

Application Documents Checklist

Students applying for the **National Study Visa Type D (for stays over 90 days)** need to work with the Denver Honorary Consul to verify their document requirements and materials. **To submit a complete application, students are required to submit their applications by mail, providing that the forms are signed and dated in front of a Honorary Consul/Consular Correspondent, or Notary Public, before mailing them.** Applications that do not follow these rules will not be accepted and students must fill out and submit a new application. The checklist below is to be used as a general guide and includes detailed information on the documents required for submission. For official and up-to-date visa requirements and procedures, refer to the Consulate's [website](#).

- ☐ **Complete the Application for the Italian National Study Visa Type D (for stays 90+ days)**
In the appropriate spaces, it is important that the information you provide on your application form is copied exactly as it appears on your passport and other documents. Applications that are mailed to the Consulate General of Italy in Chicago must be signed and dated in front of a consular official at the Honorary Consul in Denver, submitted in person at the Chicago Consulate General, or signed by Notary Public and mailed to the Chicago. **In-person appointments in Chicago are required to be made in advance using the online scheduling system.** Scheduled far enough in advance to account for possible processing delays. The application can be found [here](#).
- ☐ **Attach a Recent Passport-size Photograph**
Passport photos must be original (no copies permitted) and adhere to the measurement requirements – 1.2in x 1.5in or 3cm x 4cm. Photos must be taken against a strong white background, show a full front-facing profile view, and should be stapled or glued into the box located in the upper right corner of the application form. If using glue to secure photo, be sure photo is clear of any left-over residue and does not inhibit the reviewing official's inspection. If using a stapler, make sure photo is securely attached to application and does not obstruct inspection.
- ☐ **Submit A Valid Passport + One Color Copy**
Prior to mailing the passport to the Consulate, first it should be checked for validity. A valid passport will: (a) have an expiration date with at least six months remaining beyond your planned departure from the [Schengen area](#); (b) be signed; and (c) have at least two blank pages remaining in the passport.
- ☐ **Submit a Copy of Driver's License**
You must submit a copy of your driver's license or state ID as proof of residence in the jurisdiction of this Consulate General. Full-time students may also use original and copy of Student ID. If you recently moved and have not updated your ID, you must submit another proof of current address (e.g., utility bills, bank statements, etc.)

CSU ID if meeting the Consulate in person or submit a copy of your CSU ID if you are mailing in the application.

☐ **Submit Original Official Letter of Acceptance + One Copy**

The letter of acceptance must be an original letter from the accredited institution you are studying at in Italy and must be submitted on letterhead, signed and dated. The letter should be addressed to the Consulate General of Italy and should include details on the period of study, full-time enrollment status, and information on full payment of room and board. This will be provided by your affiliate partner or direct enroll Italian university.

☐ **Submit Original Letter of Enrollment + One Copy**

The letter of enrollment will be provided to you by the CSU Education Abroad Coordinator for Italy. The letter will be addressed to the Consulate General of Italy and will serve as proof of your identity, your status as a full-time student at CSU, expected graduation date, and other details. Students must pick-up this letter during the semester. If you need this letter during the summer and you are not in Fort Collins or near campus, you should contact your CSU Education Abroad Coordinator.

☐ **Submit Proof of Financial Means**

Applicants must show proof of financial means in the form of three most recent bank statements OR a bank letter in the student's name or in the name of the parent(s) if their student is supported by them. The bank statements and letter must be on official bank letterhead with a recent date and signed by a bank official. Whichever option you choose, the record must show an account balance minimum of \$4000 USD (or \$1000/per month of stay in Italy). Students who receive financial aid must submit a letter from CSU's Office of Financial Aid stating the amount of aid and the time at which aid will be disbursed to your student account. You should request this letter in advance by emailing SpecialPrograms@colostate.edu. Expect two weeks processing time due to the high volume of requests that are made by constituents across campus during the semester.

○ **Affidavit of Support**

The [Affidavit of Support](#) needs to be submitted with the application if a student is supported by their parent(s) and must be submitted along with the bank statement or bank letter. The Affidavit must be signed in front of the Consular Officer if the parents attend the visa interview appointment with the applicant OR must be notarized by a Notary Public, for which most banking institutions provide services. If your bank does not have a Notary Public, you may visit [CSU's Student Legal Services](#) in the Lory Student Center, Room 284.

☐ **Submit Proof of Health Insurance Coverage**

The Proof of Health Insurance Coverage will be provided in the materials you receive directly by your program provider. If you are direct-enrolling into a foreign institution, you will need a Verification of Health Insurance Letter from the Education Abroad Center. Please contact the Education Abroad Coordinator for Italy programs to request this letter.

☐ **Submit Affidavit of Overseas Health Insurance**

The Affidavit of Overseas Health Insurance is different from your Proof of Health Insurance Coverage. You must sign the Affidavit in front of the Consular Officer at your appointment or have the Affidavit notarized by a Notary Public. The form can be found here:

https://conschicago.esteri.it/resource/2012/01/7441_f_cons97affidavit_health_insurance.pdf

☐ **Submit Proof of Lodging**

Some affiliate program providers show Proof of Lodging in the Official Letter of Acceptance, while others show proof in a separate housing document.

☐ **Submit Proof of Round-Trip Flight Reservation**

Applicants are required to show proof of a round-trip ticket to Italy. Applicants wishing to travel before their program of study may do so if they enter Italy at an approved port of entry (e.g., Italian international airport). Students may purchase a one-way ticket, but you must show proof of adequate funds above the minimum required (proof is demonstrated by the bank statement or bank letter) for the purchase of a return flight. We recommend printing an official receipt of the flight itinerary directly from the airline or website where purchase was made, although email-printed versions may also work.

☐ **Pay the Consular Fee**

A fee is charged by Consulate per visa application. The fee must be paid to the order of the Consulate General of Italy in Chicago by either cashier's check or money order.

Credit/Debit cards, personal checks and cash are NOT accepted. The consular fee schedule is updated every three months and can be found [here](#).

☐ **Include a Return Envelope**

Applicants who submit their applications by mail are required to include an envelope with return postage. The Consulate recommends providing an envelope from the United States Postal Service (USPS), either by express mail or by priority mail with tracking, that is pre-stamped and self-addressed. It is very important to check your address information on the return envelope for accuracy before you send to the Consulate.

☐ **Sign and Submit the 'Consent to Send by Mail' Form**

This form is to be filled out and signed when you mail your application and relinquishes the consulate of all responsibility for the loss or damage of your documents and passport. The form can be found [here](#).