<u>Guide for Filling Out an Italian National Visa Application</u>

Updated October 2023

Note: Please make sure your information fits in the respective boxes. We recommend writing small and as clearly as possible!

1. Last Name
2. Put N/A if you have never changed your last name
3. First Name
4. Write DAY, MONTH, then YEAR
5. City you were born in
6. Country you were born in
7. USA if you're currently a US citizen
8. Select male or female
9. Select marital status
10. N/A unless you are a minor
11. Select Ordinary Passport
12. Enter your passport number
13. Enter the issue date on passport (DAY/MONTH/YEAR)
14. Enter the expiration date on passport (DAY/MONTH/YEAR)
15. US Dept of State (or respective issuer)
16. Your permanent address or local address and email address; enter phone number in second box
17. Select "No" unless you are not a US citizen
18. Enter "Student"
19. Enter UMD's address:

    University of Maryland, Education Abroad
    1118 HJ Patterson Hall, College Park MD 20742
    301-314-7473
20. Select "Study"
21. Write the city you are studying abroad in
22. Write the name of first country you will land in the Schengen Zone (see the end of this document for a list of Schengen countries)
    a. If you have a layover in a Schengen country before arriving in Italy, put that country down.
23. Select "Multiple Entries"
24. Enter the total number of days of your <u>program</u> (NOT how long you intend to stay in Italy with any personal travel)
25. Enter the day you first arrive in the Schengen zone, including any layovers (DAY/MONTH/YEAR)
26. N/A for all three boxes
27. Contact information for programs. **<u>FILL OUT ALL THREE BOXES</u>**. For Maryland-in programs, it's as follows:

    Rome: Zoe De Smet, Enrollment Specialist
    The American University of Rome - Via Pietro Roselli 4 - 00153 Rome, Italy
    Phone +39 06 58330919; Fax +39 06 58330992; aurinfo@aur.edu

    Florence: Stefano Baldassarri, Director
    ISI Florence - Palazzo Rucellai - Via della Vigna Nuova, 18 - 50123 Florence, Italy
    Phone +39-055-2645910; Fax +39-055-2646721; info@isiflorence.org

Perugia: Dr. Zachary Nowak, Director
The Umbra Institute - Piazza IV Novembre 23 - 06123 Perugia, Italy
Phone +39 075-775-0101 info@umbra.org

Bocconi: Michela Longari, International Student Desk
Università Bocconi, Market & Partners - Piazza Sraffa, 11 - Room 303 - 20136 Milan, Italy
Phone: +39-02-5836-2236; Email: inexchange@unibocconi.it

Fill out **EVERY box**. Some information will be repeated. An example of how to complete #27:

27. **Name and address of host Company/Organization**	Telephone and fax number of the Company /Organization /
Nome e indirizzo dell'impresa/organizzazione che invita	*Telefono e fax dell'impresa/organizzazione*
The American University of Rome - Via Pietro Roselli 4 - 00153 Rome, ITALY	Phone +39 06 58330919; Fax +39 06 58330992

Surname, first name, address, telephone, fax and email address of contact person in Company/Organization
Cognome, nome, indirizzo, telefono, fax e indirizzo di posta elettronica della persona di contatto presso l'impresa/organizzazione
De Smet, Zoe - Via Pietro Roselli 4 - 00153 Rome, Italy; Phone +39 06 58330919; Fax +39 06 58330992; aurinfo@aur.edu

28. Select "the applicant" and then all forms of support you will use (note: even if your parents are supporting you, you select this.)
29. N/A for all items
30. N/A for all items
31. **Write the date and the place** (the location you are in when you are signing it, ex: College Park, MD)
32. **SIGN your name IN BLUE OR BLACK PEN (no digital signatures, no pencil).**

BE SURE TO SIGN AND DATE IN PEN AT THE BOTTOM OF THE THIRD PAGE AS WELL.

SCHENGEN AREA COUNTRIES
The 1985 Schengen Agreement established a uniform customs method for member countries. Currently, all EU countries are members of the Schengen area with the exception of Bulgaria, Ireland, Romania and the UK. In addition, Iceland, Liechtenstein, Norway and Switzerland are members of the Schengen area (but not of the EU). The Schengen agreement makes travelling through member countries very easy. Your passport may not be stamped or even checked when crossing borders in the 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