

Italian Visa Group Instructions

The information in this packet is for students who will be participating in the group visa and who will be handing in their visa paperwork to the Trinity Rome Campus

- Nearly all students going to Rome need to secure a visa. The only exceptions are summer students AND any student with a valid EU passport.
- A visa is applied for through the Italian consular offices located here in the United States. The visa is a consular stamp that will be affixed to a blank page in your passport.
- The Italian government has the right to change their requirements at any time.
- If you live or go to school in New York, New Jersey or Connecticut you can opt to participate in the group visa process.
- **International students cannot participate in the group visa process and are required to go on their own to the Italian Consulate in NYC or their local consulate.**
 - International Students must apply for their student visa in the United States.
- **If any of the following scenarios applies to you, you will need to obtain an Italian student visa on your own.**
 - 1) You are an international student with a passport from a country outside of the United States or European Union.
 - 2) If you live and attend school outside of CT, NY, or NJ. For example, you live in Massachusetts and go to school in Maine
 - 3) You will be traveling outside of the United States anytime between from November 1, 2019 to January 20, 2020.
- If none of the above scenarios apply you can sign up for the group process.
- If you decide to do the group process, please **DO NOT CANCEL YOUR CONSULATE APPOINTMENT!** Wait until it has been confirmed we have enough students for the group process. You will be notified by the Trinity College Rome Campus when you can cancel your consulate appointment.
- **IMPORTANT NOTE: The Italian Consulate requires a minimum of 20 students for us to do the group process.**

Documents

The following documents will be provided by the Trinity Rome Campus to obtain your visa.

- Trinity Rome Campus Acceptance Letter in English
- Trinity Rome Campus Acceptance Letter in Italian
- Housing Letter
- Insurance Letter
- Enrollment letter
 - **Trinity students:** This letter will be provided by the Office of Study Away.
 - **Visiting students:** Will need to reach out to your Registrar's Office or Study Abroad Office for an enrollment letter.
 - The enrollment letter needs to say you are a matriculated student at your home institution, studying on the Trinity College Rome Campus for the spring 2020 term and that you will be returning to your home campus for the fall of 2020.

All items below must be submitted to the Trinity Rome Campus by May 2, 2019. If these documents are not received, you will be required to go to the consulate on your own.

- **Bank Letter:** This is a letter from your bank showing you have \$5500 in your account. **This is not a bank statement!** Please see the examples letter included in this packet.
 - It can only a checking account in your name only. If you have a joint account the letter can only show your name and not your parent's name.
 - The Italian Consulate in NYC requires students to show \$50 a day for the duration of the program. The Trinity Rome Campus is 110 days. This would be $\$50 \times 110 = \$5,500$. Students are required to show a minimum of \$5,500 in your own bank account.
 - You should start to work with your family on how you can access/show this amount of money now. Move money early, you want the \$5500 to be your available balance when you obtain your bank letter.
 - Students in the past have had their parents or family members provide them the funds to deposit into their bank account so they can obtain a bank letter. The funds can be returned back to the person who provided/loaned you the money, once the letter has been produced and/or you have obtained your visa.
 - The account cannot be a college fund, investment account, or a retirement account.
 - When you go to the bank you should ask to speak to the bank manager or a service representative. Do not go to a bank teller.
 - **You should ask for the following:**
 - *You are requesting a bank letter to apply for your Italian student visa. This is not a bank statement, but an official looking letter that shows the amount of money you have in your bank account.*
 - *You need to show you have \$5,500.00*

- *Inform the bank representative the letter can show your name only! (it cannot be a joint account or show your parents name).*
- *The letter needs to be in color (have color letterhead etc...) -it needs to look like an original document.*
- *The letter must be signed by a bank representative.*
- *Please see the visa packet for sample letters.*
- *Bank of America can be a challenge to work with on this requirement. Please start working with them now on this.*
- **Passport:** Must be signed and valid at least 90 days beyond last day of the program.
- **Photocopy of your student ID.**
- **Photocopy of your driver's license (or state ID).**
- **Long term visa application form:** Filled out and signed.
 - A copy of the application form is included in this packet.
 - A sample visa application is included in this packet, so you know how to fill out the form.
- **Visa Processing Fee:** There is a visa fee of \$56.00.
 - Students must hand in a money order in the amount of \$56.00.
 - You will pay the visa fee via a money order.
 - The money order is made out:
Consulate General of Italy
690 Park Avenue
New York, NY 10065-5009
 - You can purchase a money order from your local bank or U.S. Post Office.
 - There is a sample money order included in this packet.

Visa Q and A

What is an Enrollment Letter?

An enrollment should verify that a student is enrolled at their home institution; it should include when they enrolled (started at school there), their major, and their anticipated date of graduation. If possible it should also include when the students will be returning back to their home campus from their time abroad.

What is a Bank Letter?

The Italian Government has this requirement because they want to see that students studying in Italy have financial means to support themselves while in Italy. The bank letter is “Personal bank letter on official bank letterhead, indicating the total amount of funds in a student’s personal account (no joint bank accounts).” This means you must obtain a letter from your bank (not a bank statement) that is on official bank letterhead, that has your current balance (with the minimum required shown) signed in by someone at your bank. For the Italian Consulate in NYC students are required to show \$50 a day for the duration of the program. The Trinity Rome Campus is 109 days. This would be $\$50 \times 109 = \$5,450$. Students are required to show a minimum of \$5,450 in a bank account. Each Italian Consulate is different, you should refer to your local consulates website for specific guidelines on the amount you are required to show in your bank account.

What if I do not have the required amount of money in my bank account?

All students are required to have this amount of money. You will need to work with your parents/guardian, and/or family on this. Students in the past have had their parents or family members provide them the funds to deposit into their bank account so they can obtain a bank letter. The funds can be returned back once the letter has been produced and/or you have obtained your visa. You do not need to have this amount of money in your account while you are in Italy.

I plan to travel over the summer break will this affect my visa process?

Yes, you need to go to the Italian Consulate on your own to hand in your visa application. Please plan all travel around your visa appointment. Please allow 2-4 weeks for visa processing.

If I go to school in a different state can I get my visa there?

Yes, students enrolled full-time at a university located within a consulate jurisdiction meet the residence requirement and can apply for their visa at either home district or their schools district.

What is the Schengen Zone?

“Schengen Area, signifies a zone where 26 European countries, abolished their internal borders, for the free and unrestricted movement of people, in harmony with common rules for controlling external borders and fighting criminality by strengthening the common judicial system and police cooperation. Schengen Area covers most of the EU countries, except the UK, Ireland and the countries that are soon to be part of: Romania, Bulgaria, Croatia and Cyprus. Although not members of the EU, countries like: Norway, Iceland, Switzerland and Lichtenstein are also part of the Schengen zone. The 26 Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.” <https://www.schengenvisainfo.com/schengen-visa-countries-list/>

What is a Money Order?

A money order is a form of a prepaid payment; it is a more secure version of a check. You can purchase a money order from your bank or US Postal Service. Please make sure you address your money order the way you are instructed to by the consulate you are going to.

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Consolato Generale d'Italia
New York

FOTOGRAFIA
Your Photo Glued Here

1. Cognome /Surname (x) Your Last Name				Spazio riservato all'amministrazione	
2. Cognome alla nascita (cognome/i precedente/i) /Surname at birth (former family name(s)) (x)					
3. Nome/i / First names (given name(s)) (x) Your First Name					
4. Data di nascita (giorno-mese-anno) Date of birth (day/month/year) Your date of birth ex. 31/3/1997		5. Luogo di nascita/Place of birth Birth City, State		7. Cittadinanza attuale/current nationality Country of Citizenship Cittadinanza alla nascita, se diversa Nationality at birth, if different	
6. Stato di nascita /Country of birth Birth Country		9. Stato civile/marital status.....		Domanda presentata presso:	
8. Sesso /Sex: ☐ Maschile/Male..... ☐ Femminile/Female..... Check correct option		☐ Non coniugato/a/single ☐ Separato/a /Separated ☐ Vedovo/a /widow(er) ☐ Altro (precisare) /Other (please, specify):..		☐ Ambasciata/Consolato ☐ Centro comune ☐ Fornitore di servizi ☐ Intermediario commerciale ☐ Altro	
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..... N/A...*Please acutally "N/A" here on your applciation*				Nome:	
11. Numero d'identità nazionale, ove applicabile /.. national identity number, where applicable Your Social Security or national ID number				Responsabile della pratica:	
12. Tipo di documento/type of passport: ☒ Passaporto ordinario /Ordinary passport ☐ Passaporto di servizio / Service passport ☐ Passaporto speciale / Special passport ☐ Documento di viaggio di altro tipo (precisare) /Other travel document (please, specify)				Nome di chi ha ricevuto la pratica allo sportello:	
13. Numero del documento di viaggio/Number of travel document Passport number		14. Data di rilascio./Date of issue..... Refer to your passport		Documenti giustificativi: ☐ Documento di viaggio ☐ Mezzi di sussistenza ☐ Invito ☐ Mezzi di trasporto ☐ Assicurazione sanitaria di viaggio ☐ Altro	
15. Valido fino al /Valid until Refer to your passport		16. Rilasciato da/ Issued by..... Refer to your passport		Decisione relativa al visto: ☐ Rifiutato ☐ Rifiutato per segnalazione SIS non cancellabile. ☐ Pratica Sospesa ☐ Rilasciato	
17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente Applicant's home address and e-mail address This should be your home address and email		Numero/i di telefono /Telephone number(s) Your cell phone number		Tipo di visto: ☐ D ☐ Valido: dal al Numero di ingressi: ☐ 1 ☐ 2 ☐ Multipli	
18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality ☒ No If this is a yes, you will need to provide copies of your residence permit, green card, or your U.S. student visa. ☐ Sì. Titolo di soggiorno o equivalente/ Yes, Residence permit or equivalent n. Valid until					
19. Occupazione attuale / ... Current occupation..... Student					
20. 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 You should put the address of your college here.					
21. Scopo del viaggio /Main purpose(s) of the journey ☐ Ricongiungimento Familiare/Familiare al Seguito / Family reunion visa ☐ Motivi Religiosi/ Religious reasons ☐ Sport/Sport ☐ Missione./Mission..... ☐ Diplomatic/Diplomatic ☐ Cure Mediche./ Medical reasons ☒ Studio/Study ☐ Adozione/Adoption ☐ Lavoro subordinato/Subordinate work ☐ Lavoro autonomo /self-employment ☐ Di altro tipo / Other (please, specify).....					

(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.

22. Città di destinazione/City of destination Rome, Italy	23. Eventuale Stato membro di primo ingresso/Member State of first entry (if applicable) Rome, Italy.	
24. Numero di ingressi richiesti/Number of entries ☐ Uno/..... ☐ Due/..... ☒ Multipli/.....	25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay (maximum 365 days) 110 days	
26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years ☒ No If you have been issued a schengen visa before please select yes This would be a student visa to another Schengen country or a travel visa. ☐ Sì. Data/e di validità / Yes, date of validity from.....to.....		
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. If you have been issued a schengen visa before and had your finger prints taken please select yes. This would be a student visa to another Schengen country or a travel visa ☐ No. ☐ Sì./Yes Data, se nota/ Date if known		
28. Numero del Nullaosta rilasciato ai fini del Ricongiungimento Familiare/Familiare al Seguito/Lavoro Subordinato (solo ove richiesto dalla normativa disciplinante il tipo di visto richiesto)/ "Nulla Osta" ref. n. for "Family Reunion Visa" / Subordinate work (only if requested by the law regarding the specific type of visa requested) N/A "Please acutally "N/A" here on your appcication" Rilasciato dal SUI di/Issued by the "Sportello Unico per l'Immigrazione" of (specify the city)..... Valida dal../Valid from..... al/to.....		
29. Data di arrivo prevista nell'area Schengen Intended date of arrival in the Schengen area 27/01/2020	30. Data di partenza prevista dall'area Schengen (solo per i visti aventi durata compresa tra i 91 ed i 364gg.) Intended date of departure from the Schengen Area (only for visa of 91 days and up to 364 days) 15/05/2020	
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 N/A "Please acutally "N/A" here on your appcication" For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy: N/A "Please acutally "N/A" here on your appcication"		
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 N/A "Please acutally "N/A" here on your appcication"	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 N/A "Please acutally "N/A" here on your appcication"	
32. Nome e indirizzo dell'impresa/organizzazione che invita //Name and address of host company/organization Trinity College Rome Campus Via Raimondo da Capua 2 00153, Rome Italy	Telefono e fax dell'impresa/organizzazione Telephone and fax of the Company/ organization 011-39-06-572-88217	
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 Stephen Marth, Trinity College Rome Campus Via Raimondo da Capua 2 00153, Rome Italy stephen.marth@trincoll.edu, 011-39-06-572-88217		
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: ☒ del richiedente/Myself Mezzi di sussistenza/means of support ☒ Contanti/cash ☐ Traveller's cheque ☒ Carte di credito/credit card ☐ Alloggio prepagato / prepaid accomodation ☐ Trasporto prepagato/prepaid transport ☐ Altro (precisare/Other) INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonoma, Missione, Diplomatico, Adozione. INFORMATION NOT NECESSARY IF APPLYING FOR THE FOLLOWING TYPES OF VISAS: Family reunion/Subordinate work /self-employment/Mission/Diplomatic/Adoption		
☒ 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 or 32 ☐ altro(precisare/Other (please, specify) Mezzi di sussistenza/Menas of support ☐ Contanti/cash ☒ Alloggio fornito / Accomodation provided ☐ Tutte le spese coperte durante il soggiorno/ All expenses covered during the stay ☒ Trasporto prepagato/prepaid transport ☐ Altro (precisare)/ Other (please specify)		

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 N/A *Please actually "N/A" here on your application			<u>Leave</u> <u>questions</u> <u>34-37 blank.</u>
Cognome /Surname		Nome/i / First name(s)	
Data di nascita / Date of birth	Cittadinanza /nationality	Numero del documento di viaggio o della carta d'identità Number of travel document or ID card	
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			
36. Luogo e data / Place and date		37. Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian)	

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 Personali.

Dichiaro che tutti i dati da me forniti sono completi ed esatti. Sono consapevole 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.

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.

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.

[illegible]

Your Signature Here



Consolato Generale d'Italia
New York

FOTOGRAFIA

1. Cognome /Surname (x)				Spazio riservato all'amministrazione	
2. Cognome alla nascita (cognome/l precedente/l) /Surname at birth (former family name(s)) (x)					
3. Nome / First names (given name(s)) (x)					
4. Data di nascita (giorno-mese-anno) Date of birth (day/month/year)		5. Luogo di nascita/Place of birth		7. Cittadinanza attuale/current nationality	
		6. Stato di nascita /Country of birth		Cittadinanza alla nascita, se diversa Nationality at birth, if different	
8. Sesso /Sex:		9. Stato civile/marital status.....			
☐ Maschile/Male..... ☐ Femminile/Female.....		☐ Non coniugato/a/ single ☐ Separato/a /Separated ☐ Vedovo/a /widow(er) ☐ Altro (precisare) /Other (please, specify):..			
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.....					
11. Numero d'identità nazionale, ove applicabile /.. / national identity number, where applicable.....					
12. Tipo di documento/type of passport:					
☐ Passaporto ordinario /Ordinary passport ☐ Passaporto di servizio / Service passport ☐ Passaporto speciale / Special passport ☐ Documento di viaggio di altro tipo (precisare) /Other travel document (please, specify)					
13. Numero del documento di viaggio/Number of travel document.....		14. Data di rilascio./Date of issue.....		15. Valido fino al /Valid until	
				16. Rilasciato da/ Issued by.....	
17. Indirizzo del domicilio e indirizzo di posta elettronica del richiedente Applicant's home address and e-mail address				Numero/i di telefono /Telephone number(s).....	
18. Residenza in un paese diverso dal paese di cittadinanza attuale / Residence in a country other than the country of current nationality ☐ No ☐ Sì. Titolo di soggiorno o equivalente/ Yes, Residence permit or equivalent n. Valid until					
19. Occupazione attuale / ... Current occupation.....					
20. 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					
21. Scopo del viaggio /Main purpose(s) of the journey					
☐ Ricongiungimento Familiare/Familiare al Seguito / Family reunion visa ☐ Motivi Religiosi/ Religious reasons ☐ Sport/Sport ☐ Missione./Mission.... ☐ Diplomatic/Diplomatic ☐ Cure Mediche./ Medical reasons ☐ Studio/Study ☐ Adozione/Adoption ☐ Lavoro subordinato/Subordinate work ☐ Lavoro autonomo /self-employment ☐ Di altro tipo / Other (please, specify).....					
Decisione relativa al visto:					
☐ Rifiutato ☐ Rifiutato per segnalazione SIS non cancellabile. ☐ Pratica Sospesa ☐ Rilasciato					
Tipo di visto:					
☐ D					
☐ Valido:					
dal al.....					
Numero di ingressi:					
☐ 1 ☐ 2 ☐ Multipli					

(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.

22. Città di destinazione/City of destination	23. Eventuale Stato membro di primo ingresso/Member State of first entry (If applicable)	
24. Numero di ingressi richiesti/Number of entries ☐ Uno/..... ☐ Due/..... ☐ Multipli/.....	25. Durata del soggiorno. Indicare il numero dei giorni (max. 365gg.) / Duration of the intended stay (maximum 365 days)	
26. Visti Schengen rilasciati negli ultimi tre anni / Schengen Visas issued during the past three years ☐ No ☐ Sì. Data/e di validità / Yes, date of validity from.....to.....		
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. ☐ No. ☐ Sì/. Yes Data, se nota/ Date if known		
28. Numero del Nullaosta rilasciato ai fini del Ricongiungimento Familiare/Familiare al Seguito/Lavoro Subordinato (solo ove richiesto dalla normativa disciplinante il tipo di visto richiesto)/ "Nulla Osta" ref. n. for "Family Reunion Visa" / Subordinate work (only if requested by the law regarding the specific type of visa requested) Rilasciato dal SUI di/Issued by the "Sportello Unico per l'Immigrazione" of (specify the city)..... Valida dal/. Valid from..... al/to.....		
29. Data di arrivo prevista nell'area Schengen Intended date of arrival in the Schengen area	30. Data di partenza prevista dall'area Schengen (solo per i visti aventi durata compresa tra i 91 ed i 364gg.) Intended date of departure from the Schengen Area (only for visa of 91 days and up to 364 days)	
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 For Adoption, Religious reasons, Medical reasons, Sport, Study, Mission, please give the address in Italy:		
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	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	
32. Nome e indirizzo dell'impresa/organizzazione che invita //Name and address of host company/organization	Telefono e fax dell'impresa/organizzazione . Telephone and fax of the Company/ organization	
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		
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: ☐ del richiedente/Myself Mezzi di sussistenza/means of support ☐ Contanti/cash ☐ Traveller's cheque ☐ Carte di credito/credit card ☐ Alloggio prepagato / prepaid accomodation ☐ Trasporto prepagato/prepaid transport ☐ Altro (precisare/Other) INDICAZIONE NON NECESSARIA NEL CASO DI VISTO PER: Ricongiungimento Familiare, Familiare al Seguito, Lavoro Subordinato/Autonoma, Missione, Diplomatico, Adozione. INFORMATION NOT NECESSARY IF APPLYING FOR THE FOLLOWING TYPES OF VISAS: Family reunion/Subordinate work /self- employment/Mission/Diplomatic/Adoption		☐ 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 or 32 ☐ altro(precisare/Other (please, specify) Mezzi di sussistenza/Menas of support ☐ Contanti/cash ☐ Alloggio fornito / Accomodation provided ☐ Tutte le spese coperte durante il soggiorno/ All expenses covered during the stay ☐ Trasporto prepagato/prepaid transport ☐ Altro (precisare)/ Other (please specify)

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/ / First name(s)	
Data di nascita / Date of birth	Cittadinanza /nationality	Numero del documento di viaggio o della carta d'identità Number of travel document or ID card	
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			
36. Luogo e data / Place and date		37. Firma (per i minori, firma del titolare della potestà genitoriale/tutore legale)/ Signature (for minors, signature of parental authority/legal guardian)	

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 Personali.

Dichiaro che tutti i dati da me forniti sono completi ed esatti. Sono consapevole 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.

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 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).



Trinity College

Roma, Italy

Consolato Generale D'Italia

Ufficio Visti

690 Park Avenue

New York, NY 10065

Roma, 11 novembre 2016

Si dichiara che:

1. Il Sig. / La Sig.ra **Lizzie McGuire-Disney** parteciperà al nostro Programma di Studio per Studenti stranieri dal 20 gennaio al 5 maggio, 2017.
2. Che lo studente ha pagato per intero le tasse di iscrizione al Programma, che includono la frequenza dei corsi (per un minimo di 20 ore settimanali), vitto e alloggio, trasporto, borsello (contanti), per l'intera durata del suo soggiorno in Italia.
3. **Lizzie McGuire-Disney** ha alloggio garantito a Roma, Italia, presso il Trinity College Rome Campus, sito in Clivo del Publili, 2, Roma, Italia. **Lizzie** è una studentessa che studierà all'estero in uno speciale programma accademico per studenti Americani offerto dal Trinity College, 300 Summit Street, Hartford, CT, USA. Lei risiederà, come specificato sopra, al Clivo del Publili, 2, dal 20 gennaio 2016 al 5 maggio 2017.

Firma del Coordinatore del Rome Program

Melissa Scully

THE BARBIERI CENTER ROME CAMPUS

Via Raimondo da Capua 2

000153 Roma, Italy

Tel. & Fax 06-57288217



Trinity College
HARTFORD CONNECTICUT

ACCEPTANCE LETTER

November 14, 2016

To Whom It May Concern:

This is to certify that Lizzie McGuire-Disney is a matriculated student who has been accepted by Trinity College/Rome Campus for a semester of study in Rome, Italy. This is a special academic program for American students offered by Trinity College, 300 Summit Street, Hartford, Connecticut, USA. Students are required to take Italian language courses as part of the curriculum. The program commences 20 January and terminates 5 May 2017. The program is located at Via Raimondo da Capua, 2, Rome, Italy.

All students who participate in Trinity College Rome Campus are required by Trinity College to pay the full Comprehensive Fee (which includes room and board costs), or to make special arrangements through the Trinity College Student Accounts Office for the payment of the Comprehensive Fee, prior to their departure for Italy.

All students who participate in Trinity College/Rome Campus are housed on the campus with the expressed permission of Trinity College.

Lizzie is a full-time student enrolled at Trinity College/Rome Campus, with an expected graduation date of Spring 2018. Progress toward the degree will continue while studying at the Trinity College Rome Campus. The named student will continue to be enrolled full-time upon return to their home campus for the fall 2017 semester.

Eleanor Emerson, Director of Study Away
Trinity College/Rome Campus



Trinity College

HARTFORD, CONNECTICUT

Enrollment Status

November 11, 2016

To Whom It May Concern:

This is to certify that Lindsay Mcguire-Disney is a full time student at Trinity College in Hartford, CT who will study at the Trinity College Rome Campus program for the Spring 2017 period as a full time student. Alexandra is scheduled to return to the Trinity College Hartford, CT campus for the fall 2017 semester, matriculated to Trinity on September 2, 2014, is majoring in American Studies, and has an anticipated graduation date of Spring 2018.

If you have any questions, please feel free to contact the Office of Study Away at (860) 297-2392, or the Trinity Registrar's Office at (860) 297-2118.

Sincerely,

Eleanor Emerson, Associate Director of Study Away
Trinity College/Rome Campus



Trinity College

HARTFORD CONNECTICUT

To Whom It May Concern:

This is to certify that Lizzie McGuire is guaranteed housing in Rome, Italy at the Trinity College Rome Campus, Clivo dei Publicci 2, Rome, Italy. Lizzie is a student who will be studying abroad on a special academic program for American students offered by Trinity College, 300 Summit Street, Hartford, CT, USA. She will be in residence at Clivo dei Publicci 2 from 27 January 2020 - 15 May 2020.

If you have any questions, please feel free to contact the Office of Study Away at (860) 297-4178, or the Trinity Registrar's Office at (860) 297-2118.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melissa Scully", written over a horizontal line.

Melissa Scully, Assistant Director of Study Away
Trinity College/Rome Campus



Trinity College
HARTFORD CONNECTICUT

November 11, 2016

AFFIDAVIT OF INSURANCE

To Whom It May Concern:

This statement is to verify that Lizzie McGuire-Disney, who will be studying at the Trinity College/Rome Campus during the Spring 2017 Term (20 January - 05 May 2017), will be covered by Italian medical insurance purchased from I.N.A. ASSITALIA, VIA del Tritone 181, in the amount of 75 euros for six months. The insurance will be in effect for the student's entire stay in Italy, and the student will be responsible for any other expense that they may incur in Italy.

All students also receive coverage outlined below by International SOS and University Health Plans Inc. and, as part of policy 11BCAS661683, underwritten by University Health plans Insurance Inc. of Massachusetts.

The medical benefits provide for 100% payment of covered medical expenses up to \$500,000 for a lifetime maximum benefit, including \$500,000 per injury or sickness, and coverage for Medical Evacuation and Repatriation of mortal remains to \$100,000. Each participant is covered, if as the result of a covered accident or a covered sickness, he/she incurs expenses for the services of a physician, hospital, emergency room, ambulatory medical center, laboratory tests, local ambulance service, prescription medicines, therapeutics, anesthetics (including administration thereof), X-ray or prosthetic appliances. Hospital room/board is covered at the normal semiprivate room rate.

Within 8 (eight) days of the student arrival in Italy, said student will report to the local Police Headquarters ("Questura") for the issuance of the Permit of Stay ("Permesso di Soggiorno"), as required by the Italian Law of all foreigners residing in Italy for an extended period of time.

Sincerely,

Melissa Scully, Rome Program Coordinator of Study Away
Trinity College/Rome Campus

(Sample letter)

[Bank letterhead]

[DATE]

Consulate General of Italy
Visa Office
690, Park Avenue
New York, NY 10021

TO WHOM IT MAY CONCERN,

This is to certify that the title of the following account(s) reflects [name and address of account holder] as an account holder.

Account type	Account number (optional)	Amount *	Date opened

* May express exact amount or "In excess of more than XXXXX US dollars"

The above mentioned balance(s) represents the accumulation of successive deposits.

Sincerely

Signature



Bank

America's Most Convenient Bank®

TD Bank, N.A.

[REDACTED]

T: [REDACTED] F: [REDACTED]

www.tdbank.com

Consulate General of Italy

Visa Office

690, Park Avenue

New York, NY 10021

TO WHOM IT MAY CONCERN,

This is to certify that the title of the following account(s) **Account #** reflects **Name** of:

Home Address

as an account holder.

Account type	Account number	Amount	Date opened
Checking	[REDACTED]	In Excess of more than \$5,300.00	07/06/2012

The above mentioned balance(s) represents the accumulation of successive deposits.

Sincerely,

Assistant Store Manager

TD Bank N.A.

CT [REDACTED]

Confidential

12/10/2018



KeyBank
SPRING HOUSE

[Redacted]
[Redacted]



[Redacted]
Vice President
Branch Manager
Spring House KeyCenter
Malcood [Redacted]
[Redacted]
[Redacted]
[Redacted]

To whom it may concern:

Please be advised [Name] is an established customer of Key Bank, NA. [Name] has an account with Key Bank, with a balance of [Redacted] account number is [Account #] and was originated on 08/12/2012.

If you should have any other questions or concerns, please do not hesitate to contact me at [Redacted]
[Redacted]

Sincerely,

Payelle McEwen

[Redacted]
VP/Branch Manager

Domestic Money Orders



What Is a Money Order?

Money orders are a secure payment method. They are convenient, affordable, and widely accepted. Money orders are a good way to send cash that never expires.

How and where do you get money orders? Head to the Post Office™ and purchase one for a certain amount - It will then be valid as payment. If a money order is lost or stolen, you may be able to have it replaced.

Send Money Orders Internationally

How to Send a Money Order

Money orders can be purchased at any Post Office™ location.

You can send up to \$1,000 to destinations within the United States.

Pay for your money order with cash, debit card, or traveler's checks.

There is a fee for each money order you send.

Money Order Fees

\$0.01 to \$500.00	\$1.20
\$500.01 to \$1,000.00	\$1.65
Postal Military Money Orders (issued by military facilities)	\$0.40

How to Spot a Fake Money Order

Before accepting a money order, make sure it's real. There are several key things to look for when spotting a counterfeit money order.

Check the Dollar Amounts

The dollar amount is discolored. It may have been erased, indicating fraud (circle 3 on image).

The dollar amount is not imprinted twice (circle 4 on image).

Dollar value is too large.

Domestic money orders cannot be more than \$1,000.

International money orders cannot be more than \$700 (\$500 for El Salvador or Guyana).

Examine the Paper

Hold the money order up to the light.

Watermarks of Ben Franklin on the left side should repeat top to bottom (circle 1 on image).

On the right of the Franklin watermark, a vertical, multicolored thread with the letters "USPS" weaves in and out of the paper to (circle 2 on image).

Suspect a Fake?

If you suspect fraud, call the U.S. Postal Inspection Service at 1-877-876-2455.

If you think you've been given a fake money order, call the Money Order Verification System at 1-866-459-7822.

Replace Lost or Damaged Money Orders



My Money Order Is Damaged

We'll replace money orders that are defective or damaged. Take your damaged money order and your receipt to your local Post Office location to get a replacement.

[Money Order Standards and Guidelines](#)

[Visit USPS® Price List — Notice 123](#)

[Find a Post Office](#)