

PERMIT OF RESIDENCE

The International office will support you in collecting the required documents

STEP 1: COLLECT DOCUMENTS

:

- Copy of your **Codice Fiscale (Tax Code)**
- Copy of your **Passport** (personal data + VISA + all stamped pages)
- Copy of the enrollment certificate (issued by Student's Office in Via dei Caniana) or copy of the admission letter stamped by the Italian Embassy and copy of the payment of the pre-enrollment fee
- Copy of your **Health Insurance Policy (which must be valid in Italy and should cover the whole period of the Permit of Residence)** For further information see <https://en.unibg.it/practical-information/join-us/health-insurance>
- **Copy of the Declaration of hospitality in Italian "Cessione fabbricato"** (Your landlord, the accommodation office must give you a copy of the declaration of hospitality)
Or A certification issued by DIRITTO ALLO STUDIO if you live in the University Residence
- A special stamp called '**MARCA DA BOLLO**', costs **€ 16,00** (to buy at the Tobacconist)

All these documents should include The KIT

STEP 2 FILL IN THE YELLOW PERMIT OF RESIDENCE KIT

It is a very complicated procedure, you can go to the PATRONATO, an office which provides you with the 'residence permit KIT' itself and helps you to fill it in (the service is free of charge). *(The Kit is available at the Post Offices as well)*

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You can contact one of the following Patronato Offices

PATRONATO UIL IMMIGRAZIONE BERGAMO:

Via San Bernardino, 72/e (underground floor)

Office Hours: Monday to Thursday 08:30-12:30, 14:30-18:30

Friday 08:30-12:00, 14:30-17:30

The practice will be carried out by appointment please contact Tel. 035/238636 or E-mail:

immigrati@uilbergamo.it

PATRONATO ACLI BERGAMO – SPORTELLO IMMIGRAZIONE :

Via San Bernardino, 70,a

The practice will be carried out by appointment please contact Tel. 035/8031640

CGL BERGAMO:

Via Garibaldi, n. 3

The practice will be carried out by appointment please contact Tel. 035/3594493

STEP 3 AT THE POST OFFICE

WHAT DO YOU HAVE TO BRING AT THE POST OFFICE?

The Yellow Kit and all the documents and 101,00 euro

Submit the KIT and pay:

€ 31 (thirty one euro) – permit fee (you can pay by credit card or bancomat)

- € 70 (seventy euro) for the application to be sent (you can pay by credit card or bancomat)

Authorized Post offices

YOU CAN ONLY GO ONE OF THE Authorized Post offices in Bergamo

10001	BERGAMO CENTRO	VIA ANTONIO LOCATELLI, 11 Office Hours: Mon-Fri 08:20-19:05 Saturday 08:20-12:35
10093	BERGAMO 7	VIA FILIPPO CORRIDONI, SNC
10143	BERGAMO 3	VIALE GIULIO CESARE, 1
10220	BERGAMO 9	VIA ZANICA, 10/D
10147	BERGAMO 5	VIA BRIGATA BERGAMO, 1
10279	BERGAMO 15	VIA MALJ TABAJANI, 1

Or the Authorized Post Office in Dalmine

- The post office counter clerk will give you a receipt and an appointment letter indicating the date and time you should go to the Immigration Office to complete the procedure

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 AT THE POLICE STATION:

Check on your receipt the date of the appointment at POLICE STATION where you will be taken the fingerprints

DOCUMENTS TO HAND IN TO THE IMMIGRATION OFFICE (Questura)

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

- **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 ask for a Statement of Hospitality to the Servizio allo studio)

- Certificate of enrollment at the University(if you do not have submitted it in the Kit (this certificate is issued by the Student's Office – Certificato per Permesso di Soggiorno senza bollo).
- Original of the payment of the Health Insurance.
- Original of your scholarship statement issued by Servizio allo studio
- 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).

Your application will be rejected if some documents are missing!

STEP 5 : YOU WILL RECEIVE AN SMS ON YOUR MOBILE with 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 codice assicurata and codice istanza on the white receipt

General notes

- With the Receipt (Lettera di convocazione and receipt of payment) you can travel outside Italy (within the Schengen countries), if you have a valid multiple Visa.