



**UNIVERSITÀ  
DEGLI STUDI  
DI BERGAMO**

Servizio orientamento  
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# Residence Permit Guide for Erasmus Students

Step-by-step process for Non-EU  
students in Italy



## Step 1: Prepare Documents



Schedule an appointment at the Erasmus office.



Required documents:



Italian Tax Code (Codice Fiscale)



Passport (personal data + Visa + stamped pages)



University Enrollment Certificate (from Erasmus Office)



Health Insurance valid in Italy for the whole mobility period



Declaration of Hospitality from landlord



Duty Stamp (€16, buy at Tobacconist)



## Step 2: Residence Permit Kit



Collect the Yellow Kit at Patronato UIL office.



Book an appointment: [immigrati@uilbergamo.it](mailto:immigrati@uilbergamo.it)



Bring passport and document copies







Immigration Office Patronato UIL, Via San Bernardino, 72/e



## Step 3: Submit at the Post Office

 Book in advance an appointment at an authorized Post Office in Bergamo.

 Steps:

-  Pay fees (€30.46 + €40.00)
-  Submit the Yellow Kit with Duty Stamp
-  Fill out a registered letter form (€30 fee)
-  Receive an application receipt with an appointment at Police Headquarters Immigration office ( Questura – Ufficio Immigrazione)

 Keep the application receipt and send a copy to [incoming@unibg.it](mailto:incoming@unibg.it)



## Step 4: Appointment at Police Headquarters Immigration Office (Questura Ufficio Immigrazione)

 Attend the appointment for fingerprint & photo registration.



Bring:



Passport + 4 passport-size photos (white background)



Application receipt from Post Office



Original documents from the Yellow Kit



Post Office appointment confirmation letter



## Step 5: Collect Your Residence Permit at Police Headquarters Immigration office (Questura Immigration Office)



Processing takes about 40 days.



You will receive an SMS notification when it's ready.



Bring your passport and application receipt to collect it.



Make a copy of your permit and store it safely.



## Important Notes



### Traveling While Applying:

- Type D visa holders can visit Schengen for up to 90 days.
- Always carry your passport & residence permit receipt.
- For temporary return to your home country take a direct flight or stop outside Schengen.



### Lost Residence Permit:

- Report it at Police Headquarter (Questura). → Request a duplicate at the Post Office with Form 209.
- Pay €16 Duty Stamp + €30 processing fee.




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# Need Help? Contact Us!

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