

## **IT Italy Study Visa – Step-by-Step Process (General Guide)**

### **Step 1: Initial Consultation and Onboarding**

1. **Initial Discussion**
  - Consultant and Client discuss the visa consultancy process, eligibility, and expectations.
2. **Service Agreement**
  - Both parties agree to terms of service (optional but recommended in writing).
3. **Initial Payment** (Client pays **50% of the consultancy charges** to initiate the process)

### **Step 2: Document Compilation & Verification**

#### **Client Responsibilities:**

- Provide all **original and authentic documents** required for admission and visa.
- Ensure all documents are **genuine and accurate** Attest academic documents from **IBCC, HEC, MOFA** and Ensure **FBR registration/tax compliance** (if applicable).

#### **Consultant Responsibilities:**

- Review documents for **completeness and compliance**.
- Guide on **missing or additional documents** needed (e.g., SOP, reference letters).
- Provide **document templates or samples**.

### **Step 3: University & Course Selection**

#### **Consultant Responsibilities:**

- Research and shortlist **10+ suitable universities** in Italy.
- Match Client's **academic background and goals** with appropriate programs.
- Assist in identifying **intakes, tuition fees, and language of instruction** (English or Italian).

#### **Client Responsibilities:**

- Approve the final list of **universities and courses** recommended by the Consultant.

### **Step 4: Admission Application Process**

1. **Portal Creation & Applications**
  - Consultant creates university portals and completes applications.
  - Application fees are paid (up to **3 paid universities included**).
2. **Submission & Follow-Up**
  - Consultant submits applications and tracks responses.
  - Offer letters typically received in **4 to 12 weeks** depending on the university.
3. **Next Steps Based on Outcome:**
  - **If Offer Letter is Received:** Client pays **remaining consultancy fee**, and process continues.

- **If No Offer Letter is Received:** Initial payment is **refunded**, excluding an administrative fee.

### **Step 5: Pre-Enrollment & Visa Preparation**

#### **Consultant Responsibilities:**

- Assist in **pre-enrollment tasks**, such as (Tuition deposit payments, offer acceptance, University pre-enrollment (Uni-Italia if required))
- Arrange: (**Travel insurance , Hotel reservation , Flight itinerary**)
- Prepare a **complete and organized visa file** according to Embassy requirements.

### **Step 6: Visa Filing & Outcome**

- Consultant files the **Italy National D Visa (Long-Term Student Visa)** application on behalf of the Client.
- **Visa application fee** is included in the consultancy package.

#### **! Refund Policy After Visa Filing:**

- Once the visa has been filed, **no refund** is provided regardless of the outcome.

### **Responsibilities Summary**

#### **Client Responsibilities:**

1. Submit all **authentic and attested documents**.
2. Handle attestation (IBCC, HEC, MOFA) and FBR compliance if needed.
3. Approve final **university/course list**.
4. Pay remaining consultancy fee **after receiving offer letter**.

#### **Consultant Responsibilities:**

1. Shortlist and recommend **appropriate universities and programs**.
2. Submit **university applications** and follow up.
3. Manage **pre-visa arrangements** (insurance, bookings).
4. File the **study visa application** with required documents.

#### **🇮🇹 Payment Breakdown Example**

<b>Step</b>	<b>Amount Due</b>
Initial Payment (Before Step 2)	50% of total fee
Final Payment (After Offer Letter)	Remaining 50%
Application & Visa Fees	Included or as agreed