



CHECKLIST FOR STUDY (VN) NATIONAL (D)

THE APPLICANT MUST SUBMIT THE APPLICATION IN PERSON – DO NOT STAPLE DOCUMENTS – PLEASE DO NOT PROVIDE DOCUMENTS IN THE FORM OF SCREENSHOTS OR PHOTOS. ORIGINAL AND 1 COPY (ORIGINALS AND/OR CERTIFIED)

1.	☐	VISA APPLICATION FORM , duly completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).
2.	☐	BIOMETRIC PASSPORT PHOTO (taken within the last 6 months) in ICAO format (35 mm x 45 mm), with a white background, showing the full face and a frontal view. Scanned or photocopied photos will not be accepted.
3.	☐	PASSPORT – Original and a copy of the biometric data page, plus copies of previous visas for the Schengen Area, the USA, or the UK. It must be valid for at least 3 months beyond the applicant's last day of stay in the Schengen Area and issued within the last 10 years. Please ensure the passport is signed and contains two blank pages for the visa.
4.	☐	For non-Ghanaian/Togolese nationals: a Ghanaian/Togolese identity document or proof of legal residence (residence permit, permanent residence status, study permit with an official university letter, or re-entry stamp). The document must be valid for at least three months beyond the duration of the stay. A visitor's permit stamp is not accepted.
5.	☐	ACADEMIC DOCUMENTATION Documentation issued by an Italian university or other suitable institution/school confirming the applicant's current enrollment, specifying the type, duration, and cost of the course. Registration on the UniversItaly.it portal Declaration of Value regarding previous studies + a copy of the highest diploma/degree obtained in the country of origin (even if not required by the university) Proof of scholarship or payment of tuition fees (if applicable) Certification proving Italian language proficiency at Level B2
		For Vocational Training Courses: The training course must be consistent with the prior training the foreign student received in their country of origin and must aim at the recognition of a qualification or the certification of acquired skills. Documentation regarding the training received in the country of origin (e.g., legalized certificates, transcripts) must be provided. For Italian Language Courses: The courses must be at an advanced level, full-time, and of a fixed duration. The alignment between the courses to be taken in Italy and the training received in the country of origin must be verified (B2 certificate).
6.	☐	PROOF OF SUFFICIENT FUNDS (STUDENT OR FAMILY) - Proof of adequate means of subsistence (see Ministry of Education and Merit Circular for the 2026/2027 academic year, pp. 15-19). - If the scholarship amount is less than €10,179.85, proof of funds covering the difference must be provided. - Bank statements for the last 6 months. If the applicant is not financially independent: - Legalized declaration of financial responsibility provided and signed by the sponsor. - Copy of the sponsor's identity document/passport. - Sponsor's personal bank statements (not business accounts), certified as above. - Sworn declaration by the visa applicant regarding their family composition.

7.		ACCOMMODATION IN ITALY Letter signed by the institution (or student housing association), signed rental agreement, or long-term hostel lease contract. • Alternatively: invitation letter signed by the host in Italy and a private accommodation declaration (form: “Dichiarazione di ospitalità” [Declaration of Hospitality]). The host’s signature must match the one on their ID card or passport. • If the host in Italy is an EU citizen: copy of their ID card or passport (including the signature page). • If the host in Italy is a non-EU citizen: copy of their passport (including the signature page) and a copy of their Italian residence permit. • If the host in Italy is a family member: proof of the family relationship is required (e.g., birth certificate, marriage certificate).
8.	☐	INDIVIDUAL TRAVEL MEDICAL INSURANCE (POLICY CERTIFICATE PAGE ONLY) A foreign insurance policy providing coverage valid in Italy, without limitations or exceptions regarding the established rates for emergency hospital admission for the entire duration of the policy. It must state the applicant's full name exactly as it appears in their passport, be valid throughout the Schengen Area, and provide minimum coverage of €30,000 for emergency hospitalization or repatriation.
	☐	TRAVEL DOCUMENTATION One-way flight reservation with PNR, issued by a reliable agency or airline, showing the applicant's full name as it appears in their passport, as well as the cities of departure and destination.

IMPORTANT NOTE:

The submission of FALSE or COUNTERFEIT documentation will automatically result in the REFUSAL OF THE VISA, and a report will be immediately filed with the competent Ghanaian, Togolese, and/or Italian authorities.