

## INFORMATION ON HOW TO GET INVITATION LETTER FOR VISA APPLICATIONS

Before coming to Italy for Erasmus stay at the University of Genoa, please consult the web site of the Italian Ministry of Foreign Affairs at the page dedicated to Consular services , to find out whether you need a visa to enter Italy.

If you need a visa, the University of Genoa can issue an Invitation Letter , containing data about the Erasmus period.

In order to issue the Invitation Letter, the following documents have to be sent to the International Mobility Office of the university of Genoa (address indicated in the Application Form):

1. Complete Application Form (the procedure concerning the online application form has to be complete, see details in the section dedicated to the online application form) **ONLY ORIGINAL BY SURFACE MAIL WILL BE ACCEPTED**
2. Student's request of issue duly signed, containing the address of the Italian Embassy where the student applied for the visa  
**The request is accepted only if sent in original by surface mail or via fax (at 0039/010/209/5012) together with the copy of the valid passport**
3. Copy of the **valid** passport

**THE INVITATION LETTER WILL BE ISSUED NOT EARLIER THAN 10 DAYS FROM THE RECEIPT OF THE DOCUMENTS LISTED ABOVE.**

### IMPORTANT

- The above mentioned documents have to be sent in the requested way, otherwise no invitation letter will be issued
- If some documents required in the list above are missing or incomplete, no invitation letter will be issued
- If the passport has expired, no invitation letter will be issued
- Every change requested by the student or his sending Institution will be communicated to the Italian Embassy, where the student applied for the visa, by the University of Genoa
- If changes occur in Invitation letters already issued , a new invitation letter will be issued , upon request, **not earlier than 10 days from the new request and the changes communication**
- If communications of the student or of his sending Institution, involving modifications in the Invitation Letter, occur during the process of issuing the Invitation letter, **the Invitation Letter will be issued not earlier than 10 days from the date of the last communication received by the International Mobility Office.**