

# ITALY STUDY VISA TIMELINE



## **Step 1 - Schedule Visa Appointment**

### ***6 months before arrival***

Students can book their visa appointment on the [Italian Consulate website](#) 6 months before program start date.

*Note: Students must be 18 years old at visa appointment & already have a passport valid 6 months past the program end date.*

## **Step 2 - Complete Pre-Departure Forms on MyVerto Portal**

Students must complete the **Student Visa Form & Passport Form** Pre-Departure Forms on the [MyVerto Portal](#). The Student Visa Form tells your Student Onboarding Advisor when your appointment is, and the Passport form is required for the visa documentation that Verto Education will provide to students.

## **Step 3 - Visa Appointment Preparations**

### ***2 months before appointment date (or earlier)***

As you'll see in the student visa checklists, there are about 10-15 documents students must submit to the Italian Consulate *including* round-trip flights and bank statements, both of which take time to put together. Student visa applications must be *perfect and complete* in order to have an Italian student visa approved. *Incomplete visa applications will be denied* and students will be required to schedule a new appointment and travel to the Consulate again.

*Note: All visa application resources can be found on the [Location Resources page](#). Under the Florence sub-section.*

### ***1-2 weeks before appointment date (or earlier)***

Once the visa application is complete, students will upload photos of every single document/requirement listed on the Student Visa Checklist to the **Visa Application Review Uploader** Pre-Departure Form on the MyVerto Portal for revisions. The earlier you upload your visa application for review, the more time students will have to make mandatory revisions. *Failure to complete the Visa Application Review Uploader Pre-Departure Form on the MyVerto Portal may lead to incomplete visa applications and denied visas.*

### ***10 & 3 days before appointment***

**IMPORTANT:** You may need to confirm your appointment 10 days AND 3 days before the appointment! If you do not confirm the appointment twice, the Consulate will cancel it and you will need to reschedule! To confirm your appointment, log in to the [Italian Consulate](#) website, click My Appointment, then Confirm.

## **Step 4 - Finalizing Visa Applications**

### ***24 hours before visa appointment (or earlier)***

24 hours before the student's visa appointment, students must ensure that they have made mandatory revisions to their visa applications and ensure that all required documents are in place. It is important to double-check your visa application at least 24 hours before the visa appointment in case you have any questions. It is possible that you run into an issue very late the day before your appointment and your Student Onboarding Advisor may not be available to answer questions. Please make sure that your visa application is perfect and complete at least 24 hours before your appointment to allow your Student Onboarding Advisor time to reply to your questions. Remember, incomplete visa applications will be denied and students will be required to schedule a new appointment and travel to the Italian Consulate again.

## **Step 5 - Attend Visa Appointment**

### ***Day of visa appointment!***

The Italian Consulate address can be found on your Visa Guide, which is linked in the '[Italian Consulate Guides & Checklists](#)' on the [Location Resource page](#). *Make sure to allow ample time for traffic, parking, and finding the visa office!* If you arrive late, the Consulate may or may not take your application and you may be required to reschedule your appointment. Students put in lots of visa application work, so arrive early!

As soon as you are done with your student visa appointment, you should let your Student Onboarding Advisor know.

## **Step 6 - Wait for Student Visa**

### ***After visa appointment***

After applying for your student visa, you will need to wait anywhere between 1-2 months for your visa to be processed and sent back to you. The Consulate will use the USPS Priority Envelope that students provide in order to mail the passport and visa back to the student.

Once you receive your passport with the student visa inside (visa is a sticker affixed inside passport), students will need to complete the **Student Visa Copy Upload** Pre-Departure Form on the MyVerto Portal.

