplomatico consolare e del Ministero degli Affari Esteri. Tali dati saranno accessibili alle autorità nazionali competenti per i visti. Inoltre, saranno accessibili alle autorità Schengen competenti ai fini dei controlli sui visti alle frontiere esterne, alle autorità degli Stati membri competenti in materia di immigrazione e di asilo (ai fini della verifica dell'adempimento delle condizioni di ingresso, soggiorno e residenza regolari nel territorio degli Stati membri e dell'identificazione delle persone che non soddisfano, o non soddisfano più, queste condizioni), alle autorità degli Stati membri competenti ai fini dell'esame di una domanda di asilo. A determinate condizioni, i dati saranno anche accessibili alle autorità designate degli Stati membri e a Europol ai fini della prevenzione, dell'individuazione e dell'investigazione di reati di terrorismo e altri reati gravi.

Sono informato/a del mio diritto di ottenere la notifica dei dati relativi alla mia persona registrati nel sistema informatico e del diritto di chiedere che i dati inesatti relativi alla mia persona vengano rettificati e che quelli relativi alla mia persona trattati illecitamente vengano cancellati. Su mia richiesta espressa, l'autorità che esamina la domanda mi informerà su come esercitare il mio diritto a verificare i miei dati anagrafici e a rettificarli o sopprimerli, così come delle vie di ricorso previste a tale riguardo dalla legislazione nazionale.

L'autorità di controllo nazionale dei dati è il Garante per la Protezione dei Dati Personalii.

Dichiari che tutti i dati da me forniti sono completi ed esatti. Sono consapevoli che le dichiarazioni false comporteranno il respingimento della mia domanda o l'annullamento del visto già concesso e comporteranno la richiesta di avvio di azioni giudiziarie da parte della Rappresentanza ai sensi della legislazione dello Stato (articolo 331 c.p.p.).

La mera concessione del visto non dà diritto ad alcun tipo di risarcimento qualora io non soddisfi le condizioni previste dall'articolo 5, paragrafo 1 del Regolamento (UE) n. 562/2006 (Codice Frontiere Schengen) e dell'articolo 4 del D.Lgs. 286/98 e per tali motivi mi venga rifiutato l'ingresso.

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| 34. Dati anagrafici del familiare che è cittadino UE, SEE o CH / Personal data of the family member who is an EU, EEA or CH citizen |
|---|---|---|
| **Cognome** / **Surname** | **Nome/i** / **First name(s)** |

| 35. Vincolo familiare con un cittadino UE, SEE o CH / Family relationship with an EU, EEA or CH citizen |
|---|---|---|
| □ coniuge/spouse | □ figlio/a /son/daughter |
| □ altri discendenti diretti/ other descendants | □ ascendente a carico / dependent ascendant |

<table>
<thead>
<tr>
<th>36. Luogo e data / <strong>Place and date</strong></th>
</tr>
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</table>

| 37. **Firma** (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ **Signature** (for minors, signature of parental authority/legal guardian) |

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I am aware of and consent to the following: the collection of the data required by this application form, submission of my photograph and, if applicable, the taking of fingerprints are mandatory for the examination of the visa application; and any personal data concerning me which appears on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant Italian Authorities and processed by these Authorities for the purposes of a decision on my visa application.

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I am aware that I have the right to obtain the notification of the data relating to me recorded in the Visa Information System and to request that the data relating to me which is inaccurate be corrected and that the data relating to me unlawfully processed be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have it corrected or deleted, including the related appeal procedures according to the National Law. The competent authority in charge for personal data is “Garante per la protezione dei dati personali”. I declare that to the best of my knowledge all the information supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution, under the National Law, with proceedings initiated by the Embassy/Consulate of Italy which deals with the application (Article 331 Penal Code). The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and Article 4 of the Decree no. 286/98 and I am therefore refused entry.

ANNOTAZIONI/NOTES (riservato all’Ufficio/ for office use only)

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Luogo e data / Place and date........................

Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale) /Signature (for minors, signature of parental authority/legal guardian)

............................................................................................................................................................................................................................................
STEP TWO – SUPPORTING DOCUMENTS

You must gather a number of supporting documents to present along with your application. Remember it is your responsibility to gather this documentation and obtain the Student Visa, although International Programs will assist you in the process. Be certain you include ALL supporting documents when turning in your visa application to the International Programs Office. Incomplete or missing documentation will cause your application to be denied and may require you to make a personal appearance in Miami to obtain your Student Visa.

1. **PHOTOGRAPH:** Two official passport COLOR photograph (with your signature on the back) is required. These photos are in addition to the two photos you should have turned in with your Important Forms Packet. In total, you will need 4 photos (2 for the visa and 2 for the “International Student Identification Card Application” found within the "Important Forms Packet"). Passport Photos can be obtained in the International Programs Office for an additional fee, $10.74. Please call our Passport Office at 850.645.9714 for more information.

2. **ORIGINAL PASSPORT:** You must turn over your original, signed passport. A student visa is not a separate document. It is a seal that must be affixed inside of your passport.

   - Please make sure to sign your passport before sending it in with your application. Your passport is an invalid document until you have signed it.
   - Your passport must be valid for at least six months beyond your intended return from Italy.
   - Your passport must contain at least two empty visa pages. The last three pages of your passport are not considered visa pages.
   - If you passport will expire within six months of your return from Italy or you do not have 2 empty visa pages, you must obtain a new passport before applying for your visa.

You can now apply for a passport through our Passport Office located within International Programs. For information call 850.645.9714 or visit http://international.fsu.edu/Passport/Default.aspx. Processing for a new passport can take 4-6 weeks. Please make sure you plan accordingly to have the passport to International Programs no later than June 27, 2016.

3. **OTHER I.D.:** For U.S. citizens: A notarized photocopy of your certificate of domicile, or driver’s license, or state I.D. Card must be submitted along with your supporting documents (Example and Blank Form Included).

   For non-U.S. citizens: A notarized photocopy (front and back) of your “Green Card” (U.S. Alien Registration Card) or other visa for the United States and a notarized photocopy of your certificate of domicile, or driver’s license, or state I.D. card must be submitted along with your supporting documents.

4. Signature Form entitle: “CONSOLATO GENERALE D’ITALIA MIAMI” – The form is enclosed for you to fill out and an example is provided in this packet for you to reference. This document must be signed in order for a representative from FSU International Programs to apply on your behalf.
5. **FINANCIAL SUPPORT DOCUMENTS:**
   This documentation is required because, as a student in Italy, you are not allowed to seek any paid employment to “pay as you go” or otherwise fund your stay in Italy.

   **If you are supported by your parents or a legal guardian:**
   Your parents must present an Affidavit of Support (provided in this packet) stating they will be responsible for your financial support while you are in Italy. Additionally, they must provide one of the following:

   1.) A letter from their bank, addressed to the Consulate stating that they will be financially responsible for you during your semester in Italy. **This letter needs to be notarized, and must include a dollar amount of at least $4,000 written in figures.**

   -OR-

   2.) An original, recent bank account statement showing at least $4000. You may black out account numbers on the bank account statement.

   **If you are of legal age and are self-supporting:**
   You must provide an original, notarized Affidavit of Support (provided in this packet), stating that you will be supporting yourself while in Italy. Additionally, you must also provide one of the following:

   1.) A letter from your bank addressed to the Consulate stating you will be financially responsible for yourself during your semester in Italy. **This letter needs to be notarized, and must include a dollar amount of at least $4,000, written in figures.**

   -OR-

   2.) An original, recent bank account statement showing more than $4000. You may black out account numbers on the bank account statement.

   **If you are on Financial Aid and using to provide proof of sufficient funds**
   You must provide an original, notarized Affidavit of Support (provided in this packet), stating that you will be supporting yourself while in Italy. Please contact Meghan Munroe at mmunroe@fsu.edu in order to supply documentation of your financial aid.

6. **COPY OF FLIGHT ITINERARY:** You must submit a copy of your flight itinerary. If you have not confirmed your flight plans, a copy of your tentative flight schedule will be sufficient. This means you may print out and supply any flight schedule you believe will match your dates of travel. If you are not sure, please ask for more time than you may actually need. If you have only booked a one way ticket, you must provide a tentative flight schedule for your return flight. Please make sure that the answers to questions #25, #29, and #30 match your flight itinerary. Because the receipt of a visa cannot be guaranteed, you should purchase travel insurance when booking your flight that will allow you to make changes to your flight should the need arise.

7. **PASSPORT MAILING ADDRESS & PHONE NUMBER FORM:** The enclosed form should be filled out with the address for the passport/visa to be sent back to you. You will be notified when the passport/visa has been issued and available to be picked up. If you are unable to pick up the passport/visa, the passport will be shipped to you and a signature will be required upon delivery.
8. **UNDER 18 YEARS OF AGE:**

IF UNDER THE AGE OF 18 AS ON July 13th 2016 YOU WILL NEED TO SUPPLY THE ADDITIONAL DOCUMENTATION:

1. **NOTARIZED AUTHORIZATION TO TRAVEL:** The enclosed authorization form must be signed by both parents and notarized.

2. **BIRTH CERTIFICATE:** A notarized copy of the Birth Certificate must be submitted to IP. This will provide proof that the people authorizing your travels in Florence are in fact, your parents.

3. **BOTH PARENTS DRIVER’S LICENSE:** Parents must supply notarized copies of their driver’s license.
Proof of I.D. Notary Form

STATE OF ______________________   COUNTY OF ________________________

On this ____ day of _____, 201_, I attest that the preceding or attached document is a true, exact, complete and unaltered photocopy made by me of a driver’s license presented to me by _____________________________, the document’s custodian, and, to the best of my knowledge, that the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary public.

________________________________________________________
SEAL

Signature of Notary Public

________________________________________________________
Printed Name of Notary
SAMPLE

Proof of I.D. Notary Form

STATE OF GEORGIA COUNTY OF CLAYTON

On this 13 day of May 2011 I attest that the preceding or attached document is a true, exact, complete and unaltered photocopy made by me of a driver's license presented to me by HELEN TRAY, the document's custodian, and, to the best of my knowledge, that the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary public.

ANNETTE H. RICE
Signature of Notary Public

ANNETTE H. RICE
Printed Name of Notary

GEORGIA DRIVER LICENSE

EXP: 01-13-2014

DRIVER LICENSE

HEIGHT: 5'08 WEIGHT: 120 I.D. NUMBER: 026000
REGISTRATION: REG
CONSOLATO GENERALE D' ITALIA
MIAMI

I, the undersigned student, having the U.S. University, College or School of ____________________________
(with a branch in Italy or offering courses to be taken in Italy-) requested and obtained a variance on
my behalf, in order for me not to appear in person to make my visa request, fully understand the
following:

1) I have read and I understand the Student Visa requirements and policies obtained exclusively
from the web site: www.italconsmiami.com of the Consulate General of Italy in Miami;

2) that I may not request rush service since the visa request can be made as much as ninety (90) days
in advance of my intended date of travel;

3) that I cannot apply if I am not presently in the U.S..

4) that the application for the visa request must be filled out in front of the student advisor or School
Officer that has requested and obtained the variance on my behalf and subsequently mailed by
said person with the prepaid return envelope (addressed from: the School; to: the School) that I
will provide for the return of my passport;

5) any contact with the Consulate General of Italy in Miami with regard to any information
concerning my visa request will be exclusively between the designated School Officer and the
Consulate's visa Office;

6) that it is solely my responsibility (if 18 years of age or older) to provide said School Officer with
a complete package containing all of the necessary documentation and fees to be forwarded by
the School to the Consulate for processing;

Applicant Signature: ____________________________

City, State, Date: ____________________________

This document must be attached to the application form in order to process the visa request.
I, the undersigned student, having the U.S. University, College or School of Florida State University (-with a branch in Italy or offering courses to be taken in Italy-) requested and obtained a variance on my behalf, in order for me not to appear in person to make my visa request, fully understand the following:

1) I have read and I understand the Student Visa requirements and policies obtained exclusively from the web site: www.italconsmi.com of the Consulate General of Italy in Miami;

2) that I may not request rush service since the visa request can be made as much as ninety (90) days in advance of my intended date of travel;

3) that I cannot apply if I am not presently in the U.S.

4) that the application for the visa request must be filled out in front of the student advisor or School Officer that has requested and obtained the variance on my behalf and subsequently mailed by said person with the prepaid return envelope (addressed from: the School; to: the School) that I will provide for the return of my passport;

5) any contact with the Consulate General of Italy in Miami with regard to any information concerning my visa request will be exclusively between the designated School Officer and the Consulate's visa Office;

6) that it is solely my responsibility (if 18 years of age or older) to provide said School Officer with a complete package containing all of the necessary documentation and fees to be forwarded by the School to the Consulate for processing;

Applicant Signature: SIGN HERE

City, State, Date: Tallahassee FL 5 June 2014

This document must be attached to the application form in order to process the visa request
AFFIDAVIT OF SUPPORT
LETTERA DI GARANZIA

I, ________________________________ born in ________________________________
lo sottoscritto ________________________________ nato a ________________________________
on ________________________________
il ________________________________

BEING DULLY SWORN ON OATH, DEPOSES AND SAYS:
DOPO AVER PRESTATO GIURAMENTO, DICHIARA E DICE:

—that the visa applicant ________________________________ born in ________________________________
che il richiedente ________________________________ nato a ________________________________
on ________________________________
il ________________________________
is my son / daughter / myself.
e' mio figlio / figlio / me stesso.

—that the applicant intends to pursue his/her education by attending
che il richiedente intende sequeiare un corso di studi presso

__________________________ (name of academic institution) in ________________________________ (location in Italy)

from/to ________________________________ of the academic year ________________________________
(exact months of study period)
durante ________________________________ dell'anno accademico ________________________________

—that I, the affiant, have full time employment as ________________________________
che Io, il garante, ho impiego a tempo pieno come ________________________________

that I have sufficient income/assets to responsibly cover the visa applicant's expenses during his/her entire
course of study in Italy as well as any and all other unforseen expenses which the applicant may incur during
his/her entire stay in Italy.
con stipendio e fondi disponibili sufficienti da assumere e a mio carico le spese del richiedente durante il corso di studi
in Italia così come qualsiasi altra spesa imprevista incorsa dal richiedente durante la sua intera permanenza in Italia.

—that I, the affiant, will pay the visa applicant's expenses as outlined above.
che Io, il garante, pagherò le spese incerte dal richiedente come sopra descritte.

FURTHER, AFFIANT SAYETH NOT.
IN FEDE,

(Affiant's Signature/firma) ________________________________

__________________________________________________________

SWORN AND SUBSCRIBED TO BEFORE ME THIS ________________________________ DAY OF THE MONTH OF

__________________________ OF THE YEAR ________________________________

(SEAL) ________________________________

(SIGNATURE OF NOTARY PUBLIC) ________________________________
AFFIDAVIT OF SUPPORT
LETTERA DI GARANZIA

Robert Troy (Name of individual offering financial support, either a parent or yourself) born in Miami, Florida, USA

I, _________________________________ nato a _________________________________
on 8 June 1955 (Date of Birth of person offering financial support, dd/Month/yyyy format)
i ________________________________

BEING DULY SWORN ON OATH, DEPOSES AND SAYS:
DOPO AVER PRESTATO GIURAMENTO, DICHIARA E DICE:

--that the visa applicant _______________________________ (Name of Student) born in Orlando, Florida, USA
che il richiedente ________________________________ nato a ________________________________
on 15 February 1993 (Date of Birth)
il ________________________________ e' mio figlio / figlia / me stesso. (circle one, for self-supporting, circle "myself")

--that the applicant intends to pursue his/her education by attending
che il richiedente intende seguire un corso di studi presso
Florida State University in Florence, Italy

(name of academic institution) in (location in Italy)

from/to 1 September 2016 - 15 December 2016 of the academic year 2016
(exact months of study period)
durante ________________________________ dell'anno accademico ________________________________

--that I, the affiant, have full time employment as ________________________________
che Io, il garante, ho impiego a tempo pieno come ________________________________

that I have sufficient income/assets to responsibly cover the visa applicant's expenses during his/her entire
course of study in Italy as well as any and all other unforseen expenses which the applicant may incur during
his/her entire stay in Italy.

con stipendio e fondi disponibili sufficienti da assume e a mio carico le spese del richiedente durante il corso di studi
in Italia così come qualsiasi altra spesa imprevista incorsa dal richiedente durante la sua intera permanenza in Italia.

--that I, the affiant, will pay the visa applicant's expenses as outlined above.
che Io, il garante, pagherò le spese incorse dal richiedente come sopra descritte.

FURTHER, AFFIANT SAYETH NOT.
IN FEDE,

(Affiant's Signature/firma) ________________________________
sign in front of notary

SWORN AND SUBSCRIBED TO BEFORE ME THIS ________________________________ DAY OF THE MONTH OF
__________________ OF THE YEAR ________________________________.

*This form must be notarized*

(SEAL) 

(SIGNATURE OF NOTARY PUBLIC)
15 May 2010

Italian Consulate
Visa Section
4000 Ponce de Leon Boulevard #590
Coral Gables, FL 33146

RE: Financial Support of Helen Troy:

Please accept this letter as certification of available funds on deposit at Bank of America in the name of Robert Troy on May 15, 2011:

   Checking Account Balance Exceeds: $14,000

Sincerely,

John Doe
Banking Center Manager
Midtown Office

Sworn... subscribed to me this 15th day of April by Annette Rice

* (or $10,500 if only staying until April)

Annette H. Rice
4/15/2011
PASSPORT MAILING ADDRESS & PHONE NUMBER FORM
(For return of your passport, once visa has been issued)

Processing of the visa will take approximately 4-5 weeks after the applications are presented to the consulate in Miami (in the first week of July). All passports/visas will need to be picked up in person at the International Programs Office. If you are unable to pick up the passport for any reason, International Programs will mail the passport to the below address. The package will require a signature upon delivery.

Name of Florence Program Participant

Address where original passport with visa should be sent

City State Zip

(______) Phone Number

List any dates in which you will not be available at the above address (travel):
NOTARIZED AUTHORIZATION TO TRAVEL

FOR MINOR CHILDREN UNDER THE AGE OF 18 TRAVELING UNACCOMPANIED BY PARENTS OR LEGAL GUARDIANS TO FLORENCE, ITALY.

WE THE UNDERSIGNED, __________________________________________

PRINT NAMES OF BOTH PARENTS OR LEGAL GUARDIANS

DO HEREBY AUTHORIZE MY SON OR DAUGHTER TO TRAVEL TO FLORENCE, ITALY.

THE NAME OF MY SON/DAUGHTER IS: ___________________________________

BORN ON: ___________________________________

IN THE COUNTRY OF: ___________________________________

IN THE STATE OF: ___________________________________

_________________________________     ___________________________________
SIGNATURE OF PARENT OR LEGAL GUARDIAN           SIGNATURE OF PARENT OR LEGAL GUARDIAN

SUBSCRIBED AND SWORN TO BEFORE ME THIS ________ DAY OF _________ 20___

_____________________________________    (SEAL)
NOTARY SIGNATURE

NOTARY PUBLIC IN AND FOR THE COUNTY OF: ___________________________________

AND THE STATE OF: ___________________________________
Visa Application Checklist

___ Is your application filled out completely and accurately according to the directions?
   ___ Is the application signed?
   ___ Is the Application dated and location indicated?

___ Did you include 2 Passport Photographs?
   ___ Are the photos signed on the back?

___ Did you include your Original Passport (yes, your actual passport and not a copy)?
   ___ Is the passport signed?
   ___ Does the passport have 2 blank visa pages?
   ___ Does the passport have validity for 6 months past the end date of the program?

___ Do you have a copy of your I.D.?
   ___ Is the id copy notarized?

___ Is your Signature Form entitled: “CONSOLATO GENERALE D’ITALIA MIAMI” completed?

___ Have you included your financial support documents?
   ___ Affidavit signed by either you or your parents/legal guardians?
   ___ Is the affidavit notarized?
   ___ Have you supplied a recent bank statement, a notarized letter from the bank or contacted Meghan Munroe to supply a financial aid award letters?
     ___ Are you showing financial support in the amount of at least $4000?
     ___ Does the name on your Affidavit of Support match the name on your Bank Statement or Bank Letter

___ Have you supplied a copy of your flight itinerary or tentative flight schedule?

___ Have you completed your “Passport Mailing Address and Phone Number Form”?

IF UNDER 18 as of July 13th 2016:
___ Have your parents provided the notarized authorization to travel? Both need to sign and the form must be notarized

___ Have you supplied an original or certified copy of your birth certificate

___ Have both of your parents supplied notarized copies of their driver’s license?
STEP THREE – FINAL REVIEW AND SUBMISSION

Review all of the previous steps and be 100% certain you have correctly filled out your application and have included ALL required supporting documentation. Please make sure that all documents are signed and/or notarized in the appropriate places. It is important that you call us if you are unclear on any part of the process so that you can ensure that your packet is complete and correct. You now must present your complete application IN PERSON or by one day overnight mail by a private carrier (e.g. Fed Ex, UPS, DHL, Airborne Express) to the FSU International Programs Office by June 27th 2016.

ATTN: Meghan Munroe
Florida State University International Programs Office
282 Champions Way
A5500 University Center
Tallahassee, FL 32306-2420
850.644.6705

STEP FOUR – PICK UP / DELIVERY OF PASSPORT AND VIS A

The processing time is a minimum of 20 working days from the day we present your application at the Miami Consular office. Our Consulate appointment is scheduled for the first week in July. Please realize that "working days" are Monday through Friday, that any official holidays are not working days, and that there may be extended holiday periods - particularly around Christmas and Easter celebrations. There is no rush visa service.

Once the visa has been issued, you (the student) will be notified via email. Please make sure to monitor your emails, including your junk/spam box. If you are unable to pick-up your passport/visa at the International Programs office, you can notify us at that time.

Once the passport and visa are returned to you, please be sure to check the spelling of your name and that the dates of your visa are correct. Any documentation returned to you with your visa should be kept with you when going through immigration and will be needed once in country.

If you have any questions or concerns regarding passports or the visa process, please contact:

Meghan Munroe
Immigration Specialist
mmunroe@fsu.edu
850.644.6705
Schengen Area

Austria
Belgium
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Italy
Latvia

Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Slovak Republic
Slovenia
Spain
Sweden
Switzerland