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



Residence Permit: Renewal

Students can start the renewal procedure 60 days before the expiring date.

APPLICATION STEPS

STEP 1- Collection of documents

• Your valid passport
• Copy of the passport: the page with personal data and dates of validity and expiration of the document and the VISA
• Your Residence Permit and copy of it
• Copy of the documentation attesting the availability of adequate financial resources (approximately 5,400 euros), for example the certificate attesting the possession of a scholarship or the bank account
• Copy of the certification of enrolment with exams at the University of Bergamo issued by Students' Office (certificato di iscrizione ed esami per uso immigrazione) without Marca da bollo with proof of 1 exam successfully passed in case of the 1st renewal and 2 exams successfully passed for each following renewal
• Copy of your health insurance card or copy of the receipt of the payment
• Copy of "declaration of hospitality" (in Italian Cessione di Fabbricato", provided by the landlord or Accommodation office or issued by Servizio Diritto allo Studio if you live in a University Residence.
• A 16,00 € tax stamp (Marca da bollo)

STEP 2 - Yellow residence permit Kit

You can go to the Patronato, 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

You can contact one of the following Patronato Offices
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

Please 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.
You can only go one of the 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

Or the Authorized Post Office in Dalmine.

You will be given a receipt of your payment and an appointment letter indicating the date and time you should go to the Immigration Office to complete the procedure.

STEP 4: - 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.

Required documents:
• Your passport
• Your expired Residence Permit
• The brown receipt of the residence permit payment at the post office
• The white receipt with the date of the appointment -
• Bring 4 photos –passport size (you can take it in a photo machine at Police Station - 5 euro)
• Original of the Declaration of Hospitality (if you have moved to another accommodation please bring the Declaration of Hospitality of your definitive accommodation) -
• Certificate of enrolment at the University (this certificate is issued by the Student's Office – Certificato per Permesso di Soggiorno senza bollo) -
• The original of the payment of the Health Insurance.

STEP 5 - You will receive a text message on your mobile

Indicating the date of the appointment to pick up the electronic Residence Permit
You can check the process of your Residence Permit on the following website:
www.poliziadistato.it – login with the password you have on the brown receipt.