



PRE-DEPARTURE: **Apply for Your Study Visa and Legalize Your Academic Titles**

DISCLAIMER: The University (hereafter referred to as “UNISG”) is not responsible for ensuring the absolute veracity of this document. Rather, it is the student’s responsibility to verify the information provided directly with the relevant authorities.

Should you not be able to get your diploma legalized before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled conditionally/under auditor status, until such time as UNISG receives verification of your diploma. If your diploma cannot be verified prior to graduation, UNISG will not be able to issue a university degree in your name. Master students exclusively may, in such a situation, elect to receive a certificate of attendance in lieu of a university diploma.

Three-Year Undergraduate Students

(1.a.) *For all students whose high school diploma was awarded by an Italian institution:*
SUBMIT A SIGNED SELF-CERIFICATION (*DICHIARAZIONE SOSTITUTIVA*) OF YOUR DIPLOMA, OR AN OFFICIAL CERTIFICATE OF GRADUATION (*CERTIFICATO DI MATURITÀ*):

A template for self-certifying your high school career can be found [here](https://www.unisg.it/en/programs-admissions/three-year-undergraduate-degree/admissions/) on our website under “Italian Degree Holders”:
<https://www.unisg.it/en/programs-admissions/three-year-undergraduate-degree/admissions/>

Remember that the self-certification must be signed by you in order for it to be legally valid, and must include your final high school grade in order for it to be accepted. Alternatively, Italian high school graduates can also submit a digital copy of their high school diploma or certificate of graduation, provided that the final grade earned is indicated on the document.

(1.b.) *For all students whose high school diploma was not awarded by an Italian institution:*
HAVE YOUR DIPLOMA VERIFIED AND LEGALIZED:

Your diploma must be verified as part of the admission process. This can be accomplished in one of the following ways:

OPTION A: OBTAIN A STATEMENT OF COMPARABILITY (SoC) FROM ENIC-NARIC (CIMEA)

CIMEA, the Italian branch of ENIC-NARIC (European Network of Information Centres - National Academic Recognition Information Centres) determines the equivalency of academic titles online by issuing a Statement of Comparability (SoC). For more information, please see [this website: http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx](http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx). To begin the process, create an account [here: https://cimea.diplo-me.eu/cimea/](https://cimea.diplo-me.eu/cimea/). The SoC process, which costs €150, can take up to 30 business days to complete. Should you not be able to get your SoC processed before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled conditionally, until such time as the SoC is received by UNISG and provided it attests that your diploma is equivalent to a secondary school diploma earned following 12 years of schooling.



Should UNISG doubt the authenticity of your diploma, we reserve the right to ask you to obtain a Statement of Verification (SoV) in addition to the SoC. The SoV process costs €65.

OPTION B: OBTAIN A DECLARATION OF VALUE FROM THE ITALIAN CONSULATE

The DV is a document that certifies both the comparability and authenticity of your high school diploma. The DV can only be issued by the Italian consulate or embassy in the country where your diploma was awarded; more specifically, the Italian embassy or consulate with jurisdiction over the area in which your diploma was awarded. You should be aware that it can be a time-consuming process. Should you not be able to get your DV processed before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled under auditor status, until such time as the DV is received by UNISG and successfully attests to the validity of your diploma. **We strongly urge you to do everything in your power to obtain the DV early and to confirm that it has been received by UNISG prior to arriving in Italy.** For more information, please visit the [Study in Italy website](#) (in Italian); for further details pertaining to your specific DV process, contact the Italian consulate processing your DV request. Be advised that while the DV process itself is free, the Italian translation of your diploma is not, and can often be expensive (up to €300). For this reason, please investigate whether the consulate will allow you to submit original language documents without translation, or whether you can do the translations yourself. Usually, however, all documents must be translated by an official consulate-approved translator. For our part, we only need your school title to be verified through the DV process, not your transcripts or final grades.

OPTION C: *For North American high school graduates only:* OBTAIN A DEGREE VERIFICATION THROUGH NATIONAL STUDENT CLEARINGHOUSE

Those students with US titles may request a Diploma Verification from National Student Clearinghouse in lieu of either the DV or the SoC. The cost of the service is around 15 USD. More information can be found [here](#) online: <https://nscverifications.org/diplomaverify/>

Be aware that, as indicated in Attachment 1 of the “Procedures for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2020/2021 academic year”, updated on June 16, 2020, (and viewable [here](#) online), US candidates must possess one of the following:

- A U.S. high school diploma and at least 3 successfully completed Advanced Placement exams;
- Two years of college or university credit with all exams passed (equivalent to junior standing);
- One year of college or university credit with all exams passed (equivalent to sophomore standing) and at least 4 successfully completed Advanced Placement Exams.

Be advised that students who require a visa in order to study in Italy may still be required to submit a valid SoC for their diploma. For more information, please contact the consulate’s visa office directly.

IMPORTANT NOTE FOR UK HIGH SCHOOL GRADUATES:

As indicated in Attachment 1 of the “Regulations on foreign students’ access to university programs in the academic year 2020-2021”, updated on June 16, 2020, UK candidates must possess at least 3 passing A-level exit examination grades in different disciplines.



SPECIAL CASES: In certain exceptional cases, it may be possible for non-Italian high school diploma holders to have the legalization requirement waived. For further information, please contact the Registrar Office at segreteria@unisg.it.

(2) For non-EU students only: APPLY FOR YOUR STUDY VISA

Make sure your passport is valid for at least 6 months beyond the end of your undergraduate program. As soon as you receive your admission letter, you must apply for a long duration “Type D”, “Multiple Entry” Study Visa (valid for more than 90 days) at the Italian Embassy or Consulate closest to your current legal residence.

In the event that you are issued a short duration or Type C Visa (valid for no more than 90 days), check that it is a student visa and not a tourist visa. Otherwise, you will have to return to your country after 90 days and reapply for a student visa, as you cannot turn a tourist visa into a student visa, nor can you use it to apply for a residence permit.

The list of the Italian Embassies and Consulates abroad is available on the [Ministry of Foreign Affairs website](#).

Universality: please remember that you must complete a separate consular pre-enrollment online through [Universality](#) prior to your appointment at the consulate. Once you have registered, you can begin the process by selecting the "International Students" tab in the lower right-hand corner, and then clicking "Pre-Enroll Now". We will then review, validate and send your study visa request to the consulate for processing;

Obtaining an appointment at the consulate: applicants should register on the [Prenotami visa website](#) as early as possible and certainly prior to being admitted to the program for which they have applied. After which, they can request a consular appointment. Generally, applicants may only apply for their visa through the consulate with jurisdiction over the area in which their legal residence is located. The Italian consulates will indicate on their websites which jurisdictions they cover.

Problems obtaining a consular appointment: We unfortunately have no way to compel the consulate to provide you with an earlier date, should yours be close to the start of the program. Consular employees suggest checking the appointment system daily for cancellations as a potential solution. Naturally if you have not yet booked an appointment, you **should** do so immediately. Alternatively, try to determine whether the Italian consulate with which you are working will accept a **mail-in application**, further directions for which can be found below.

Colombian applicants who have been waitlisted for a visa appointment: consult the “Special Cases” section at the end of this document for specific steps to obtain an actual appointment.

Consular Visa Request Form: please find a bilingual version on the [International Student Start Point page of the website](#); please find here clarification on the answers to questions 22-37, with which some students have encountered difficulty in answering:

22. Bra - Pollenzo

23. First EU country you will enter (i.e. where your passport will be stamped) on your way to your final destination (Italy). For example, if you are flying AirFrance, the answer would be "Paris", as there will be a stopover in France. For a direct flight with (ITAAirways, for example) it would be "Italy";

24. Multipli (Multiple-Entry) [X];



25. 365 (days. Note: the validity of your permit of stay supersedes that of the visa, which can be thought of as a simple “permit of entry” into the EU/Italy, allowing you to then establish long-term legal status with the permit of stay);
26. Yes or No [X] (If you are from a country whose citizens can travel to the EU, visa-free, and have not applied for a special long-term visa, put No [X]. Otherwise, indicate as per your situation);
27. Yes or No [X] (Depending on your situation. See above.);
28. (Just leave blank. Do not write anything.);
29. Date you will arrive in the EU Schengen Area, so flight (arrival in the EU-Schengen Area) date;
30. Leave blank. Your visa will be for 365 days, so this does not apply to you;
31. University of Gastronomic Sciences // Piazza Vittorio Emanuele II, 9, 12042 Pollenzo CN, Italy (For the two boxes below, asking for the address of the person applying for family reunion or of the employer): Leave blank;
32. University of Gastronomic Sciences, Piazza Vittorio Emanuele II, 9, 12042 Pollenzo CN, Italy // +39 0172 458511;
[contact person in company/organization:] Wolinsky, Charles // Piazza Vittorio Emanuele II, 9, 12042 Pollenzo CN, Italy // +39 0172 458502 // segreteria@unisg.it
33. How you will be funding your studies;
- 34-37. Just leave blank.

Mail-in visa application:

Some consulates may accept mail-in visa applications, eliminating the need for in-person visa appointments. See below general directions, as indicated by the Italian Consulate in San Francisco.

[Procedure may vary depending on consulate and policies currently in effect.]

After you have collected the requirements listed on the consulate’s webpage, follow these steps:

1. Visit a notary public to have your signature on the last page of the application form notarized;
 - o If you are using your state or local ID as proof of address, instead of sending the consulate the original, send us a notarized photocopy (do not, under any circumstances, mail us an ID other than your passport);
 - o If someone is providing financial support for you, their signature on the Affidavit of Support must also be notarized;
2. Obtain a cashier's check or money order for the visa fee (from January 1, 2023 until March 31, 2023 it is \$51 **[double-check this amount with your consulate]**);
3. Obtain a prepaid, self-addressed USPS Priority or Express Mail envelope **[or an equivalent service, based on the country in which you are completing the process]** with tracking number for the return of your passport and application or visa;
4. Send all documents in one envelope to the following address:
 - o Attn. Visa Dept., **[INSERT YOUR CONSULATE’S FULL MAILING ADDRESS HERE]**.

Proof of return travel: ask us whether your holiday blocks are confirmed, to assist you in booking your return flight. Alternatively, you could contact a travel agency or the airline itself and ask that they option a ticket in your name (which could then simply be modified or cancelled). You could then print out the "confirmation" to show to the consulate, thereby satisfying this requirement;

Proof of housing: should you have an upcoming visa appointment, but have not yet secured accommodation, we can provide you with a proof of housing document for the purposes of satisfying



this consular requirement only (you will still need to find and finance your accommodation independently);

Proof of insurance: in most cases, the line in your admission letter indicating coverage should be sufficient. However, we have been informed that certain consulates are requesting a copy of the actual policy. Should you be in doubt, please contact us and we will provide you with a facsimile along with a letter stating that the one issued in your name at the beginning of the program will be identical or, alternatively, the policy itself, should it already be possible to have it issued in your name.



PRIOR TO DEPARTURE:
Master and Graduate Students

(1.a.) *Only for students whose Bachelor Degree was awarded from an Italian institution:* **SUBMIT A SIGNED SELF-CERTIFICATION (*DICHIARAZIONE SOSTITUTIVA DEL CERTIFICATO DI LAUREA*) OF YOUR DIPLOMA, OR AN OFFICIAL CERTIFICATE OF GRADUATION (*CERTIFICATO DI LAUREA*) ISSUED BY YOUR UNIVERSITY'S REGISTRAR:**

Your university should be able to provide you with a template for self-certifying your university career. If not, a simple internet search using the keyword “*dichiarazione sostitutiva del certificato di laurea*” will yield many templates to choose from.

Remember that the self-certification must be signed by you in order for it to be legally valid, and must include your final university grade in order for it to be accepted. Alternatively, Italian university graduates can also submit a digital copy of their Bachelor's diploma or a certificate of graduation, provided that the final grade earned is indicated on the document.

(1.b.) *Only for students whose Bachelor Degree was awarded inside of the EU, EEA, UK, Turkey or Switzerland, but not from an Italian institution:* **REQUEST A DIPLOMA SUPPLEMENT** from the university that issued your Bachelor diploma. The Diploma Supplement is a European, standardized document that provides a detailed outline of your undergraduate course of study in English. For more information, consult the [CIMEA website](#).

(1.c.) *Only for students whose Bachelor Degree was awarded outside of the EU, EEA, UK or Switzerland:* **HAVE YOUR ACADEMIC TITLE VERIFIED AND LEGALIZED:**

Your academic title must be verified as part of the admission process. This can be accomplished in one of the following ways:

OPTION A: OBTAIN A STATEMENT OF COMPARABILITY (SoC) FROM CIMEA (ENIC-NARIC)

CIMEA, the Italian branch of ENIC-NARIC (European Network of Information Centres - National Academic Recognition Information Centres) verifies academic titles online by issuing a Statement of Comparability (SoC). For more information, please see [this website](#): <http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx>. To begin the process, create an account [here](#): <https://cimea.diplo-me.eu/cimea/>. The SoC process, which costs €150, can take up to 30 business days to complete. Should you not be able to get your SoC processed before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled under auditor status, until such time as the SoC is received by UNISG and successfully attests that your degree is a three-year Bachelor's or equivalent.

Should UNISG doubt the authenticity of your Bachelor's degree, we reserve the right to ask you to obtain a Statement of Verification (SoV), which costs €65, in addition to the SoC.

OPTION B: REQUEST A DICHIARAZIONE DI VALORE (DV).

The DV can only be issued by the Italian consulate or embassy in the country where your diploma was awarded; more specifically, the DV is processed by the Italian embassy or consulate with jurisdiction



over the area in which your diploma was awarded. You should be aware that it can be a time-consuming process. **We strongly urge you to do everything in your power to obtain the DV early and to confirm that it has been received by UNISG prior to arriving in Italy.** For more information please visit the [Study in Italy website](#) (in Italian); for further details pertaining to your specific DV process, contact the Italian consulate processing your DV request. Be advised that while the DV process itself is free, the Italian translation of your diploma is not, and can often be expensive (up to €300). For this reason, please investigate whether the consulate will allow you to submit original language documents without translation, or whether you can do the translations yourself. Usually, however, all documents must be translated by an official consulate-approved translator. For our part, we only need your school title to be verified through the DV process, not your transcripts or final grades.

The list of the Italian Embassies and Consulates abroad is available on the [Ministry of Foreign Affairs website](#).

OPTION C: SUBMIT DIGITALLY SIGNED TRANSCRIPTS

Students may submit PDF transcripts bearing a digital signature, courtesy of National Student Clearinghouse or Globalsign for example, or that allow for online verification of their authenticity, such as with TranscriptsNetwork, in lieu of other legalization documents.

OPTION D: *For US Bachelor's Degree holders only*: OBTAIN A DEGREE VERIFICATION THROUGH NATIONAL STUDENT CLEARINGHOUSE

Those students with US titles may request a Degree Verification from National Student Clearinghouse in lieu of either the DV or the SoC. The cost of the service is around 15 USD. More information can be found [here](#) online: <https://nscverifications.org/degreeverify/>

Be advised that students who require a visa in order to study in Italy may still be required to submit a valid SoC for their diploma. For more information, please contact the consulate's visa office directly.

SPECIAL CASES: In certain exceptional cases, it may be possible for non-Italian Bachelor's degree holders to have the legalization requirement waived. For further information, please contact the Registrar Office at segreteria@unisg.it.

(2) *For non-EU students only*: APPLY FOR YOUR STUDY VISA

Make sure your passport is valid for at least 6 months beyond the end of your Master program. As soon as you receive your admission letter, you must apply for a long duration "Type D", "Multiple Entry" Study Visa (valid for more than 90 days) at the Italian Embassy or Consulate closest to your current legal residence.

In the event that you are issued a short duration or Type C Visa (valid for no more than 90 days), check that it is a student visa and not a tourist visa. Otherwise, you will have to return to your country after 90 days and reapply for a student visa, as you cannot turn a tourist visa into a student visa, nor can you use it to apply for a permit of stay.

The list of the Italian Embassies and Consulates abroad is available on the [Ministry of Foreign Affairs website](#).

(3) The list of the Italian Embassies and Consulates abroad is available on the [Ministry of Foreign Affairs website](#).



Universitaly: please remember that you must complete a separate consular pre-enrollment online through [Universitaly](#) prior to your appointment at the consulate. Once you have registered, you can begin the process by selecting the "International Students" tab in the lower right-hand corner, and then clicking "Pre-Enroll Now". We will then review, validate and send your study visa request to the consulate for processing;

Obtaining an appointment at the consulate: applicants should register on the [Prenotami visa website](#) as early as possible and certainly prior to being admitted to the program for which they have applied. After which, they can request a consular appointment. Generally, applicants may only apply for their visa through the consulate with jurisdiction over the area in which their legal residence is located. The Italian consulates will indicate on their websites which jurisdictions they cover.

Problems obtaining a consular appointment: We unfortunately have no way to compel the consulate to provide you with an earlier date, should yours be close to the start of the program. Consular employees suggest checking the appointment system daily for cancellations as a potential solution. Naturally if you have not yet booked an appointment, you **should** do so immediately. Alternatively, try to determine whether the Italian consulate with which you are working will accept a **mail-in application**, further directions for which can be found below.

Colombian applicants who have been waitlisted for a visa appointment: consult the "Special Cases" section at the end of this document for specific steps to obtain an actual appointment.

Consular Visa Request Form: please find a bilingual version on the [International Student Start Point page of the website](#); please find here clarification on the answers to questions 22-37, with which some students have encountered difficulty in answering:

22. Bra - Pollenzo

23. First EU country you will enter (i.e. where your passport will be stamped) on your way to your final destination (Italy). For example, if you are flying AirFrance, the answer would be "Paris", as there will be a stopover in France. For a direct flight with (ITAAirways, for example) it would be "Italy";

24. Multipli (Multiple-Entry) [X];

25. 365 (days. Note: the validity of your permit of stay supersedes that of the visa, which can be thought of as a simple "permit of entry" into the EU/Italy, allowing you to then establish long-term legal status with the permit of stay);

26. Yes or No [X] (If you are from a country whose citizens can travel to the EU, visa-free, and have not applied for a special long-term visa, put No [X]. Otherwise, indicate as per your situation);

27. Yes or No [X] (Depending on your situation. See above.);

28. (Just leave blank. Do not write anything.);

29. Date you will arrive in the EU Schengen Area, so flight (arrival in the EU-Schengen Area) date;

30. Leave blank. Your visa will be for 365 days, so this does not apply to you;

31. University of Gastronomic Sciences // Piazza Vittorio Emanuele II, 9, 12042 Pollenzo CN, Italy (For the two boxes below, asking for the address of the person applying for family reunion or of the employer): Leave blank;

32. University of Gastronomic Sciences, Piazza Vittorio Emanuele II, 9, 12042 Pollenzo CN, Italy // +39 0172 458511;

[contact person in company/organization:] Wolinsky, Charles // Piazza Vittorio Emanuele II, 9, 12042 Pollenzo CN, Italy // +39 0172 458502 // segreteria@unisg.it

33. How you will be funding your studies;

34-37. Just leave blank.



Mail-in visa application:

Some consulates may accept mail-in visa applications, eliminating the need for in-person visa appointments. See below general directions, as indicated by the Italian Consulate in San Francisco.

[Procedure may vary depending on consulate and policies currently in effect.]

After you have collected the requirements listed on the consulate's webpage, follow these steps:

1. Visit a notary public to have your signature on the last page of the application form notarized;
 - o If you are using your state or local ID as proof of address, instead of sending the consulate the original, send us a notarized photocopy (do not, under any circumstances, mail us an ID other than your passport);
 - o If someone is providing financial support for you, their signature on the Affidavit of Support must also be notarized;
2. Obtain a cashier's check or money order for the visa fee (from January 1, 2023 until March 31, 2023 it is \$51 **[double-check this amount with your consulate]**);
3. Obtain a prepaid, self-addressed USPS Priority or Express Mail envelope **[or an equivalent service, based on the country in which you are completing the process]** with tracking number for the return of your passport and application or visa;
4. Send all documents in one envelope to the following address:
 - o Attn. Visa Dept., **[INSERT YOUR CONSULATE'S FULL MAILING ADDRESS HERE]**.

Proof of return travel: ask us whether your holiday blocks are confirmed, to assist you in booking your return flight. Alternatively, you could contact a travel agency or the airline itself and ask that they option a ticket in your name (which could then simply be modified or cancelled). You could then print out the "confirmation" to show to the consulate, thereby satisfying this requirement;

Proof of housing: should you have an upcoming visa appointment, but have not yet secured accommodation, we can provide you with a proof of housing document for the purposes of satisfying this consular requirement only (you will still need to find and finance your accommodation independently);

Proof of insurance: in most cases, the line in your admission letter indicating coverage should be sufficient. However, we have been informed that certain consulates are requesting a copy of the actual policy. Should you be in doubt, please contact us and we will provide you with a facsimile, along with a letter stating that the one issued in your name at the beginning of the program will be identical.

SPECIAL CASES:

Indian Students Applying for Study Visas through an Italian consulate in India

Italian consulates in India require study visa applicants to obtain a Declaration of Value (DV) legalization prior to or together with their study visa application. Moreover, some consulates, especially the one in Mumbai, will only set a date and time for your visa appointment upon first receiving a valid DV. In recent years, Indian applicants have had to wait on average 45 days to obtain their DV, 21 days to attend their visa appointment, and between 50 and 80+ days thereafter to receive their study visa, and this in the event their supporting documentation is in



perfect order at the time of their appointment. In other words, the whole process could take 4-5 months in total to complete successfully.

In light of this, the University urges Indian applicants obtain their DVs immediately, prior to the closure of the pre-enrollment process, and that they submit their completed dossiers as soon as possible so that the program director may evaluate their candidacy in advance. That way, they can already begin the process of requesting a study visa, even prior to the closure of the official admission process.

The DV can be obtained in one of two ways:

- Prior to visa application via UNI-ITALIA (**recommended, as it is quicker**) or;
- Together with the visa application via VFS (**not recommended, as it will slow down the visa process**).

TIP: if at all possible, try to have your Bachelor's degree legalized during the admission process, rather than upon acceptance into the program.

In order to obtain the DV, the consulate must receive the following academic documentation:

- Original Final Degree/Final School Certificate duly attested by the competent Higher Education Department and apostilled by Ministry of External Affairs, Govt. of India + 1 photocopy

OR

- Original color copy of Final Degree/Final School Certificate apostilled online through E-Sanad (original Certificate to be submitted along color copy) + 1 photocopy.
Attestations by SDM on study documents will not be accepted. Competent Higher Education Department attestation is mandatory. (For more information, along with additional documentation which must be submitted, see [this example checklist](#) from the Italian consulate of Mumbai website. Documents may vary depending on the consulate.)

For students who have not yet obtained either their Original Final Degree/Final School Certificate or their Original color copy of their Final Degree/Final School Certificate with E-Sanad apostille **submit all of the following with your study visa application:**

- request a letter from your university stating that you have completed your coursework successfully;
- obtain an official attestation and apostille for your provisional marksheet and/or certificate through the relevant authorized local attestation and apostille service center (contact relevant consulate for details);
- request and submit a special admission letter from UNISG stating (for visa purposes only, as you will still have to submit a legalization document prior to the start of classes) that we have independently verified the authenticity and equivalency of your academic degree, that we do not require the Declaration of Value or any other legalization, and that your provisional marksheet and/or certificate in lieu of the original version is sufficient.

Please be aware that **submitting incomplete documentation to any authorities involved in the process may result in weeks-long, even months-long, delays.**



Common issue:

- Proof of sufficient economic means should cover **both** your university fees, **as well as** your daily living expenses.

IMPORTANT: as soon as the visa processing center confirms that your visa application is at the consulate and under review, let the Registrar Office know, so that we can send a follow up registered institutional email on your behalf.

Colombian Students Applying for Study Visas through the Italian consulate in Bogotá

Obtaining an appointment at the consulate: applicants should register on the [Prenotami visa website](#) as early as possible and certainly prior to being admitted to the program for which they have applied. After which, they will be assigned a spot on the waiting list, but not an appointment.

IMPORTANT: Do not follow any of the consulate's advice in improving your position on the waiting list or attempting to get an appointment on a specific time frame. The consulate will send you an email with the appointment, prior to the start date of the program (be aware that this email will take time and you should expect it from a few weeks to a few days prior to the program start date; there may be only a few days between receiving this email and the appointment itself. Therefore, we advise you to be in or near Bogotá by that time.

In order to obtain an actual appointment, applicants must do the following:

- Complete the consular pre-enrollment process through Universitaly as described elsewhere in this document;
- Once submitted, let Charles Wolinsky (c.wolinsky@unisg.it) at the Registrar Office know, and he will proceed and review, validate and send your pre-enrollment to the consulate, as well as provide you with the Universitaly approval and validation confirmation.
- **The list of documentation to submit to the Italian Institute of Culture can be found [here](#).** Be advised that they are reportedly unresponsive when asked general questions both via email and by phone;
- Prepare **the visa documentation*** as indicated [here online](#) and send it to the Italian Institute of Culture at iicbogota@esteri.it, asking them to **waive the DV requirement and “issue the green light” (use this exact term in either Spanish or Italian)**. The reply will look like this:

Buenas Tardes:

En su caso no necesita de Declaración de Valor. Necesita pero que, esta Oficina revise su documentación de estudios para así poderle dar **luz verde** a la Oficina de Visas para su continuar con su trámite de visado.

La invitamos por lo tanto a enviarnos escaneada la documentación que le estamos anexando según el estricto orden indicado en los requisitos.

En su caso no hay necesidad que la documentación sea traducida en italiano (puede omitir este punto). Deberá pero ser legalizada ante Min de Educación Nacional y apostillada.

Por lo que se refiere al Diploma de Bachiller podrá presentar una fotocopia autenticada del mismo ante Notaría sin necesidad de nada más. Puede enviar la documentación también al correo: iicbogota@esteri.it

Cordialmente,

Oficina de Estudios en Italia

Istituto Italiano di Cultura Bogotá

www. iicbogota.esteri.it

- Once you have received their reply, forward it to Charles Wolinsky at the Registrar Office, together with your waiting list reference information, and he will write to the consulate requesting that you be assigned a date and time for your actual visa appointment.



***Recommendations for the visa documentation:**

- If you are missing any documents, you will need to return to the consulate again to submit your complete documentation. So, it is better to have as much documentation as possible at the first appointment, even if it seems excessive, to avoid repeat appointments;
- Submit bank statements with official stamps;
- It is always better to present a guarantor letter, along with bank statements, from a person who will be responsible for covering your expenses in case of unexpected circumstances. With regards to the **guarantor letter**:
 - o It should be signed, if possible, by a notary;
 - o Bring the birth certificate ("*Registro Civil*") for both the student and the guarantor;
 - o Although the official documentation says otherwise, the guarantor may be a sibling as well as a parent;
 - o It is better that the guarantor work for a recognized company or for the government.
- Scholarship assignees should likewise present as much back up documentation as possible, such as **the economic affidavit****, as well as the official scholarship announcement;
- Applicants will only know that their visa has been approved once they pick up their passport. It cannot be sent by post, and may be ready for pick up between 12 noon and 1 P.M. at a moment's notice. So, applicants should try to stay in or near Bogotá after submitting their completed documentation.

Consult [this consular website](#) for all information on obtaining the visa. Simply go by the list that you find there, as reportedly the consulate will not provide you with any further clarifying information beyond what you can find on their website.

****Regarding the scholarship affidavit:**

- Go at the notary office to complete and finalize the declaration; ask there for the code needed for obtaining an apostille. They will either give it to you there, or send it to you via email;
- Complete the process with the *cancillería* and obtain the apostille: everything can be done online;
- Translate the affidavit and the apostille;
- Obtain an apostille for the translation. The translator should ask for the code when she/he is in the notary authenticating the signature and then provide it to you;
- Make an affidavit appointment on Prenot@mi, in this case, they will assign an appointment to you right away. Be sure to confirm the appointment, by responding to the confirmation email you receive a few days prior to your appointment;
- Bring all of the aforementioned documentation to the appointment along with the original receipt showing payment of the fee along with a copy of your national ID card (*cédula de ciudadanía*);
- It is better to pay the fee and utilize the official translators on the consulate's list [here](#) online, as it is, in the end, the cheapest option. Here is one recommended translator: Antje Mertel: +57 315 5004671, antjemertel@gmail.com

Updated: October, 2023 – cw