

## How to apply for a Residency Permit (Permesso di Soggiorno) for Study reasons

*(The residency permit is issued by the Italian government and it allows you to legally stay in Italy)*

According to Italian Law (D. lgs. 286/98) **non E.U. citizens**, planning to stay in Italy **longer than 90 days** must apply for a Residency permit **within 8 working days** after arrival.

Please note: if you have a **Type 'D' visa** you must apply for the Residency Permit. In case of late application, the Italian Police (Questura) can decree your **immediate expulsion from Italy**.

First step: in order to apply for a Residency Permit, you need Health Insurance coverage

*If you do not have an Health Insurance coverage*

In this case we suggest you enrol in the Italian National Health Service for the current year, which means that it only lasts until December 31<sup>st</sup> each year (it doesn't matter when you apply) and must be renewed each calendar year. If you enrol in the Italian National Health Service, you will then receive the same benefits as an Italian citizen by getting the Italian health card (valid for EU countries too). You will have the right to choose your family Doctor in Pisa, too.

In order to apply, you will need to go to a Post Office and pay **€149,77** - to be paid on the account number **C/C 289504** made out to the **"Regione Toscana"**. Reason for payment (causale): **"Contributo SSN 2018 Studente straniero"**. Please make sure to keep your receipt of payment.

*If you already have Health Insurance coverage*, please check its validity in Italy with the Patronato Office (third step);

Second step: Request the Italian tax code (codice fiscale)

In order to request it, please bring your passport and a copy of it (only the pages with your personal data) to the **Agenzia delle Entrate**, via Matteucci 34, Galleria Gerace 7/15. To arrive to the Agenzia, take a bus called LAM ROSSA and get off at the bus stop called "MEDIWORLD", which is the name of a large shop nearby the tax code office.

Office hours: 8:30 a.m. to 12:45 p.m. (also on Tuesdays and Thursdays from 2:20 p.m. to 4:45 p.m.).

Please note: if you are a non-UE Erasmus student, go directly to the third step (next) and don't apply for the Italian tax code yet. You will have it at your appointment with the Police.

Third step: Ask for an appointment at an Italian "Patronato" (where you will get assistance for free)

Suggested Patronato Offices:

**Patronato INCA**, viale Bonaini, 71 - 1st floor - tel 050 515217, e-mail: [pisa@inca.it](mailto:pisa@inca.it)

**Patronato ACLI**, via Francesco da Buti, 20 (near to Piazza Guerrazzi) tel. 050/913120, e-mail: [pisa@patronato.acli.it](mailto:pisa@patronato.acli.it)

**Patronato UIL**, via Cisanello, 145 - tel. 050/25000, e-mail: [cafuil.pi0@cafuil.it](mailto:cafuil.pi0@cafuil.it)

**Patronato F.N.A. PISA**, Via Catalani, 37 (a street off via C. Battisti), tel. 050 5205494, e-mail: [pratica@fnapisa.it](mailto:pratica@fnapisa.it)

Please bring the following documents to the Patronato:

1. Your passport;
2. Italian tax code (codice fiscale);
3. A copy of your passport (just the pages with **your personal data** and **the one with the Visa stamp**);
4. A special stamp (marca da bollo) which costs €16,00 (which you may buy at any Tobacco Shop);
5. Certificate of enrollment at the University for the current academic year, released by the Students' Office (Segreteria Studenti) or Phd Office (Ufficio Dottorato) if enrolled as phd (the valid study Visa type D is enough to start the application for the Residency permit – you can bring the Enrollment certificate later, at the appointment with the Police). If you are a temporary guest or Erasmus/exchange/visiting student, you must have an Acceptance Letter signed by your Professor Coordinator here in Pisa, proving that you are involved in a Study Project or Erasmus activity;
6. Health insurance coverage (in case you have a foreign insurance coverage or a specific insurance policy, please check its validity in Italy with the Patronato Office);
7. Declaration that you have a scholarship (if you have one) or bank statement (proof) that you have sufficient financial resources to guarantee your stay in Italy in your bank account (not less than **€453 for each month**);

Please note: some of these documents must be enclosed with the Application Form

Fourth step: Go to the Post Office near to the central train station and mail the Residency Permit Application Form

**Please be aware** that after sending the Application Form by mail, the Post Office clerk will give you a special **Receipt** and a **fingerprinting appointment** at the **Questura** (Local Police Headquarters) in Via Lalli, 3.

The post office receipt, where you can find **your Username and Password**, is extremely important and should be kept safe as it proves that you have applied for a Residency Permit before you actually receive one.

List of expenses when applying for the Residency Permit:

- o €16,00 for the special stamp (marca da bollo);
- o €30,00 for the Post Office in order to mail the Application Form;
- o **€70,46** for the application for the Residency Permit (valid for up to 1 year)

You can check the progress of your application at <http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN>. At the **Questura** you will sign the **Integration Agreement** too, which is an agreement between the Italian State and a non EU/EEA citizen entering Italy for the first time, applying for a residency permit **for no less than 1 year**. The international student is committed to meet his/her civic obligations and fulfil his/her duties under the Charter of values of citizenship and integration.

**Renewal of the residency permit** (for students enrolled in *Bachelor's degree or Master's degree/Laurea magistrale*)

**You must present the request for renewal before the expiration date of the permit** (*60 days before, according to the Law*).

Residency Permits for study reasons are renewed for students who in the first year of their degree programme pass **a test** (un esame) and in the following years pass **at least two more tests** (due esami).

**They cannot however be renewed for more than three years beyond the duration of the degree programme.**

The Residency Permit may be further renewed in order to obtain a specialisation diploma or a PhD, for the entire duration of the degree programme, renewable for one year (art. 46, comma 4, D.P.R. 394/99).

For more info, please contact dott. Mauro Mazzotta - **Welcome Office - University of Pisa** - email: [international@unipi.it](mailto:international@unipi.it)  
Lungarno Pacinotti, 44 – ground floor (open 5 days weekly from 11 a.m. to 1 p.m.)