

Residence permit: renewal

Students can start the renewal procedure 60 days before the expire days (please note: not before 60 days the expire date)

COLLECT THE FOLLOWING 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 Permit of Residence
-
- A copy of your Permit of residence (sided)
- 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 (you have to purchase a new one which should cover the whole period of the permit of residence)
- Copy of "declaration of hospitality" (in ita. Cessione di Fabbricato" (provided by the landlord or Accommodation office / a certificate issued by Servizio allo studio if you live in a University Residence)
- **COSTS:**
- 16,00 € tax stamp (Marca da bollo)
- **70.46 €** to be paid at the post office for the issue of the Permit
- 30 € post charge .

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)*

You can contact one of the *following Patronato Offices*

PATRONATO UIL IMMIGRAZIONE BERGAMO:

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

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

Via San Bernardino, 72/e (undergroundfloor)

The practice will be carried out by appointment please contact Tel. 035/238636

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

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** 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 THE POLICE STATION:

Check on your on the appointment letter the date of the appointment at POLICE STATION

WHAT DO YOU HAVE TO BRING POLICE STATION?

- Bring your expired permit of residence
- Bring the brown receipt of the payment of the Permit of residence payment;
- Bring The white receipt with the date of the appointment
- Bring your passport
- Bring 4 photos – passport size (you can take it in a photo machine at Police Station - 5 euro)
- Bring Original of the Declaration of Hospitality (if 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 definitive accommodation)
- Bring your 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)
- Bring the original of the payment of the Health Insurance.

And you will have your fingerprints taken

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 password and user is you have on the brown receipt

General notes:

- In case your Visa has expired and your Permesso di Soggiorno has expired you cannot travel outside Italy .