



**MANTOVA CAMPUS
WELCOME DESK**

RESIDENCE PERMIT FOR STUDY PURPOSES APPLICATION GUIDE



NON-EU CITIZENS

The Residence Permit is issued by Police Headquarters (“Questura”) and entitles you to temporarily live in Italy.

The request for the Residence Permit must be made **WITHIN 8 WORKING DAYS** from your arrival in Italy, and is valid for a maximum of one year. That means **you need to renew it every year.**

For the first renewal you will have to successfully pass at least 1 exam in the first year of study.

The Residence Permit for study purposes allows you to carry out a part-time job for a maximum of 20 weekly hours and a yearly limit of 1,040 hours.



HOW DOES THE PROCEDURE FOR THE APPLICATION WORK?

1ST step: Fill out the kit and go to the Post Office.

Document which must be included in the application kit:

- 1. MODULO 1:** remember to fill it out with a black pen
- 2.** A copy of your passport (just the page containing your personal data + VISA)
- 3.** Copy of self-certification printed from Polimi website, attesting your enrolment
- 4.** Copy the admission letter stamped by the Italian Embassy
- 5.** Copy of your health insurance



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HOW TO FILL OUT THE MODULO 1

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SECTION 1

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME (a) **SURNAME / FAMILY NAME**

4. NOME (a) **NAME**

5. PROVINCIA DI DOMICILIO (b) **MI**

6. COMUNE DI DOMICILIO
MILANO

7. RICHIEDE IL:

8. RILASCIO (c)

9. RINNOVO (c)

10. AGGIORNAMENTO (c)

11. DUPLICATO (c)

12. CONVERSIONE (c)

13. DEL/DELLA:

14. PERMESSO DI SOGGIORNO (c)

15. CARTA DI SOGGIORNO (c)

16. CODICE TIPOLOGIA PERMESSO
CARTA DI SOGGIORNO IN RICHIESTA (d) **2 4**

17. AGGIORNAMENTO FOTC CARTA SOGGIORNO STRANIERI (c)

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (e)

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (d)

20. DATA DI SCADENZA DEL PERMESSO gg / mm / aa

This part of the form must be filled out just for the renewal, using the data of your previous stay permit



SECTION 2

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA ^(f)

22. INDICARE QUALI MODULI SONO STATI COMPILATI 23. MODULO 1 24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI (g) 26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO ^(h)

INDICATE THE TOTAL NUMBER OF SHEETS

27. CHIUNQUE RILASCI A DICHIARAZIONI MENDACI, FORMA ATTI FALSI O NE FA USO NEI CASI PREVISTI DAL DPR 28 DICEMBRE 2000 N. 445, E' PUNITO AI SENSI DEL CODICE PENALE E DELLE NORME IN MATERIA DI IMMIGRAZIONE

28. DATA **DATE** / /
gg mm aaaa

29. FIRMA **SIGNATURE**



SECTION 3

30. SEZIONE 3 - DATI ANAGRAFICI

FISCAL CODE												<input type="text"/>											
31 CODICE FISCALE (OVE IN POSSESSO)																							
32 STATO CIVILE (1)				<input type="checkbox"/> A - single <input type="checkbox"/> B - married				33 SESSO (2)				<input type="checkbox"/> F - female <input type="checkbox"/> M - male				34 NATIVITÀ IL (3)				<input type="text"/> / <input type="text"/> / <input type="text"/>			
CODE OF YOUR COUNTRY (see the list)				CODE OF CITIZENSHIP (see the list)				GG				mm				GGGG							
35 CODICE STATO NASCITA (4)				36 CODICE STATO CITTADINANZA (4)				37 REFUGIATO (5)				<input type="checkbox"/> SI <input checked="" type="checkbox"/> NO											
38 CITTÀ DI NASCITA												<input type="text"/>											
<input type="text"/>												<input type="text"/>											

In order to find your Country/Citizenship code, just look at the list included in the kit.

The page to look at, is called TABELLA - ALLEGATA n.3: for example, the code for Turkey is TUR. The citizenship code is the same.

Write down your birthplace as written in your passport.



SECTION 4

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA' IDENTIFICATION DOCUMENT DATA

40. PASSAPORTO (e)	<input checked="" type="checkbox"/>	41. O ALTRO TIPO DI DOCUMENTO (e)	<input type="checkbox"/>	42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (f)	<input type="checkbox"/>	<input type="checkbox"/>
43. ALTRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. NUMERO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VALID UNTIL	<input type="checkbox"/>	/	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>
45. VALIDO FINO AL	<input type="checkbox"/>	gg	<input type="checkbox"/>	mm	<input type="checkbox"/>	<input type="checkbox"/>
ISSUED FROM	<input type="checkbox"/>	01 - from the GOVERNMENT				
46. RILASCIATO DA (g)	<input type="checkbox"/>	06 - from the POLICE				

The list of the options available is included in the kit.

The page to look at, is called TABELLA - ALLEGATA n.5



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Skip Section 6 and go directly to SECTION 7

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE ADDRESS IN ITALY

66	PROVINCIA ^(b)	NI
67	COMUNE (TOWN)	
		N I L A N O
68	INDIRIZZO ADDRESS	
69	NUMBER NUMERO CIVICO	/
	numero	lettera
70	SCALA	
71	INTERNO	
72	CAP	
73	EMAIL ADDRESS INDIRIZZO E-MAIL (FACOLTATIVO) (P)	
74	TELEFONO FISSO IN ITALIA (FACOLTATIVO) (P)	/
75	CELLPHONE NUMBER TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (P)	/

If you don't have a permanent address right now, you can indicate the International Students Office address, or a friend's. The most important thing is to specify an e-mail address and a phone number, to be sure you can be reached anytime for urgent communications.



AT THE POST OFFICE

As soon as you have gathered all the documents required, you can go to any Post Office located near your residence displaying the **Sportello Amico** sign.

There you will be asked to show your passport (or equivalent document) and **PAY**:

- ✓ **€ 16,00** “ Marca da Bollo “ (a stamp that can be purchased at any Tobacco shop bearing T sign out of the shop), to be put on the residence permit application.
- ✓ **€ 30,00** to be paid when handing in the Kit at the post office.
- ✓ **€ 80,46** for the residence permit for study purposes

You will get a receipt from the Post Office. Keep it always with you and always show it together with your passport. This receipt allows you to keep track of the status of your application through the user and ID password indicated on it, by consulting the Immigration website at:

www.portaleimmigrazione.it

OR

www.poliziadistato.it



HOW DOES THE PROCEDURE FOR THE APPLICATION WORK?

2nd step: Immigration Office.

Together with the receipt, the Post Office will also give you a letter inviting you to go to the Immigration Office in a certain date and time (usually in a couple of weeks) in order to take your fingerprints and show all the originals of the documents you put in the kit.

At the Immigration Office you'll be also asked to sign an Integration Agreement. To learn more about this, check the following link:

http://www.interno.it/mininterno/export/sites/default/it/sezioni/sala_stampa/speciali/accordo_integrazione/accordi_e_brochure.html



AT THE IMMIGRATION OFFICE

On the day of the appointment, remember to bring with you:

1. Your **passport**
2. The **invitation letter** for the Immigration Office you obtained from the Post Office
3. The **original documents** you put inside the kit
4. **Four passport-sized photographs** with light background

You will receive another letter, inviting you to go back to the Immigration Office one more time (about 30/50 days later) in order to get your electronic Residence Permit.

Overall it takes around one month and a half to obtain the Residence Permit, from the moment you submit the kit at the Post Office.



TRAVELLING WITH THE RESIDENCE PERMIT

WHILE WAITING FOR THE FIRST ISSUE OF THE RESIDENCE PERMIT:

- ✓ you can travel back to your country and then enter Italy again only if you hold a valid, multi-entry visa, but
 - ✓ you are not allowed to stop over any Schengen countries

ONCE THE RESIDENCE PERMIT HAS BEEN ISSUED:

- ✓ you are allowed to travel to any Schengen countries just holding the permit and the passport (regardless of the visa validity)
 - ✓ You cannot stay away from Italy for more than 6 months

TO TRAVEL TO NON SCHENGEN COUNTRIES WITH THE RESIDENCE PERMIT:

- ✓ you must check with the embassy/consulate of the country of interest whether you have to apply for a visa
- ✓ when travelling abroad you must bring your residence permit in order to entry Italy again



IF YOU ARE AN EU CITIZEN

If you are planning to live in Italy for more than 90 days, you must register to the “Ufficio Anagrafe” (Registry Office), in via Gandolfo, 11 Mantova

Upon the appointment you should present the following documents:

1. A copy of your passport or equivalent document
2. Copy of documentation certifying the availability of adequate financial resources (about **5,750€** - e.g. scholarship certification or print out of a bank account)
3. Self-certification printed from Polimi website, attesting your enrolment



HEALTH INSURANCE

In order to apply for a residence permit, within 8 working days of your arrival in Italy, you must have health insurance valid for Italy. This can be a private insurance purchased in your own country or one purchased in Italy.

In Italy, you can purchase your insurance from **W.A.I.**- Welcome Association Italy **or SSN** – the National Health Service. Subscription to the SSN is not mandatory, however it is strongly suggested since it entitles you to the same treatment as Italian citizens, including:

- ✓ Choice of a general practitioner you can refer to in case of illness
 - ✓ Free admission to public or certified private hospitals
- ✓ Free access to doctors on duty and continuous assistance service
 - ✓ (guardia medica)



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In order to register for **W.A.I.** - Welcome Association Italy, visit [**www2.waitaly.net**](http://www2.waitaly.net)

In order to register for the **NATIONAL HEALTH SERVICE**, you must go to the post office and fill in a blank payment form with the following details:

c/c postale nr.: 379222

intestato a: Amministrazione P.T. Regione Lombardia

causale: iscrizione volontaria S.s.n.

euro: 149,77



Once you have paid, go to the ASL office in via Trento, 6 – 1st floor – “scelta e revoca” office.

If you are a non-EU citizen, you must submit:

- ✓ Payment receipt
- ✓ Tax code (codice fiscale)
 - ✓ Passport
- ✓ Residence permit (receipt)
- ✓ Certificate of enrollment at Politecnico di Milano

Please note that the residence permit has the same validity in time as the health insurance.