



NEWLY ARRIVED NON-EU STUDENT? APPLY FOR YOUR RESIDENCE PERMIT!

Non-EU students who need to stay in Italy for more than 90 days must apply for a residence permit.

*This leaflet is intended for those who want to live **in BOLOGNA and its surroundings**. For those who want to live in Rimini, Ravenna or Forlì-Cesena, please refer to the International Relations Office of each Campus.*

1. HOW DO I APPLY FOR MY RESIDENCE PERMIT?

Do you already hold a D visa for STUDIO/Immatricolazione università, valid for more than 90 days?

If you do not have it yet, you must obtain it from the Italian Embassy in your country to be able to apply for the residence permit.

If you already hold a D visa, you must apply for the residence permit within 8 days following your arrival in Italy.

The University of Bologna collaborates with two immigration support services in Bologna. The personnel of such services can assist you free of charge.

The service is available by appointment only:

To book an appointment please write to:
diri.bolognapermit@unibo.it

In 3 working days you will receive an email specifying the support service assigned to you and the address, day and time of your appointment.

2. WHAT SHOULD I BRING TO THE APPOINTMENT?

Before going to the appointment with the immigration support service, make sure you are either registered with the Italian National Health Service (SSN) or have a health insurance policy (covering illnesses, accidents and maternity) valid in Italy. For more information check **attachments 1&2**.

You must bring the following documents to the appointment:

- a complete copy of your passport (blank pages not included), visa included
- a copy of your registration with the National Health Service (SSN) or your health insurance policy
- a copy of the Pre-enrolment Application (Form A)
- a copy of the documents proving you have the funds needed to cover living cost in Italy (minimum required: € 5.824,91). You can submit the same documents you provided for the visa application or a bank/postal account statement or, if you have been assigned a scholarship, an official letter detailing its amount, duration and issuing body.
- documents proving your accommodation in Italy: see **attachment 3**.

Please note: copies must be made before the appointment. The office personnel cannot make copies of your documents. You have to provide your contact details and address in Italy (a mobile phone number, street, city where you live and the name written on the mail box): if there are any problems or questions, the Police station (Questura) might contact you there.

Important! If you do not have a long-term accommodation yet, do apply for the residence permit anyway. If the Questura will ask for more information, you'll be able to provide it later.

3. WHAT DO I NEED TO DO AFTER THE APPOINTMENT WITH THE SUPPORT SERVICE?

Go to a tobacco shop (*tabaccheria*) and buy a € 16 duty stamp (*marca da bollo*).

Next go to one of the Post Offices showing the sign "Sportello Amico" (the main post office in Bologna is in Piazza Minghetti; opening hours: Mon to Fri 8.20 am – 7.05 pm, Sat 8.20 am – 12.35 pm).

You must bring the following items to the Post Office:

- the application form and payment slip (*bollettino*) duly filled in provided to you by the support service officers
- a duty stamp (*marca da bollo*) worth € 16
- your original passport.

4. WHAT WILL I NEED TO DO AT THE POST OFFICE?

- You have to pay the payment slip for the fee and production cost of the residence permit (30,46 + 40 €)
- You have to hand-in the envelope containing your application, and the duty stamp (*marca da bollo*, € 16).
- You have to fill in a registered letter form (*posta assicurata*) with your data and pay the service charge of € 30.

The Post Office staff will verify your identity (via your passport) and you will sign the completed form in front of him/her. Important: do not sign the form before standing in front of the Post Office staff.

The Post Office staff will give you:

- an appointment at the Immigration Office (Ufficio Immigrazione) of the Police station (Questura), for photographic registration;
- a receipt of your residence permit application: **please always keep the application receipt with you, as evidence that you have duly requested your residence permit.**

Important: You must hand in a copy of the residence permit application receipt to the Student Administration office upon registration.

5. THE APPOINTMENT IN QUESTURA AND THE RELEASE OF THE RESIDENCE PERMIT

It is important that you **go to the Police station (Questura) on time for the appointment** assigned to you at the Post Office for photographic registration.

You must bring the following items to the Police station (Questura):

- a **self-certification of registration in a degree programme (after registering in a Degree programme, you can download it from www.studenti.unibo.it; for info, see [attachment 4](#))**
- your original passport
- 4 identical passport photos. They must be recent and they must have a white background
- the original application receipt you got from the Post Office
- the document issued by the Post Office confirming your appointment at the Police station (Questura)

In the residence permit application you put photocopies of your documents, but the Police station (Questura) might need to verify the original documents: don't forget to bring them.

Important! If during the appointment in the Police station (Questura) you receive a document with a Subject (Oggetto) containing the text: (art.10 bis Legge nr. 241/90) you have to submit other documents so please come to the International Desk during opening hours.

To track the status of your application, after the appointment at the Police station (Questura) you can enter the code allocated to the file during the appointment or the insured mail number (the password written on the receipt given by the post office) on questure.poliziadistato.it/stranieri/.

Only for the Police station (Questura) in Bologna, when the residence permit is available you can check the collection methods on www.questura.bologna.it/ The Police station (Questura) in Bologna is not going to notify you when your permit is ready.

Having collected the residence permit, hand in a copy and show the original document to the Student Administration office of your School. After registering (matriculation) and submitting the application receipt to the Student Administration office, your student career will remain active and in you'll be allowed to sit exams and obtain certifications for 150 days only. **If you don't deliver a copy of the final residence permit, your student career will be temporarily frozen after 150 days from the application date.**

Make a copy of the residence permit for yourself as well and keep it in a safe place.

6. RENEWAL REQUIREMENTS AND FREQUENTLY ASKED QUESTIONS ABOUT THE RESIDENCE PERMIT FOR STUDY PURPOSES

If you have any doubts on procedures and requirements, visit this page: www.unibo.it/entryintoitaly

For more information, contact us:

International Desk

Via Filippo Re 4, 40126 Bologna, tel. +39.051.2088101 internationaldesk@unibo.it

Opening hours: Mon, Tue, Wed, Fri: 9.00 - 11.15 am / Tue & Thu: 2.30 - 3.30 pm

