

ITALIAN STAY PERMIT



If you are a **non-European/EEA citizen** and you wish to study at SSSA for **more than 90 days**, you must apply for a Italian Stay Permit in order to legally stay in Italy. With the VISA issued by the Italian Consulate/Embassy in your country of origin, you must apply within **8 working days**, after your arrival in Italy, for your Stay Permit.

You should always carry with you your Italian Stay Permit or the post-office receipt issued upon handing in the application along with an ID document.

Application for the Italian Stay Permit

The request for the Stay Permit must be made **WITHIN 8 WORKING DAYS** after your arrival in Italy. The **Stay Permit** is issued at the Police Headquarters ("Questura") by the Immigration Office ("Ufficio Immigrazione") in Pisa entitles you to temporarily live in Italy, and to visit any Schengen country.

In order to request your Italian **Stay Permit** you should fill in a documentation kit **RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA DI SOGGIORNO PER CITTADINI STRANIERI** which you can obtain at the **International Relations Office (IRO)** or in any post office ("Ufficio postale" or simply "Poste").



Please refer to the **International Relations Office (IRO)** for the entire procedure.

Contacts

Address: Piazza Martiri della Libertà, 33 - 56127 Pisa (Italy)

Tel. +39 050 88.3705/88.3712/

Fax +39 050 88.3234

E-mail: iro@santannapisa.it

What documents do you need to apply for a Italian Stay Permit?



Marca da bollo specimen.

1. A documentation kit which includes an application form (*Form 1 filled in*) and a list of documents to be enclosed with the application.
2. A "marca da bollo" (revenue stamp) of €16.00 to be put on Form 1. It can be bought at a tobacconist's ("tabaccaio") where cigarettes are sold.
3. Photocopy of your passport with personal information, the visa entry and the stamps received

at the border upon entry into Italy or the first country in the Schengen area.

4. Photocopy of the documentation supporting your visa.

5. Copy of the health insurance policy valid in Italy for the entire period of validity of the permit of stay, which will cover you in case of illness and injury

Note: It is strongly recommended to take the best health insurance.

6. A receipt of the postal paying-in slip for the payment of € 70,46, which you have to pay upon submission of your application to the post office.

IMPORTANT

All these documents must be enclosed and put inside the kit envelope RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA DI SOGGIORNO PER CITTADINI STRANIERI.

THE ENCLOSED DOCUMENTS SHOULD BE COPIES (YOU MUST KEEP THE ORIGINALS) EXCEPT FOR FORM 1. The envelope should NOT be closed because the post office will check all your documents before receiving the application.

How much does applying for a stay permit?

- Application fee: € 30.00
- Cost of the electronic permit: € 70,46
- Marca da bollo: € 16.00

Health Insurance: € 120.00 (*WAI - Welcome Association Italy*, for 12 months) or 149,77 (National Health Insurance for one calendar year). For further information refer to the document "Non EU citizens - Health Insurance".

Where to submit the application kit?

The receipt issued by the post office: the Assicurata number is circled in red



After having filled in Form 1 of the documentation kit and enclosed ALL the additional documents required, go to the Post Office Sportello Amico (Piazza Vittorio Emanuele II, 1 – Pisa or Piazza Martiri della Libertà 8 Pisa) and personally hand in the open envelope of the kit. The Post office clerk will ask you to show your passport (or an identity document). You will be then asked to pay a post charge of € 30.00 for the application and € 70,46 for the electronic permit of stay.

You will receive a receipt from the post office which you must always keep with you together with your passport, as this replaces your permit of stay until the original arrives. This receipt contains a number ("Numero Assicurata") that will allow you to [check online](#) whether your permit of stay has been issued.

You will also receive a note with the date of your **appointment for fingerprinting** at the immigration office of the Questura (usually a few weeks after your request).

PLEASE NOTE THAT THIS DOCUMENT IS NOT VALID TO TRAVEL IN SCHENGEN AREA BUT YOUR D VISA ALLOWS TO TRAVEL THROUGH THIS AREA UP TO 90 DAYS.

Appointment at the Questura

Once your request has been accepted, you will receive an appointment by registered letter to go to the "**Ufficio Immigrazione**" of the **Questura** in Pisa in order to have your fingerprints taken. If you find on the Internet the information regarding the time and date of your appointment at the police but you have not received the registered letter, you can print out the relevant Internet page and take it with you to the immigration office of the Questura.

IMPORTANT: NEVER MISS AN APPOINTMENT FOR FINGERPRINTING.

Documents

When you go for the fingerprinting remember to take with you:

- your passport
- the registered letter containing the details about the appointment at the Questura.
- the originals of all the documents you have submitted through the post office.
- 4 passport-sized photographs on white background.

Note that you will **NOT** be called by the Questura to collect your permit of stay. After completing the application, you can [check online](#) whether your permit of stay has been issued. Approximately four months after your fingerprints have been taken, you have to go **ONLY PERSONALLY** to the Questura to collect your permit of stay.

Integration Agreement

Starting from March 10, 2012 the Integration agreement for foreigners has come into force. The integration agreement, as envisaged by article 4-bis of Legislative Decree no. 286 of July 25, 1995, is an **agreement between the Italian State and a Third country national who enters Italy for the first time.** The integration agreement is addressed to newcomers aged over 16.

The foreigner will sign the agreement when submitting an application for a residence permit for no less than 1 year. **Student will sign it at the Questura Office at fingerprinting appointment or when the permit of stay will be delivered.**

The agreement is drawn up in two original copies, one for the foreigner in the language indicated by him/her. The foreigner is committed to meet his/her civic obligations and to fulfill his/her duties under the Charter of values of citizenship and integration adopted by the Italian government in 2007. A credit-based approach is used to properly achieving integration. After signing the agreement, the foreigner will be automatically awarded 16 credits. The agreement form and the full version of the agreement translated into the most spoken languages among migrants are available online with an [information leaflet](#) and the [agreement form](#).

Who have to sign it?

The Integration Agreement has to be signed by foreigners aged over 16 who comes for the first time to Italy. You will sign it when submitting the application for **permit of stay for 1 year or more.** If you stay less than one year you do not have to sign it.

Where to sign it?

Students will sign it at Questura at fingerprinting appointment or when the permit of stay will be delivered. You will receive a copy of the agreement in the language indicated by you. After signing the agreement, you will be automatically awarded 16 credits.

What does the Integration Agreement entail?

You will be required to attend a free training and information session on civic education lasting from 5 to 10 hours organised by the "Prefettura - Sportello unico per l'immigrazione" (Immigration Office). When you sign the Integration Agreement, you will receive the appointment for attending the training path. Other credits can be obtained by attending Italian language courses, educational qualifications, registering with the National Health Services, signing a lease contract, etc.

STUDENTS THAT ENROLLED IN A MASTER PROGRAM, COURSE OR PHD PROGRAM ARE AWARDED OF AN AMOUNT OF CREDITS CAN BE ALLOWED NOT FOLLOW THE LANGUAGE AND CIVIC EDUCATION SESSION.

For more information

The agreement form and the full version of the agreement translated into the most spoken languages are available online with an *information leaflet* and the *agreement form*.

HOW TO RENEW YOUR STAY PERMIT

The permit of stay **can be renewed starting from 60 days before its expiry date.**

As many months elapse before you can get the new permit of stay, it is advisable to apply for the renewal 2 months before the permit expires.

To **renew your Stay Permit**, you will need to follow the same procedure as for the first one, producing the documentation listed below:

- The documentation kit filled in (FORM 1);
- Photocopy of your passport with personal information, the visa entry and the stamps received at the border upon entry into Italy or the first country in the Schengen area.
- Photocopy of your permit of staying that is going to expire;
- Proof of sufficient means of subsistence;
- Documents which demonstrate your purpose to be in Italy (e.g. for students: Declaration by the host institution that you are regularly enrolled and, if applicable, have successfully passed the examinations for the previous year at least one exam in the first year and at least 2 exams in subsequent years);
- Copy of the insurance policy valid for Italy for the entire validity of the permit of stay, which cover you in the case of illness and injury e.g. private health policy or registration with the National Health Service;
- A revenue stamp ("marca da bollo") of € 16.00. It can be bought at any newsagent's and tobacconist's ("tabaccaio") where cigarettes are sold.
- A receipt of the postal paying-in slip for the payment of € 70.46, which you have to pay upon submission of your application to the post office.

N.B. The stay permit for study reasons may only be renewed if the entry visa was issued to attend a study programme for more than three months (D-type visa).

The **stay permit cannot be renewed in the following cases:**

- 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;
- for more than three years after the end of the study course.

Location of the Questura / Immigration Office

Address

Via Mario Lalli, 3 – 56127 Pisa (PI)

Tel.: +39 050 583584

Opening hours:

Monday 08:30-13:00

Tuesday 08:30-13:00 15:00-18:00 (*)

Wednesday 08:30-13:00

Thursday 08:30-13:00 15:00-18:00 (*)

Friday 08:30-13:00

Saturday 08:30-13:00 (*)

(*) Timetable for withdrawal of the stay permit

Please be informed that after receiving your stay permit, within 20 days it is possible to register at the Ufficio Anagrafe (Registry Office) of the city you live in.