

TOURIST VISA REQUIREMENTS FOR A SCHOOL TRIP IN ITALY

The Head of the School must formally appoint a person (**Study Abroad Advisor**) to deal directly with the Visa Office.

The Study Abroad Advisor must appear in person at this Consulate, bringing the official letter of appointment, a document certifying that the school is registered with the Provincial Ministry of Education, and valid photo ID.

He must complete and sign a letter similar to the one shown in [**Letter for a school trip form**], indicating the following information:

- trip description, duration and location in Italy;
- itemized list of paid trip expenses (i.e.: fees relating to the flight, accommodation, etc.);
- statement of intent to contact the competent local Police Office ("Questura") within 8 working days in order to obtain the temporary residence permit ("Permesso di Soggiorno");
- confirmation of assumption of financial responsibility by the parents;
- alphabetical list of the students enrolled and their particulars (place and date of birth and nationality).

The Study Abroad Advisor must also provide the following documentation for each student:

- [**Visa application form**] plus one recent passport photo;
- passport valid for 90 days beyond the return trip from Italy and photocopy thereof (main pages only);
- photocopy of landed immigrant document or student visa;
- affidavit of financial support from the applicant's parents [**Affidavit of financial support for tourist visa form**];
- detailed flight schedule;

If the student is a minor:

- consent of both parents, designation of the person or institution responsible for the minor during his/her stay in Italy and acceptance of responsibility by said person or institution [**Parental consent together with assumption of responsibility for a minor form**].

Applicants with a Canadian student visa must ensure that their visa is valid for 60 days beyond the return trip from Italy and has a multiple number of entries.