

The Visa Section of the Embassy of Italy may request additional documents at its discretion.

LIST OF DOCUMENTS REQUIRED FOR A STUDENT VISA (NATIONAL VISA)

Application Form

The application form should be filled in **ENGLISH or ITALIAN** and signed **PERSONALLY by the Applicant**. Each applicant including minors have to fill out separate application form. In case of minors application form can be signed **only by parents**.

Please pay attention: application forms are signed by third parties, even if there is a power of attorney, are not considered by the Italian Embassy.

Photo

The size of the photo is **35 mm x 45 mm** with the head in the center of the frame. the face should cover 70-80% of the photo area. The photo must be taken recently within the last six months. The background color of photo should be **plain white**. You should be looking directly at the camera with no other objects obstructing the face (except glasses or etc for the medical reasons).

Unclear, too dark, too light, too contrasting, too pale photos, as well as photos with an image modified using electronic image editors, are not accepted. Your entire face including forehead, ears and eyebrows should be visible in the photo. It is allowed to wear a head covering for religious reasons, however, your face should be fully visible. The photographs mismatching mentioned requirements are not considered.

Travel document/ Passport

The passport must be valid for the next 3 months after intended trip. The passport must have at least two blank pages to affix visa and for border stamps. The passport in original with copies of pages containing personal information and copies of all pages with visas and stamps on them must be submitted.

For not citizens of the Republic of Kazakhstan

Foreign citizens should provide the proof of legal long-term stay in Kazakhstan (residence permit/temporary residence permit). It must be valid for more than 6 months before the time of submission.

Medical Insurance

Medical insurance coverage should meet following criteria:

- 1) - name and surname of person insured (according to the passport);
- 2) - the insured period of travel (the period of first travel to Schengen area);
- 3) - number of days for the insured period (number of travel days according to the tickets
- 4) provided);
- 5) - the territory insured (Worldwide or Schengen countries);
- 6) - amount insured (not less than 30.000 euro or 50.000 dollars)

Insurance policies of Russian companies are not considered.

Ticket Reservation round up

Applicants must submit a copy of his/her return ticket booking (airplane/train) or another proof of available means of personal transport.

If traveling by car the following documents are required: - copy of the vehicle registration certificate; - original and a copy of the International Insurance Policy; - copy of driving license; - copy of the car rent voucher if the car is rented; if a car is not owned by an applicant, it's necessary to provide notarized copy of power of attorney for driving from the owner and Passport copy of the owner (copy of first page).

If a car is owned by a company, it's necessary to provide power of attorney on the company's letterhead; if the driver with whom the trip is planned has a valid Schengen visa, to submit documents the applicant should provide:

- a hotel reservation with the driver's name and surname, a copy of the passport page with a photo and personal data;
- a copy of the valid Schengen visa of the driver. If an applicant is going to visit other Schengen countries the applicant should submit a complete itinerary of the trip.

Copy of the pre-enrollment application

Copy of the pre-enrollment application validated by the university which can be downloaded from the UNIVERSITALY website, an AFAM or SSML institution, or an organization participating in the Marco Polo or Turandot international exchange program.

As a proof of accommodation, it is necessary to provide one of the following options:

Confirmed accommodation details (for the first year of study).

If the University in the enrollment letter does not mention accommodation details, the student should provide alternative proof of accommodation with address, a document confirming the availability of housing is to be provided:

lease/rent of the apartment with a copy of id proof of the owner and confirmation of the full or part payment;

OR

an invitation from an Italian citizen with a copy of id proof of the inviting person;

OR

an invitation from a foreign citizen with a copy of the residence permit (permesso di soggiorno);

OR

reservation of the hotel with the name, address and telephone number of the hotel, period of stay, name and surname of the applicant (at least for the first week of study).

Proof of employment

Proof of employment must be on the company's letterhead with address, telephone number and all the company's data, employee's personal data, date of hiring, position and monthly salary. The proof of employment must be fully completed and signed by authorized signatory and company's stamp. The proof of employment letter should not be older than 1 month on the date of documents submission, should be written in English or Italian (or accompanied by an English or Italian translation). If the applicant's actual place of work differs from the legal address of the organization, in this case it's necessary to additionally write down information on the actual place of work of the applicant, especially, if the applicant works in a branch or representative office of the organization in another city.

'Individual Entrepreneurs' must provide a certificate of the register and the previous year's income tax return.

'Retired person' should submit pension certificate (original and copy) or reference from the Pension Fund (original and copy).

'Students' should submit letter from university and copy of student ID card. The letter should not be older than 1 month on the date of documents submission.

'Pupils' should submit letter from school. The letter should not be older than 1 month on the date of documents submission.

Financial Guarantees

Funds to proof showing the availability of 6079,45 euros for each school year, this amount is excluding the cost of return flight tickets (the cost of tickets are based on current cost of the ticket to Italy). If a scholarship covering all the living expenses during his stay in Italy is awarded to an applicant, he should provide also personal financial guarantee for unexpected expenses not covered by the scholarship.

For the first year of study, as financial guarantees are provided applicant's original Bank account statement with transactions for the last 3 months with authorized stamp and signature

Bank account statement issued more than 30 days before the submission date is not valid.

For the next years of studying financial documents proving personal source of income OR ones from the parents OR ones from Italian or foreign citizens legally residing in Italy must be provided in addition to the student's personal financial guarantee:

applicant's proof of employment with indicated monthly salary and applicant's original bank account statement for last 3 months with regular payroll accounting;

OR

parent's proof of employment with indicated monthly salary and parent's original bank account statement for last 3 months with regular payroll accounting;

1) applicant's (student's) birth certificate with apostille and translation into Italian (original and copy are required);

2) sponsorship letter in Italian language from the parent;

3) a copy of the parent's passport (data page and page with registration);

OR

1) sponsor's (Italian or foreign citizens legally residing in Italy) proof of employment with indicated monthly salary and his original bank account statement for last 3 months with regular payroll accounting;

2) sponsorship letter in Italian language;

3) a copy of the sponsor's Italian passport or copy of an Italian residence permit.

Copy of the declaration of Value of qualification

Copy of the declaration of Value of the qualification if requested by the University or AFAM institution, SSLM or a participant of the international exchange program "Marco Polo" or "Turandot"). If declaration of Value is requested, it MUST be provided while submitting documents for a visa.

Copy of the school diploma

Copy of the school diploma obtained after at least 12 years of school or, alternatively, a replacement certificate for all legal purposes (eg foundation course, academic certificate demonstrating the completion of the first year of university, etc.)

Copy of the school diploma

Copy of the school diploma obtained after at least 12 years of school or, alternatively, a replacement certificate for all legal purposes (eg foundation course, academic certificate demonstrating the completion of the first year of university, etc.)

Copy of language certificate

Italian Proficiency Requirements or English certificates according to the language of the program.

Other documents

Documents representing evidence of family ties (including marriage certificate, documents confirming family composition, birth certificate of children, documents confirming the existence of family or other personal ties in the states of the Schengen zone).

If you are requesting a multi entry visa you are advised to also bring copies of any commercial correspondence, contracts or recent invoices.

Notification: Digital documents are not considered.

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