



## STAYING LEGALLY IN ITALY – REGISTERING WITH THE LOCAL POLICE AUTHORITIES

**Non-EU/EEA students** who stay in Italy for LESS than 3 months must register within 8 days of arrival with the local Police authorities by filling in a simple “Declaration of Presence”. The ISS will provide you with more information upon arrival.

**Non-EU/EEA students** who stay in Italy for MORE than 3 months must register **within 8 days of arrival** with the local Police authorities by requesting a “Permit of Stay”.

The permit of stay is granted according to the reason indicated in your visa (eg. FOR STUDY/TRAINING PURPOSES). The permit kit is requested at the Post Offices indicated below, and must be returned there with the due supporting documentation within 8 days of arrival. The permit of stay is issued by the Central Police Station (*Questura*) within 45 days of your request and entitles you to live temporarily in Italy. You will be invited to the *Questura* for finger-printing before the permit is issued.

If you have problems with the application form for your permit of stay, there is a network of free advice centres in Udine which the ISS can put you in contact with to provide further support. These offices are referred to as the “CAF” (*Centro Assistenza Fiscale* – Fiscal Advice Centres) or “PATRONATI”. The ‘Patronato’ can provide information about the required documentation and practical assistance in filling out the form. Furthermore if you need to convert your permit from one type to another, for example from a ‘study’ to a ‘work’ permit, they are also able to provide advice on the procedure to follow. If you have been in Italy for more than five years, they can help you with your permanent residency permit request.

Whilst you are waiting for your permit of stay (PdS) you may travel in and out of Italy with the post office receipt.

### What documents do you need to apply for a permit of stay?

1. **A documentation kit** from the Post Office.
2. **A revenue stamp** (*marca da bollo*) € 16,00 to be put on Form 1. You can buy this from a tobacconist's shop (*tabaccaio*).
3. **Photocopy of ALL pages of your passport** (blank pages included).
4. **Photocopy of the study programme certified by the Italian Embassy/Consulate** – a presentation letter written by the University/host institution supporting your visa application with the stamp of the Italian Consulate/Embassy where the visa was issued OR a certificate issued by the Uni/host institution if the Italian Consulate/Embassy has not put its stamp on the letter.
5. **Proof of sufficient income** Enclose a statement from your University certifying the amount of your fellowship. If you do not have a fellowship you should produce a bank statement.
6. **Copy of the insurance policies** valid for Italy for the entire period of stay, which cover you in case of illness or injury. Foreign insurance policies must be accompanied by an official declaration from the Italian Embassy or Consulate in your country stating that your insurance coverage also extends to Italy.

*You can also take out an insurance policy in Italy with the following company: INA ASSITALIA, Via Curtatone 4/d, 00100 Roma. This costs € 49.00 for 6 months or € 98.00 for 12 months (since the beginning). You can take this out at a Post office by paying the above amount to the postal current account (c/c) no 71270003. You have to indicate the description of payment as follows:*

*health insurance for foreign students for 6 months or for 12 months.*

*Please note this insurance only covers urgent hospitalization following a visit to the Accident and Emergency Dept. (Pronto Soccorso). If you desire a more comprehensive cover (eg. Access to local practitioners/National Health Service) please ask the ISS for further information.*



7. **A copy of the personal tax code.**
8. **Proof of suitable accommodation\*** - Copy of your rent contract or of the hospitality agreement with your landlord (*modulo di cessione del fabbricato*) or any other documentary proof of your accommodation.
9. **A receipt of the postal giro slip for the payment of € 30.46**, which you have to pay upon submission of your application to the Post Office.

### **IMPORTANT**

**All these documents must be enclosed in the kit envelope "RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA DI SOGGIORNO PER CITTADINI STRANIERI"!!  
THE ENCLOSED DOCUMENTS SHOULD BE PHOTOCOPIES (YOU MUST KEEP THE ORIGINALS)  
EXCEPT FOR FORM 1!!**

#### **\*Accommodation**

In Italy, anyone who hosts a foreigner, even a relative, or allows someone to stay in property belonging to them, must inform the local police authorities within 48h of their arrival. An informal agreement is communicated through the form "Modulo di cessione di fabbricato" – it is the minimum proof of accommodation required to be granted a permit of stay.

Foreign citizens must inform the local authorities of any change to their place of abode (just as Italian citizens do).

### **How much does the permit of stay cost?**

- **Stay permit for more than three months and less than or equal to one year**
  - € 30,46 to cover the cost of the electronic card for the permit;
  - € 40,00 first issue/renewal of stay permit;
  - € 16,00 for the revenue stamp.

**TOTAL: € 86,46**

- **Stay permit for more than one year and less than or equal to two years**
  - € 30,46 to cover the cost of the electronic card for the permit;
  - € 50,00 first issue/renewal of stay permit;
  - € 16,00 for the revenue stamp.

**TOTAL: € 96,46**

### **RENEWAL OF THE PERMIT OF STAY**

The renewal of the permit of stay must be requested in person, at the *Questura* or at the Post Office at least:

- 90 days before the expiry date of your PdS (if valid for 2 years);
- 60 days before the expiry date of your PdS (if valid for 1 year);
- 30 days before the expiry date of your PdS in all other cases.



**The procedure for the renewal of the PdS is the same as indicated above for the first issue.**

The PdS (for study reasons) may only be renewed if the entry visa was issued for a study period of more than 3 months (D-type visa).

The PdS may be renewed for not longer than double the period of the original PdS.

The PdS granted for study reasons may be CONVERTED into a different type of PdS (eg. Work) if the relevant conditions are met – contact the Questura for more information.

**Your PdS cannot be renewed in the following cases:**

The PdS for study reasons cannot be renewed for more than three years after the end of the study course.

The PdS for study reasons cannot be used or renewed to attend a different course from the one for which the visa was originally issued, with the exception of a change to another faculty when authorized by the academic authorities, and access to a university-type course taken at the end of the stay in Italy or another university course at a higher level.

### List of Post Offices for Permit of Stay kits

#### UDINE

**Address - Zip Code - Telephone - Fax**

Via del Freddo n. 15 33100 0432-585511 0432-585540

Via Forni di Sotto n. 43 33100 0432-43661 0432-45212

Via Vittorio Veneto n. 42 33100 0432-223263 0432-223209

Via Volturmo n. 62/64 33100 0432-530958 0432-531658

#### GORIZIA

**Address - Zip Code - Telephone - Fax**

Corso Verdi n. 33 34170 0481-590256 0481-590317

Via Udine n. 11 34170 0481-390274 0481-390883

#### PORDENONE

**Address - Zip Code - Telephone - Fax**

Piazzale San Lorenzo n. 16 33170 0434-366765 0434-551949

Via Baracca n. 15 33170 0434-545811 0434-545840

Via Candiani n. 6 33170 0434-208416 0434-26080

**Use this link to see exactly where the Post Offices are on the town maps:**

<http://www.viamichelin.it/viamichelin/ita/dyn/controller/Mappe>

### LIST OF FREE ADVICE CENTRES - PATRONATI for INFORMATION AND HELP WITH PERMIT OF STAY REQUESTS

#### Patronati Udine

ACLI	Via Aquileia n. 22	e-mail: <a href="mailto:udine@patronato.acli.it">udine@patronato.acli.it</a>
ANMIL	Via d'Aronco n. 5	
ENAS	Via del Freddo n. 7	
50&PIÙ ENASCO	Viale Duodo n. 5	e-mail: <a href="mailto:enasco.ud@enasco.it">enasco.ud@enasco.it</a>
EPACA	Via Daniele Moro n. 18	e-mail: <a href="mailto:epaca.ud@coldiretti.it">epaca.ud@coldiretti.it</a>
EPACA	Piazzale Cella n. 55	e-mail: <a href="mailto:epaca.udineovest.ud@coldiretti.it">epaca.udineovest.ud@coldiretti.it</a>
EPASA	Via Verona n. 28/1	e-mail: <a href="mailto:udine.epasa@cna.it">udine.epasa@cna.it</a>
INAC	Via Pradamano n. 4	



INAPA	Viale Ungheria n. 65	e-mail: <a href="mailto:iplazzotta@uaf.it">iplazzotta@uaf.it</a>
INAPA (Udine zonale)	Via Ronchi n. 20	e-mail: <a href="mailto:acdmuni@uaf.it">acdmuni@uaf.it</a>
INAS	Via Teobaldo Ciconi n. 16	e-mail: <a href="mailto:udine@inas.it">udine@inas.it</a>
INCA	Viale Bassi n. 36	e-mail: <a href="mailto:d.margheritta@inca.it">d.margheritta@inca.it</a>
INPAL	Via del Bon n. 153/A	
ITAL	Via Generale Chinotto n. 5	e-mail: <a href="mailto:udine@pec.italuil.it">udine@pec.italuil.it</a>
SENAS	Via Savorgnana n. 27	e-mail: <a href="mailto:patronatosenasudine@alice.it">patronatosenasudine@alice.it</a>
SIAS	Via Roma n. 8	e-mail: <a href="mailto:udine@patronatosias.it">udine@patronatosias.it</a>

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### Patronati Gorizia

ACLI	Viale XXIV Maggio n. 5	e-mail: <a href="mailto:gorizia@patronato.acli.it">gorizia@patronato.acli.it</a>
ENAS	Corso Italia n. 71/B	
50&PIÙ ENASCO	Via IX Agosto n. 4/A	e-mail: <a href="mailto:enasco.go@enasco.it">enasco.go@enasco.it</a>
EPACA	Via III Armata n. 117/6	e-mail: <a href="mailto:epaca.go@coldiretti.it">epaca.go@coldiretti.it</a>
INAC	Via Trieste n. 32	
INAS	Via Manzoni n. 5	e-mail: <a href="mailto:gorizia@inas.it">gorizia@inas.it</a>

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### Patronati Pordenone

ACLI	Viale M. Grigoletti n. 72/D	e-mail: <a href="mailto:pordenone@patronato.acli.it">pordenone@patronato.acli.it</a>
50&PIÙ ENASCO	Piazzale dei Mutilati n. 4	e-mail: <a href="mailto:enasco.pn@enasco.it">enasco.pn@enasco.it</a>
EPACA	Viale Dante n. 12/A (c/o Condominio Carnia)	e-mail: <a href="mailto:epaca.pn@coldiretti.it">epaca.pn@coldiretti.it</a>
EPASA	Centro Comm.le Set. M/2 int. 4	e-mail: <a href="mailto:pordenone.epasa@cna.it">pordenone.epasa@cna.it</a>
INAC	Via Roveredo n. 2	
INAS	Via San Valentino n. 30	e-mail: <a href="mailto:pordenone@inas.it">pordenone@inas.it</a>
ITALUIL	Piazza Risorgimento n. 10	e-mail: <a href="mailto:pordenone@pec.italuil.it">pordenone@pec.italuil.it</a>

**Use this link to see exactly where the Patronati are on the town maps:**

<http://www.viamichelin.it/viamichelin/ita/dyn/controller/Mappe>

**Further information:**

<https://www.poste.it/prodotti/guida-rilascio-e-rinnovo-permesso-di-soggiorno.html>

<http://www.portaleimmigrazione.it>

**Although all attempts are made in good faith to supply up-to-date information, it is advisable to contact the ISS/Patronati/Questura to check for any changes in Immigration law.**