

# Permesso di soggiorno (residence permit): HOW TO OBTAIN IT

**INCOMING STUDENTS** 



The permesso di soggiorno (residence permit) is a card that holds your personal information, photos, and digital fingerprints.

It is a compulsory document for non-EU residents who are staying in Italy for more than 90 days.

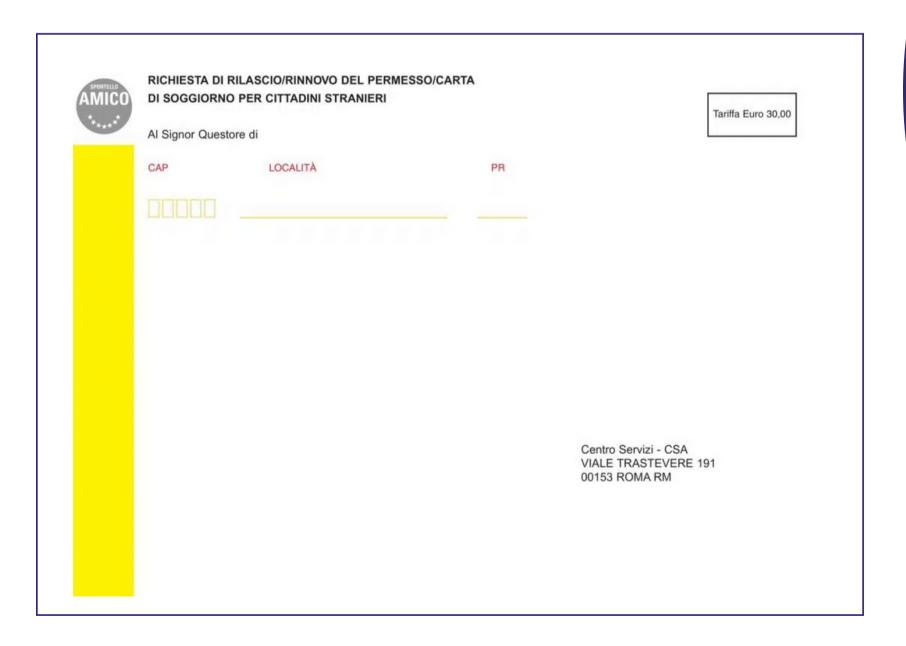
To get the permesso di soggiorno you need to fill in an application form and submit it together with specific documents.

You have to submit the application within 8 working days from your arrival in Italy!





Come and get your kit with the application form directly in IULM! You will find it in the Study Abroad Office, in IULM 1 - 4th floor.



If you need support while filling in your application, you can book an appointment with the Study Abroad Office and we will guide you through the process! You just need to send an email to incoming@iulm.it

# REQUIRED DOCUMENTS



Other than the kit you will need:

- A photocopy of your passport (the pages containing your personal data)
- A photocopy of your visa
- Tax code (if in possession)
- Photocopy of your Health Insurance
- IULM acceptance letter
- Transcript of Records (ToR)

Please print your copies black and white

# HOW TO FILL IN THE APPLICATION FORM



(see info later)

Please note:

Fill in the application kit in CAPITAL LETTERS and BLACK INK

MINISTERO DELL'INTERNO

Al Signor Questore di:

(Sigla Provincia)

MOD. 209

MODULO 1

MOD. 209

MODULO 1

MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

Attach your € 16

marca da bollo here



#### 2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME (a)			
SURNAME			
4. NOME (a)	Indude were middle		
FIRSTNAN	E   Include your middle name if it appears on		
	UUUUUUU your passport UU		
5. PROVINCIA DI DOMICILIO (b)			
6. COMUNE DI DOMICILIO			
MILANO			
7. RICHIEDE IL:	13. DEL/DELLA:	_	
8. RILASCIO (c)	14. PERMESSO DI SOGGIORNO (C)	X	
9. RINNOVO(c)	15. CARTA DI SOGGIORNO (c)	Ш	
10. AGGIORNAME	O (c)	_	
11. DUPLICATO (c)	16. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA (d)	4	
12. CONVERSIONE	17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI (c)		



dependent

children

(if any)



29. FIRMA

Signature (please sign directly when you are in the post office,

see more info later

Date 28, DATA

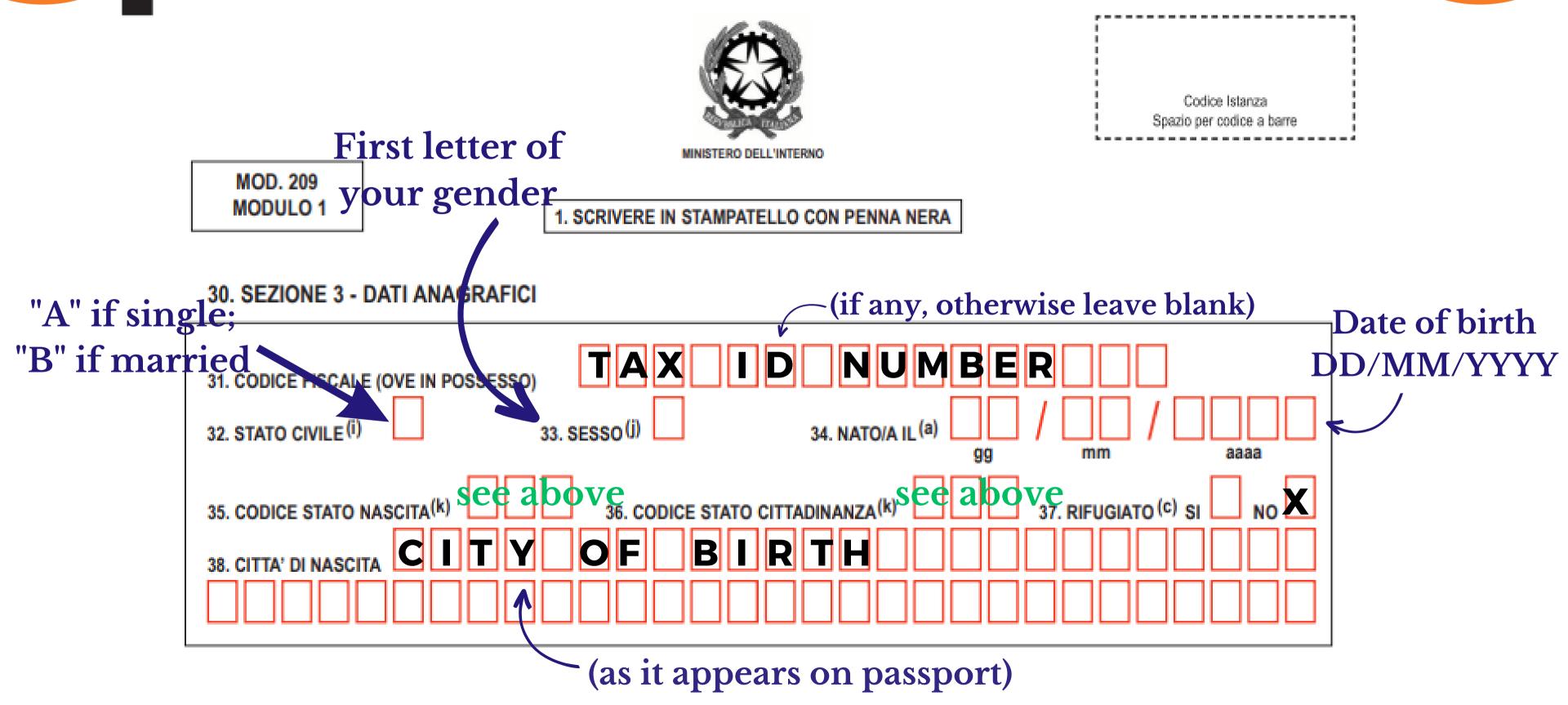
mm

gg

aaaa

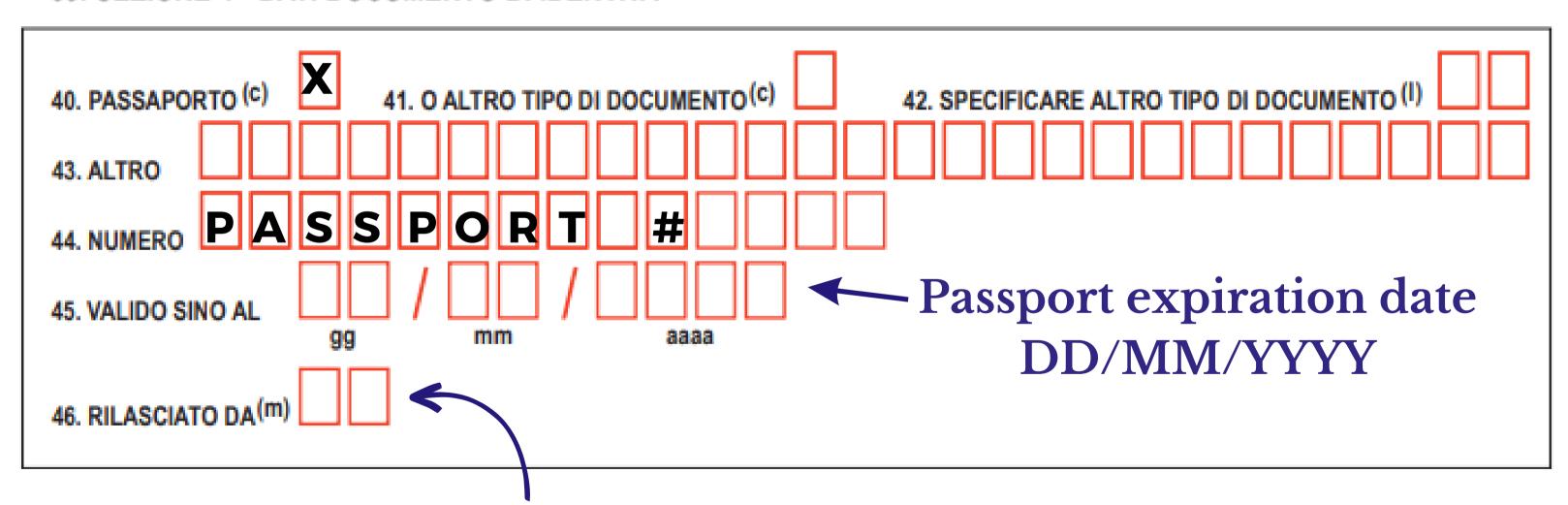
# numbers 35 and 36: use codes for your country of birth and citizenship as in the attached list (allegata n. 3 CODICI STATO)





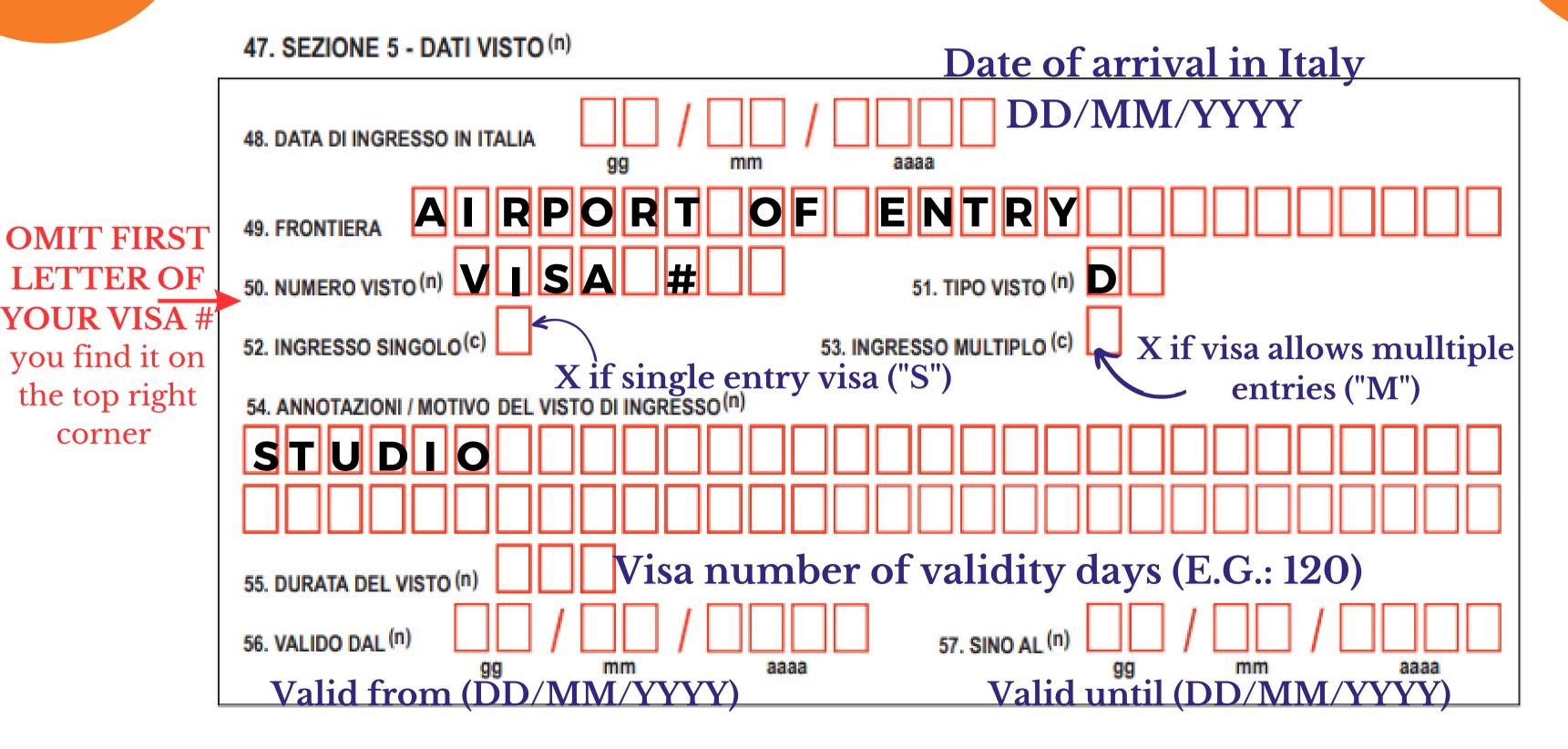


#### 39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'



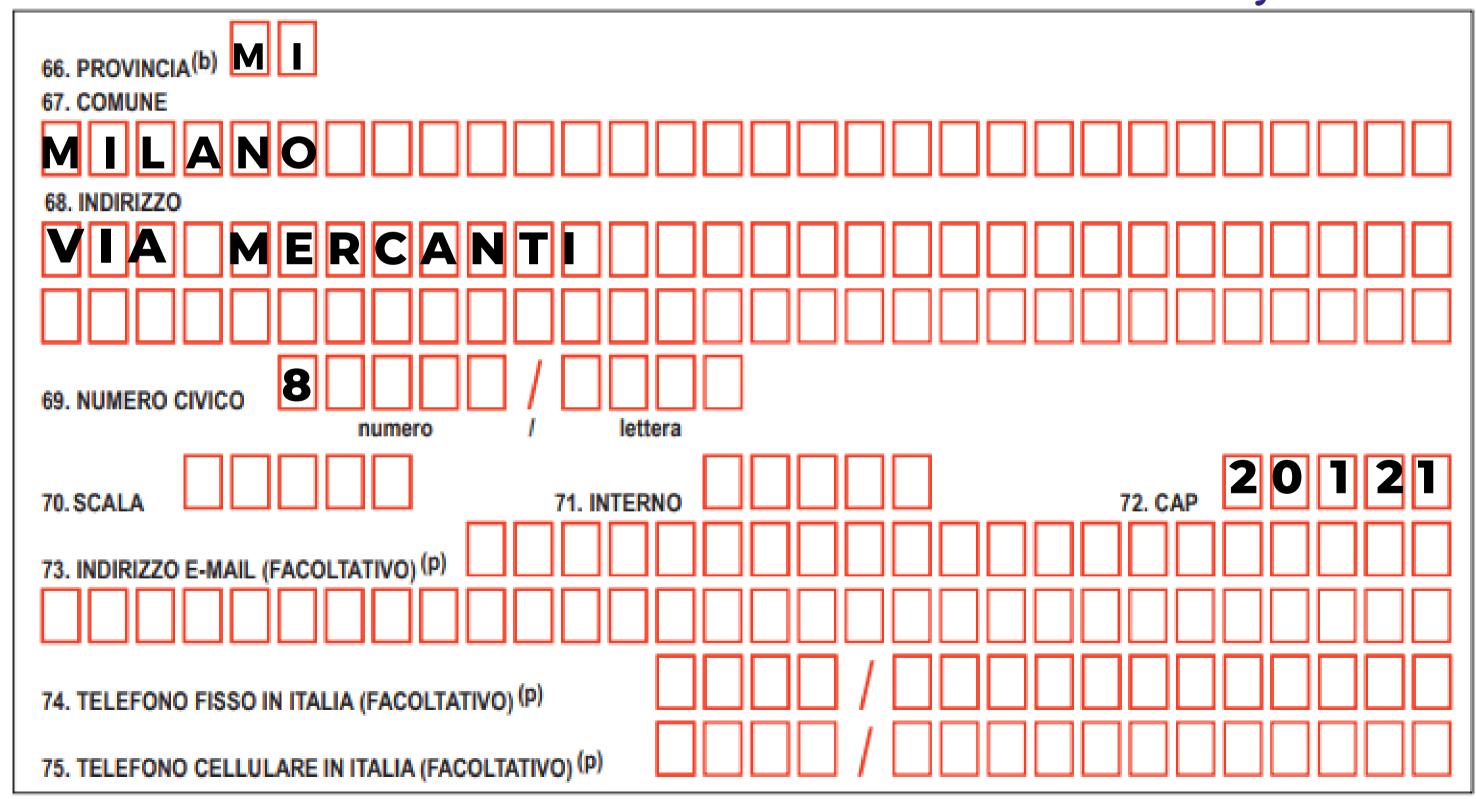
01 if passport is issued by federal government; 02 if passport is issued by embassy/consulate







## 65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE Contact details in Italy



# HOW TO COMPLETE THE PAYMENT SLIP (BOLLETTINO)

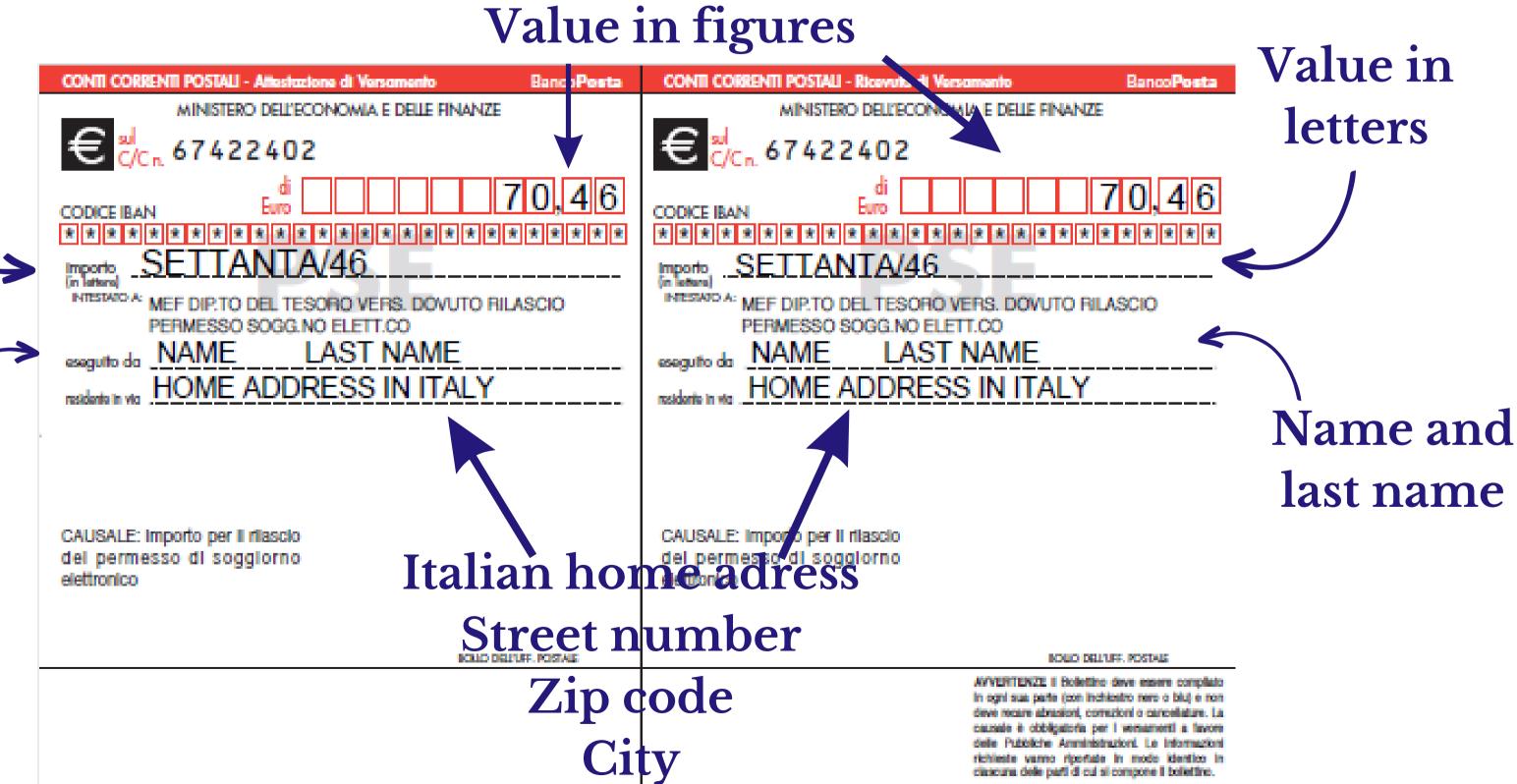


letters

last name

Value in letters

Name and last name





# HOW TO COMPLETE THE PAYMENT SLIP (BOLLETTINO)



## **HOW TO SUBMIT THE KIT**



Go to a *tabaccheria* (tabacconist) and buy a € 16 *marca da bollo* (revenue stamp)

You can find a tabaccheria near IULM in Viale Cassala, n. 45

Go to the Post Office in Via Franco Tosi, n. 11 and submit the kit (with the application form, required documents, and revenue stamp inside) - <u>Please sign the application directly there</u>

You will need to pay a total of € 101,96 in cash or by card (the amount includes € 30 to the Post Office, € 70,46 for the electronic permit of stay, and € 1,50 tax)



After the payment you will receive a receipt: <u>DO NOT LOSE IT</u>.

The receipt will be valid as your residence permit until the collection of the physical one.

You can take a picture of your receipt and send it to incoming@iulm.it so it will be filed among your documents and the Study Abroad Office will keep a backup copy.

You will also receive an appointment letter with the date and time you should go to the police station to collect your residence permit and get your fingerprints digitalized.



Please note that it can take even a couple of months to get it.

# APPOINTMENT WITH THE POLICE



When going to your appointment with the police, please remember to bring with you:

- Passport
- 4 identical passport-seized pictures
- Receipt and appointment letter given by the Post Office
- Health Insurance
- IULM acceptance letter
- Proof of accomodation (the police will ask for your current address)

### TO SUM UP

## How to obtain the first Residence Permit



STEP 1

STEP 2

STEP 3

STEP 4

Postal Application Kit First appointment with the immigration office at the Questura in Via Montebello, 26 (Milan)

Schedule the second appointment with the immigration office at the Questura in Via Montebello, 26 (Milan)

Second
appointment with
the immigration
office at the
Questura in Via
Montebello, 26
(Milan)

International students have to apply for their residence permit by submitting the postal Application Kit at whatever Post office.

On the application form specify the following address: Via Mercanti, 8 (20121 Milan).

Students are invited to go to the Office on the date and time specified on the postal receipt to have photos and prints taken. Moreover, they will have to specify their home address in Milan. Students will receive the second appointment with the Immigration Office for the collection of the residence permit via SMS or by postal registered letter.

Students can finally collect the residence permit.





Click on: <a href="https://questure.poliziadistato.it/stranieri/">https://questure.poliziadistato.it/stranieri/</a>

Permesso di soggiorno	Select your language	
Lingua selezionata: italiano		
Italiano English Español Français Русский پرکیه укр	аїнський	
NUMERO PRATICA O ASSICURATA		
Numero pratica o assicurata		
	Invia	

Write the number called *Codice Istanza* or *Codice Assicurata* that you find on your appointment letter

# You will be sent an SMS when your residence permit is ready for collection. It will look like this:





Once you receive your residence permit, please send a copy to incoming@iulm.it, so it will be filed among your documents.

SHOULD YOU
HAVE ANY
DOUBTS, DO NOT
HESITATE TO
CONTACT US!



**Monday - Friday** 9:30 - 12:30 14:00 - 16:30



+39 0289 141 2396 +39 0289 141 2344



