UNIVERSITÀ DEGLI STUDI DI BERGAMO | Area Formazione e Servizi agli Studenti



Residence Permit
Application guide for Non-Eu Students

If a NON-EU student holds a Visa for study purposes and plans to come to Italy for more than 90 days, once arrived he/she must request a Residence Permit. If the student does not complete the studies before the residence permit expires, she/he will have to request the renewal of the residence permit.

Within 8 days from your arrival in Italy you must submit your request for the residence permit to the competent Police station (in Italy Questura) through the kit available at the Post Office or Patronato Offices.
The International office will support you in collecting the required documents

APPLICATION STEPS

STEP 1- Collection of documents

Prepare the needed documents:

- Copy of your Italian Tax Code (Codice Fiscale)
- Copy of your Passport with entry stamp (personal data + VISA + all stamped pages)
- Copy of the Certificate of enrollment at the University of Bergamo (issued by Student's Office) or copy of the admission letter stamped by the Italian Embassy
- Copy of your Health Insurance Policy (valid in Italy for the time of validity of the residence permit) against disease and/or accidents risks. (N.B. before paying any insurance please check relevant websites: https://en.unibg.it/study/enrollment/foreign-students-join-us/health-insurance
- Copy of the Declaration of hospitality in Italian "Cessione fabbricato". Please ask your landlord or the accommodation office https://en.unibg.it/life-at-unibg/services/accommodations to give you a copy of the Declaration of Hospitality). If you live in the University Dormitory you can print out the confirmation received via e-mail by Servizio Diritto allo Studio and let it stamp and sign always by Servizio Diritto allo studio.
- A special stamp called 'MARCA DA BOLLO', costs € 16,00 (to buy at the Tobacconist)
- The Kit for the request of the Residence Permit (see step 2)

STEP 2 - Yellow residence permit Kit

The PATRONATO, is an office which provides you with the 'Residence Permit KIT' (Yellow Kit) itself and helps you to fill it in with your personal data.
The service is free of charge (The Kit is available at the Post Offices as well). You can contact one of the following Patronato Offices or ask to the International Office to book an appointment for you:

PATRONATO UIL IMMIGRAZIONE BERGAMO:
Via San Bernardino, 72/e (underground floor)
The practice will be carried out by appointment please contact Tel. 035/238636 or E-mail: immigrati.bergamo@italuillombardia.it

PATRONATO ACLI BERGAMO – SPORTELLO IMMIGRAZIONE:
Via Angelo Maj, 4 (Galleria Fanzago)
The practice will be carried out by appointment. Please contact Tel. 035/8031640

CGIL BERGAMO:
Via Garibaldi, n. 3
The practice will be carried out by appointment. Please contact Tel. 035/3594493

STEP 3 - at the Post Office

Go to the Post Office and submit your Yellow Kit, all the documents required and "Marca da bollo" stamp.
There you'll have to pay:

- € 31 for the shipment of the application
- € 70,46 for the Residence Permit electronic card (you can pay by credit card or bancomat).

The Post Office will give you:

- a document containing the date and time of your appointment at the Police Office (Questura) for fingerprinting
- a barcode receipt called "accettazione assicurata" **valid as your temporary stay permit**

Be careful: do not miss the letter and the appointment

AUTHORIZED POST OFFICES IN BERGAMO
You **can only go** one of the following authorized Post offices in Bergamo:

10001	BERGAMO CENTRO	VIA ANTONIO LOCATELLI, 11 Office Hours: Monday to Friday 08:20 a.m. – 07:20 p.m. Saturday 08:20 a.m. to 12:35 p.m.
10093	BERGAMO	VIA FILIPPO CORRIDONI, SNC
10143	BERGAMO	VIALE GIULIO CESARE, 1
10220	BERGAMO	VIA ZANICA, 10/D
10147	BERGAMO	VIA BRIGATA BERGAMO, 1
10279	BERGAMO	VIA MALJ TABAJANI, 1

You can check on the website of the Police whether there are missing documents: www.poliziadistato.it login with the "codice assicurata" and "codice istanza" on the white receipt.

STEP 4: please send us a copy of the application receipt ("codice assicurata") and the letter released by the Post Office

This step is very important in order to complete your enrolment. You can send us a scan copy or picture via e-mail at the following address: international.students@unibg.it and studenti.stranieri@unibg.it

STEP 5 - Appointment at the police station (Questura) – Immigration Office

Check on your receipt for the date of the appointment at Police Station, where you will be taken the fingerprints and be ready with your documents on your appointment time.
Address:
Questura di Bergamo–Ufficio Immigrazione Via Noli, 26 - Office hours: 08.00 a.m. to 1.30 p.m.

IMPORTANT:

1. **Take all the original documents with you and make copies to leave at the Immigration office.**

Required documents:

- Tax code
- Your passport in original
- Copy of your passport
- Brown receipt of the payment of the Permit of residence payment;
- White receipt with the date of the appointment
- 4 photos – passport size (you can take it in a photo machine at Police Station - 5 euro)
- Original or copy of your updated Declaration of Hospitality (if you have submitted in the kit the Declaration of hospitality of the hostel/hotel and have moved to another accommodation please bring the Declaration of Hospitality of your new accommodation) (if you live in the University Dormitory you can print out the confirmation received via e-mail by Servizio Diritto allo Studio and let it stamp and sign always by Servizio Diritto allo studio)
- Certificate of enrollment at the University (this certificate is issued by the Student's Office – Certificato per Permesso di Soggiorno senza bollo).
- Original of the payment of the Health Insurance or your Health Insurance card
- Original of your scholarship statement issued by Servizio Diritto allo studio (only if already available).
- Check that the telephone number you gave in the beginning of the process is the same one you use now, in order to receive the SMS notification of the appointment (step 5).

Important: Your application will be rejected if some documents are missing!

STEP 6 - RECEIVING RESIDENCE PERMIT CARD

Approximately 40 days later, you will be able to collect your residence permit card. You will receive a message on your mobile with the appointment to pick up at the Questura in Bergamo the electronic Residence Permit: Office hours: 2.30 p.m. – 4.30 p.m.
Please go there with the application receipt ("accettazione assicurata") and your valid passport.
Please do not miss the appointment. In case

Traveling during your first stay permit application

Holders of a multi-entry type D visas are permitted to circulate freely in Schengen Countries other than the issuing one for a period of not more than 90 days per half-year and only if the visa is valid.
Always carry the passport and the postal receipt of stay permit application while travelling.
Please bring with you also the certificate of enrollment to Unibg.
To return temporarily to your country, you must travel by direct flight or stop off outside the Schengen area.
Please see the following link:
https://www.esteri.it/en/servizi-opportunita/ingressosoggiornoinitalia/visto_ingresso/