

The Global Education Office will apply for the VISA required for your stay in Orvieto. In order for us to do this, you must provide us with the following:

- **A total of 8 Official Passport Photos**
- **Up-to-date Passport**—must be signed, be valid for six months after the last day of your stay in Italy, have a minimum of 3 open/unused pages. Passports must be sent to the Global Education Office (via FEDEX or registered mail) by **Nov 10th**—we will return it to you via FEDEX overnight service once they are received back from the Italian Consulate.
- **The Schengen Visa application form included in the Acceptance Packet**, completed neatly and legibly in block letters (uppercase) using black ink, following carefully the instructions below, with *No Cross Outs* or writing over words.

Schengen Application Responses (print out these instructions and keep them at your side as you complete the application form)

1-9 As it pertains specifically to you! (for Place of birth, indicate STATE; for nationality indicate USA – unless different)

Note: in box 1, “surname” means your last name; box 2 can be left blank because it refers to a married woman’s maiden name; box 3 should include your first and middle names

10 LEAVE BLANK

11 LEAVE BLANK

12 Check “Ordinary passport”

13-16 As it pertains specifically to your passport (the passport “number” is located at the top right corner of the main photo-and-information page of a US Passport)

17 As it pertains specifically to you!

18 As it pertains specifically to you!

19 Current occupation: STUDENT

20 GORDON COLLEGE, 255 GRAPEVINE ROAD, WENHAM, MA 01984
+ phone number 978-867-4399

21 Check “Study”

22 City of destination: ORVIETO

23 State of first entry: ITALY

24 Number of entries requested: Check “Multiple”

- 25 Duration of stay: 112
- 26 Check "No" (unless, in fact, you have obtained a long-stay visa for a European country)
- 27 Check "No"
- 28 LEAVE BLANK

29 Date of arrival: FEBRUARY 23, 2013

30 Date of departure: JUNE 15, 2013

31 (First box only) GORDON COLLEGE, PALAZZO SIMONCELLI, VIA MALABRANCA 22,
05018 ORVIETO, ITALY

32 GORDON COLLEGE
(second box, telephone) 347-9934708
(third box, contact person) MATTHEW DOLL, VIA MALABRANCA 22, 05018 ORVIETO
347-9934708 MATT.DOLL@GORDON.EDU

33 Cost of traveling and living expenses is covered by
Note that there are two large boxes below this topic. LEAVE THE LEFT-SIDE BOX BLANK.
In the right-side box, write GORDON COLLEGE and indicate "31" as the answer to
"Referred to in field 31 or 32"
Under "Means of support," check the boxes "Accommodation provided" and "All expenses
covered during the stay" and "Prepaid transport"

34-37 LEAVE BLANK

SIGN LEGIBLY the final box at the bottom that says "I am aware that the visa fee is not refunded if
the visa is refused" (even though there is no fee for a student visas)

Place and date: the town where signed (hence for Gordon students it will most likely be Wenham,
MA) and date signed

Signature: your signature should match the signature on your passport!