PERMIT OF RESIDENCE

If a non-eu student holds a Visa for study purposes and stays in Italy for more than 90 days, he/she must request a residence permit. If she/he does not complete her/his studies before the residence permit expire, she/he will have to request the renewal of the residence permit.

Issue
You must submit your request for the residence permit the competent Police station (in Italy Questura) through the kit available at the Post Office or Patronato Offices.

The first residence permit has a limited duration, usually corresponding to the entry visa expiration.

You must submit your first request of residence permit within 8 days from your arrival in Italy.

The receipt of your request of R.P. entitles you to enjoy all the rights related to the possession of the R.P. but, unlike the residence permit, it does not allow you to travel in another Schengen area country.

The owner of a residence permit for study purposes (university or training) is allowed to:

- travel to the other Schengen area countries for a period shorter than three months without fulfilling any formal obligation;
- submit application for family reunion;
- be registered with the National Health Service;
- have a part time job like Italian citizens, provided that he/she does not work more than 20 hours per week;

The International office will support you in collecting the required documents.

STEP 1: COLLECT DOCUMENTS

- Copy of your Italian Codice Fiscale (Tax Code)
- Copy of your Passport (personal data + VISA + all stamped pages)
- Copy of the enrollment at the University of Bergamo certificate (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)
- Copy of the Declaration of hospitality in Italian “Cessione fabbricato” (Please ask your landlord or 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)
- The Kit for the request of the Permit of residence (see step 2)

STEP 2 THE YELLOW PERMIT OF RESIDENCE KIT

The PATRONATO, is an office which provides you with the ‘residence permit 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.

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

The Post Office will fix an appointment for you to go to Questura where you will be fingerprinted. You will receive “lettera di convocazione” with the date and hour

The Yellow Kit within all the documents and marca da bollo
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

<table>
<thead>
<tr>
<th>Post Office Code</th>
<th>Post Office Name</th>
<th>Address</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10001</td>
<td>BERGAMO CENTRO</td>
<td>VIA ANTONIO LOCATELLI, 11</td>
<td>Mon-Fri 08:20-19:05, Saturday 08:20-12:35</td>
</tr>
<tr>
<td>10093</td>
<td>BERGAMO 7</td>
<td>VIA FILIPPO CORRIDONI, SNC</td>
<td></td>
</tr>
<tr>
<td>10143</td>
<td>BERGAMO 3</td>
<td>VIALE GIULIO CESARE, 1</td>
<td></td>
</tr>
<tr>
<td>10220</td>
<td>BERGAMO 9</td>
<td>VIA ZANICA, 10/D</td>
<td></td>
</tr>
<tr>
<td>10147</td>
<td>BERGAMO 5</td>
<td>VIA BRIGATA BERGAMO, 1</td>
<td></td>
</tr>
<tr>
<td>10279</td>
<td>BERGAMO 15</td>
<td>VIA MALJ TABAJANI, 1</td>
<td></td>
</tr>
</tbody>
</table>

Or the Authorized Post Offices

You can check on the website of the Police whether there are missing documents: [www.poliziadistato.it](http://www.poliziadistato.it)

login with the codice assicurata and codice istanza on the white receipt
STEP 4  AT THE POLICE STATION:
Questura di Bergamo – Ufficio Immigrazione Via Noli, 26 – Office hours: 08.00 a.m to 1.30 p.m.
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

. Approximately 40 days later, you will be able to collect your residence permit card

You will receive on your mobile a text with the appointment to pick up at the Questura di Bergamo the electronic Residence Permit: Office hours: 2.30 p.m. – 4.30 p.m.

INFORMATION DESK AT QUESTURA DI BERGAMO – DESK 12 : 8.00 a.m. – 12 a.m.