Italy – Schengen Visa Application Instructions

Make sure to use the pre-populated Schengen Visa Application that can be found on the Accepted Students section of the Florence program on the study abroad website.

1. **Surname**
   type your last name as it appears on your passport

2. **Surname at birth**
   type your last name at birth (even if it’s the same as item #1)

3. **First names:**
   type out your first and middle names as they appear on your passport

4. **Date of birth**
   type your date of birth in DAY – MONTH – YEAR order

5. **Place and country of birth**
   type the city and state where you were born

6. **Country of birth**
   type the country where you were born

7. **Current nationality**
   type your current nationality (USA for US citizens)

8. **Sex**
   check the appropriate box

9. **Marital status**
   check the appropriate box

10. **In case of minors**
    leave blank

11. **National identity number**
    leave blank, unless you are an international student and have a national ID number

12. **Type of travel document**
    check the appropriate box (ordinary passport, in most cases)

13. **Number of travel document**
    type in your passport number

14. **Date of issue**
    type the date your passport was issued in DAY – MONTH – YEAR order

15. **Valid until**
    type the date your passport expires in DAY – MONTH – YEAR order

16. **Issued by**
    type the issuing agency as printed on your passport (US Dept of State for US citizens)

17. **Home address and email address**
    type in your home address and email address and telephone number

18. **Residence in a country other than the country of current nationality**
    check the appropriate box; if yes, type the name of your document, number and date of validity

19. – 23. Skip; pre-populated

23. **Type the name of the first city in Italy where you will land, as documented on your travel itinerary**
    type your arrival city in Italy (Florence, in most cases)

24. - 25. Skip; pre-populated

26. **Schengen visa issued during the past three years:**
    Check the appropriate box; if yes, then type period of validity

27. **Fingerprints collected**
    check the appropriate box; if yes, then type the date
28. Number of authorization of SUI
   Leave blank

29. Intended date of arrival in Schengen area
   Type the date you will arrive in Italy as documented on your travel itinerary; this date should coincide with the start date of the program

30. Intended date of departure from Schengen area
   Type your planned date of departure (suggested date: 15 June YEAR)

31. Skip, pre-populated

32. Skip; pre-populated

33. Means of support
   By the applicant himself/herself: check the appropriate boxes

34. – 35. Family members who are EU, SEE or CH citizens
   Type information if appropriate

36. Place and date
   Type place and date where application was prepared and signed
   (Northampton, MA, USA, in most cases)

37. Signature
   Sign the application in blue ink in the space provided

IMPORTANT!
There are FOUR (4) sections where a signature (in blue ink), place and date in DAY – MONTH – YEAR order are REQUIRED:
1. Items #36 & 37
2. After the statement “I am aware that the visa fee is not refunded if the visa is refused.”
3. After the “consent” statement on the line above the “notes” section
4. On the last page, page 4