



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Servizio orientamento
e programmi
internazionali



Residence Permit Application guide for Non-Eu Students (Erasmus and Exchange 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.

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- Collect all needed documents

The International office will support you in collecting and checking the following compulsory certificates

- Copy of your Italian Tax Code (Codice Fiscale) (check incoming webpage)
- Copy of your Passport (personal data + VISA + all stamped pages)(prepare it in advance)
- Certificate of Enrollment at the University of Bergamo (you will receive it at the Erasmus office)
- Copy of your Health Insurance Policy (it should be valid in Italy for the period of validity of the residence permit) against disease and/or accidents risks (no travel insurance)
- (Before paying any insurance please check the relevant websites: <https://en.unibg.it/study/enrollment/foreign-students-join-us/health-insurance> where you can find further information)
- Copy of the Declaration of hospitality (in Italian "Cessione fabbricato"). Please ask your landlord or the accommodation office accommodationservice@unibg.it to give you a copy of the Declaration of Hospitality.
- A special stamp called 'MARCA DA BOLLO', it costs € 16,00 (to buy at the Tobacconist) (metti simbolo di un tabaccaio) e foto marca da bollo)
- The Kit for the request of the Residence Permit (see step 2)
- **Important:** Your application will be rejected if some documents are missing!

STEP 2 – APPOINTMENT AT PATRONATO



The PATRONATO provides you the 'Residence Permit KIT' (Yellow Kit) and helps you to fill it in with your personal data, PLEASE GIVE TO THE PERSON IN CHARGE THE COPIES OF ALL REQUIRED CERTIFICATES

This service is free of charge

You can contact by email one of the following Patronato Offices in order to book an appointment:

PATRONATO UIL IMMIGRAZIONE BERGAMO:

Via San Bernardino, 72/e (underground floor)

The practice will be carried out by appointment please contact them by mail: immigrati@uilbergamo.it

STEP 3 - Post Office

Please go to the Post Office and submit your Yellow Kit, 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, keep for yourself a copy of these recipes!! (at the Police station they will take the original recipes)

AUTHORIZED POST OFFICES IN BERGAMO

You **can only go** one of the following authorized Post offices in Bergamo: Please arrange an appointment in advance by registering on the <https://www.poste.it/>

10001	BERGAMO CENTRO	VIA ANTONIO LOCATELLI, 11 Office Hours: Monday to Friday 08:20 a.m. – 07:05 p.m. Saturday 08:20 a.m. to 12:35 p.m.
		VIA MALJ TABAJANI, 1 Office Hours: Monday to Friday 8:20 a.m. – 1:35 p.m. Saturday 8:20 a.m. – 12.35 p.m.



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		VIA BRIGATA BERGAMO, 2 Office Hours: Monday to Friday 8:20 a.m. – 1:35 p.m. Saturday 8.20 a.m. – 12:35 p.m.
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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: Send a copy to the Erasmus Office

Please send to incoming@unibg.it a copy or a photo of the application receipt (“codice assicurata”) and the letter released by the Post Office.

Subject of the email: permit of residence – home University – surname – name

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: Monday to Friday 08:15 a.m. – 01:30 p.m. and 02:30 p.m. – 05:30 p.m. and Saturday 08:15 a.m. – 01:00 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 cut 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).
- Certificate of enrollment at the University
- Original of the payment of the Health Insurance or your Health Insurance card
- 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 date of the appointment to pick up the electronic Residence Permit at Questura in Bergamo.

Please go there with the application receipt ("accettazione assicurata") and your valid passport.

Please do not miss the appointment.

Traveling during your first stay permit application

Holders of a multi-entry type D visas are permitted to circulate 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.

Missing the Permit of Residence

If you lose your Permit of Residence:

1. Go to the police office and submit your complaint for loss.
2. Go to a qualified post office with the copy of the complaint and require a duplicate of the Permit of Residence.
3. The post officer will give you a specific form (modulo 209) to require the duplicate.
4. You have to attach a copy of the passport or of another identification document with a payment of 16€ for the stamp and a payment of 30€ for the shipping fees.

Please contact the International Office and send the received of the duplicate!