

PRACTICAL INFORMATION

RESIDENCE PERMITS

GENERAL INFORMATION:

Residence Permits are indispensable for people living in Italy, whether they are attending school or planning to work in Italy. Residence permits for students can be converted into work-related residence permits, and can form the basis for requesting Italian citizenship after having been a resident in Italy for a number of years.

Students from countries outside the European Union with an Italian visa for prolonged stays (over 90 days) must request a Residence Permit within 8 days of arriving in Italy.

A Residence Permit is the only official document that authorizes residence in Italy and, along with a passport, allows students to enter and exit the Schengen Area and move freely in the other countries that have agreed to the Schengen treaty, for a period not exceeding 90 days per semester.

The law requires that one's presence in a Schengen State be declared to Public Safety Officials within 3 working days of entering a Schengen State.

DOCUMENTS FOR A RESIDENCE PERMIT:

To apply for a Residence Permit, go to a Post Office with a "Sportello Amico" counter, where you can obtain the kit containing the form "Modulo 1", to be filled out, signed and returned along with the following documents:

- Passport (photocopy of all the pages, even the unstamped ones);
- Enrolment certificate, stamped and approved by the Italian Consulate/Diplomatic Representative when the entry visa was granted;
- Insurance policy that covers illness and/or accidents valid in Italy for the duration of the Residence Permit.

Attach further the following documents:

- Post office receipt certifying the payment of Euro 27.50;
- A 14.62 euro revenue stamp, (that can be purchased at all tobacconists and/or betting stations).

When handing in the application, a payment of 30 Euro must be made.

VALIDITY:

The Post Office will issue a receipt with a hologram and schedule your appointment with the Immigration office. The receipt must be kept as proof of the documents' presentation together with the letter containing the details of the appointment with the Police Immigration Office (date, time and place where applicants must go for preliminary enquires). Photos and fingerprints will be also taken during the course of this appointment. Student Residence Permits last for a year and must be renewed no later than 60 days prior to their expiration date.

FOR FURTHER INFORMATION PLEASE VISIT THE FOLLOWING WEB-SITES:

www.poliziadistato.it
www.poste.it
www.portaleimmigrazione.it

Milan Police Department for Immigration

Via Montebello, 26
20100 MILAN
Phone: 02.6226.1

TIMETABLE:

Monday	08:30-12:30	14:30-18:00
Tuesday	08:30-12:30	14:30-18:00
Wednesday	08:30-12:30	14:30-18:00
Thursday	08:30-12:30	14:30-18:00
Friday	08:30-13:30	