

## **VISA INSTRUCTIONS FOR STUDENTS WITHIN THE CHICAGO CONSULATE'S JURISDICTION:**

Because you are a student in the Chicago consulate jurisdiction (this includes CO, IL, IA, KS, MN, MO, NE, ND, SD, WI, and WY) you may apply for your visa by mail through the Consortium Office and we will mail your visa application to the Chicago consulate on your behalf. KU students should return all visa application paperwork to the Consortium Office at the University of Kansas and students from all other Chicago consulate schools should return all visa paperwork to the Consortium Office at the University of Iowa.

**The deadline to submit your completed paperwork will be listed on your VIP page or in your acceptance packet.** Please send all visa application materials to the appropriate Consortium Office along with a check made to the University of Iowa for \$30 to cover the cost of mailing both your application to the consulate and the visa back to you. If you do not submit a completed application by the deadline, please contact the Consortium Office to find out if we are still accepting visa applications or if you will need to apply for the visa on your own by going to the Chicago Consulate in person.

Below are the required documents ONLY if you are applying by mail through the Consortium Office. Please note that these instructions differ from the requirements if applying in person. If you choose to apply in person, please contact the Consortium Office for Instructions.

- Complete **SCHENGEN VISA APPLICATION FORM** (download from website [www.conschicago.esteri.it](http://www.conschicago.esteri.it), under "Visa Section"), filled out and signed by the applicant. Please note that you must include the exact date of arrival in and departure from a Schengen member country (questions #23, 29, & 30 on the visa application). In order to do this, you must either purchase your plane ticket by your visa deadline or choose the date and border of entry that you are planning on, as this is when your visa will be valid.
- Two recent passport photographs – One photo should be affixed to the visa application in the appropriate location and should show your full face and from a front view. The other copy should have your name written on the back and simply be included. Please note that these MUST be official passport photos – digital copies will not be accepted.
- Original and signed passport (plus one copy of the photo and info page). The passport must be valid at least three months after the visa expiration date. Please make sure the passport has a blank page to affix the visa. If your passport is new please make sure you sign the signature page. Failure to sign it could result in the passport being sent back without a visa.
- For non US citizen, proof of permanent residence in the USA in the form of a green card or valid long term visa to the United States (except B1/B2), I-20 with the endorsement on the back, IAP66, advanced parole or any other pertinent document from the I.N.S. allowing reentry into the U.S. These documents should be notarized copies of the original (not the original document).
- Proof of residence in the jurisdiction of this Consulate General in the form of a notarized copy of the applicant's Drivers License or University I.D. Notaries can be found at banks.
- Check for \$30 made out to the University of Iowa to cover the cost of both mailing your application to Chicago and returning your visa to you.
- Include a sheet of paper with the address that you would like your passport and visa returned to. Please note that the visas will be sent in batches of 10 to the Consulate. Since processing times vary, we recommend having your passport & visa sent to the address that you will be departing in Italy from. In other words if you are going home to your parents over break and don't plan to return to your school address prior to your departure, we recommend having it sent to your parents.

All materials must be turned in to the appropriate Consortium Office by **deadlines** to the address below.

### Students from all other schools:

CIMBA Office  
University of Iowa  
108 John Pappajohn Business Building, W230  
Iowa City, IA 52242  
Phone: (319) 335-0920  
Email: [cuis-info@uiowa.edu](mailto:cuis-info@uiowa.edu)

### KU Students:

CIMBA Office  
University of Kansas  
1300 Sunnyside Ave, Rm 345R  
Lawrence, KS 66045  
Phone: (785) 864-7576  
Email: [ltalycimba@ku.edu](mailto:ltalycimba@ku.edu)