

Instructions for Completing the Study Visa Application

Please complete your application using these directions as a guide.

- You will need to download the visa application from online and save it to your desktop as a pdf (https://udallas.edu/rome/_documents/visa_app.pdf).
- You will then use the Add Text Comment Tool or Typewriter Tool in order to type directly into the document. Please use Times Roman font at 10pt.
- If the are not able to type into the PDF, please print out the application and fill it out by hand. Please print carefully using ALL CAPS. You may not use white-out or scratch out incorrect data.
- Do not put a picture on the application; we will use one of the pictures that you submitted.
- Use your passport to answer the questions regarding your passport.
- If you don't know an answer to a question, DON'T GUESS! Leave the question blank and ask a member of the Rome Office staff when you turn in your application.
- Be very careful when filling out this application. Once completed, proof carefully against your passport information and the instructions prior to printing.
- Remember to sign the last page!

ITEM

DIRECTIONS

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|-----|---|--|
| 1. | <u>SURNAME(S):</u> | Enter your last name as it appears on your passport. |
| 2. | <u>SURNAME(S) AT BIRTH
(FORMER FAMILY NAME(S)):</u> | Enter any previous last names. Write "N/A" if there are no previous last names. |
| 3. | <u>FIRST NAME(S) (GIVEN NAME(S)):</u> | Enter your given name(s) as it appears on your passport . This may be your first and middle name – CHECK YOUR PASSPORT! |
| 4. | <u>DATE OF BIRTH:</u> | Enter birth date in format: DD-MMM-YYYY using letters for the month (e.g. 30-JAN-1990). |
| 5. | <u>PLACE OF BIRTH:</u> | Enter state of birth. Please print entire state name, i.e. " TEXAS ". |
| 6. | <u>COUNTRY OF BIRTH:</u> | Enter country of birth: Most of you will write " UNITED STATES " |
| 7. | <u>CURRENT NATIONALITY:</u> | List your current country of citizenship. Most of you will write " UNITED STATES. " |
| | <u>NATIONALITY AT BIRTH:
IF DIFFERENT</u> | Answer appropriately. If nationality is not different write " N/A " |
| 8. | <u>SEX:</u> | Put "X" in appropriate box. |
| 9. | <u>MARITAL STATUS:</u> | Put "X" in appropriate box. |
| 10. | <u>IN THE CASE OF MINORS:
SURNAME, FIRST NAME, ADDRESS
AND NATIONALITY OF PARENTAL
AUTHORITY/LEGAL GUARDIAN</u> | Answer appropriately. If you are not a minor write " N/A "
"Minor" means under 18 years of age. |
| 11. | <u>NATIONAL IDENTITY NUMBER</u> | Write " N/A ". |
| 12. | <u>TYPE OF PASSPORT:</u> | Put "X" in appropriate box. Most will check " ORDINARY PASSPORT. " |
| 13. | <u>NUMBER OF TRAVEL DOCUMENT:</u> | Enter your passport number. Refer to your passport copy. |

14. DATE OF ISSUE: Enter your passport's issue date **in format: DD-MMM-YYYY**
15. VALID UNTIL: Enter the validity date of your passport **in format: DD-MMM-YYYY.**
16. ISSUED BY: Enter the name under the heading "Authority" on your passport information page. Many of you will write **US Dept of State.**
17. APPLICANT'S HOME ADDRESS:
E-MAIL ADDRESS AND
TELEPHONE NUMBER(S) This item has been completed for you.
18. RESIDENCE IN A COUNTRY:
OTHER THAN THE COUNTRY
OF CURRENT NATIONALITY Put "X" in appropriate box.

Item #'s 19-22 have been completed for you.

23. MEMBER STATE OF:
FIRST ENTRY Write the name of the first **Schengen Country** you will enter. If you are on the group flight, write "**ITALY**." If you are making your own arrangements, consult your itinerary for the name of the first Schengen Country you will enter. The Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, the Netherlands, Norway, Portugal, Spain, Sweden, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Slovenia, Poland, Slovakia, Norway, Switzerland.

Item #'s 24-25 have been completed for you.

Answers to Item #'s 26-28 must match what is in your passport (per instructions, "Fields 1 – 3 shall be filled in in accordance with the data in the travel document."

26. SCHENGEN VISAS ISSUED IN THE
PAST THREE YEARS. Put "X" in appropriate box. Please check your passport for visas from the above Schengen countries within the past three years. These are not entry visas (the stamps in your passport for entering a country) but actual work and study visas that are embossed in your passport. You would have had to submit an application similar to this one in order to obtain one of these visas.
27. FINGERPRINTS COLLECTED
PREVIOUSLY FOR THE PURPOSE
OF APPLYING FOR A SCHENGEN
VISA: Put "X" in appropriate box. You will only answer yes if you were fingerprinted for your visa and your fingerprints are in your passport.
28. ENTRY PERMIT: Leave blank unless you have an entry permit for a Family Reunion or Work Visa.
29. INTENDED DATE OF ARRIVAL IN
THE SCHENGEN AREA. Write the date that you will first enter the Schengen area in format **DD-MMM-YYYY**. Those of you flying the regular group dates will enter 17-AUG-2019.
30. INTENDED DATE OF DEPARTURE
FROM THE SCHENGEN AREA. Write the date that you will leave the Schengen area in format **DD-MMM-YYYY**. Those of you returning on regular group flight dates will enter 4-DEC-2019.

Item #'s 31-33 have been completed for you.

For Item #'s 34-37, list the information for a parent or guardian that is an EU citizen. If you do not have a parent or guardian that has EU citizenship please write "N/A" in the first blank for question #34 and this will answer the questions for the entire section.

At the bottom of the fourth page write Irving, TX, print the date in format DD-MMM-YYYY, and sign your name.