

PERMIT OF STAY FOR STUDY

(art. 39 Decreto Lgs. n° 286/98 e succ. mod. ; artt. 44 bis, 45 e 46 DPR 394/99 e succ. mod.)

If you want to study in Italy, you must hold a **permit of stay** in order to stay legally in the Italian territory in accordance with the visa issued by the Italian Consular or diplomatic authorities in your country of origin before your departure.

The Request for the permit of stay must be made WITHIN 8 WORKING DAYS after your arrival in Italy.

The Permit of stay is issued by the Police Headquarters (or “*Questura*”) in Trieste and entitles you to temporarily live in Italy.

Please note that the documentation kit with the yellow strip “**RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO PER CITTADINI STRANIERI**” consists of:

- FORM 1 regarding your personal data (name and surname, date of entry in Italy, type of Visa, family members, etc.)

Which documents do you need to have before applying for the Permit of stay?

1. Kit “RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO PER CITTADINI STRANIERI”

which includes the application form (Form 1 to be filled in) and a list of documents to be enclosed with the application (please check the sample of Form 1 translated in English)

2. A revenue stamp (“marca da bollo”) of € 14.62 to be stuck on Form 1

It can be bought in the “tabacchino” tobacco shop where cigarettes are sold;

3. Photocopy of ALL pages of the passport

(blank pages included)

4. Photocopy of the statement certifying the study programme

certified by the Italian Embassy/Consulate which issued the entry visa (presentation letter written by the School in order to support your visa application with the stamp of the Italian Consulate/Embassy where the visa was issued) OR certificate prepared by the School in case the Italian Consulate/Embassy has not put the stamp on the letter.

5. Declaration of sufficient economic means of support.

In order to prove that you have sufficient means of support, you should show a statement of your current bank account issued by your Bank giving your details (name, surname, etc.) and the details of the Bank. If the current account is not on your name but on the name of your parents, for example, then the Bank can issue a statement of their account to which your parents attach a declaration stating that they consent to your use of their current account. The amount you have to consider is € 5.061,68 (if only for the applicant alone or with a family member), € 10.123,36 (for the applicant and two or three family members), € 15.185,04 (for the applicant and four or more family members). The sum of the income should include any further revenue of any other family member living together with the applicant. The bank statement must be original!!!

6. Copy of the Health insurance valid throughout the country and for the entire period of validity of the Permit of stay, against the risk of illness and injury.

The insurance has to cover urgent medical assistance (surgery and accidents) in the Emergency Room (Pronto Soccorso). Note that private insurance from your country are not accepted at the

Questura, unless you have an official paper from the Italian Embassy or Consulate from your country that states the validity of your insurance.

7. Copy of the rental contract or of the **form where the owner of the apartment declares to the police that you are staying in his/her apartment** or other documentation as certification of lodging;

8. A receipt of the postal receipt of € 27,50

N.B.

ALL these documents must be enclosed in the envelope of “RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO PER CITTADINI STRANIERI”!!

THE DOCUMENTS SENT SHOULD BE IN COPY (YOU MUST KEEP THE ORIGINALS) EXCEPT FOR FORM 1 !!

How much does it cost applying for a Permit of stay?

- Euro 30.00 taxes for the request;
 - Euro 27.50 for the cost of the final plastic card of the permit;
 - Euro 14.62 for the revenue stamp;
- TOTAL : Euro 72.12

How does the procedure for the request work?

1 step “Filling in the Kit and going to the Post Office”

After having filled in FORM 1 of the documentation kit and enclosed ALL the additional documents required, you go to one of the authorised Post Offices and personally hand the open envelope of the Kit. The Post office will ask you to show him/her your passport (or an identity document). There you will be asked to pay a post charge of €30,00 for the request.

Your kit can then be sent to the Police Headquarters (*Questura*).

Please remember that you will receive **a receipt** from the Post Office **which you must keep** and always show together with your passport. This receipt will allow you to keep track of the status of your procedure through the user id and password that are indicated on it by consulting the Immigration Website at <http://www.portaleimmigrazione.it/>.

2 step “Fingerprints at the *Questura*”

Once your request has been accepted, you will receive an order by registered letter inviting you to go to the Immigration Office of the Police Headquarter (*Questura*) in Trieste in order to take your fingerprints. Please, on that day remember to bring with you:

- the passport;
- the registered letter you have received stating your appointment with the *Questura*;
- the original copies of all the documents you have submitted through the Post office;
- 4 passport-sized photographs with light background

You will then be called a second time by the *Questura* in order to receive your Permit of Stay.

3 step “Getting your Permit of Stay”

In general it takes 2 -3 months. You will be called by the *Questura* to withdraw your Permit of Stay. Please note that you can check at which point is your request of permit of stay by:

- Calling the Contact Center number 848.855.888 (Monday to Friday 8 am -8 pm). You will be asked the user name "nome utente" and the "password". Both these information can be

found on the receipt that you have been given at the post office once you have submitted the request for the permit;

- Consulting the following web page: <http://www.portaleimmigrazione.it> and click on "area riservata stranieri" at the bottom right side of the web page and digit user name "nome utente" and "password".

If you find on internet the information regarding the time and date of your appointment at the police and you do not receive the register letter in the meantime you can print this communication out and go with it to the *Questura* "Immigration Office".

If the information provided in "portaleimmigrazione" website or the Contact Center operator notifies that the documentation you submitted is incomplete (in Italian "*documentazione non completa*") or that it was wrongly filled in (in Italian "*documentazione non completata correttamente*"), DO NOT WORRY about this because when you will be invited to the Immigration Office of the *Questura* you will have the opportunity to bring the missing documentation or make any necessary corrections.

You can check if your electronic resident permit is ready by consulting the attached PDF file on the English flag (the "insured letter number" in your possession will be indicated) at *Questura* website: <http://questure.poliziadistato.it/Trieste>

Where can you get the Kit for the request?

In Trieste, the authorised Post Offices where you can find the Kit are:

Post Office in PIAZZA VITTORIO VENETO, 1

Post Office in PIAZZA XXV APRILE, 5

Post Office in VIA CABOTO, 14

Post Office in VIA COLOMBO, 16

Post Office in VIA DI PROSECCO, 1

Post Office in VIA GIULIO CESARE, 1

Post Office in VIA MAURONER, 2

Post Office in VIA MORERI, 5

Where is the Police Headquarters (*Questura*) – Immigration Office in Trieste?

The *Questura* building is located in Via Tor Bandena n.6 - 34121 Trieste

Telephone numbers: 0403790111 - **fax:** 0403790777

email: urp.ts@poliziadistato.it

The Immigration Office – Permit of stay and Visa is located in

Via Tor Bandena nr 6 34100 (TRIESTE - TS)

Telephone numbers: 0403790569

Fax: 0403790570 - 777

Opening hours:

Monday; 9 am-12:30 pm; 3 pm – 5:30 pm

Tuesday; 9 am-12:30 pm; 3 pm – 5:30 pm

Wednesday; 9 am-12:30 pm; 3 pm – 5:30 pm

Thursday; 9 am-12:30 pm; 3 pm – 5:30 pm

Friday; 9 am-12:30 pm; 3 pm – 5:30 pm

Saturday and Sunday Closed

Please, be aware that the Immigration Office desk for the delivery of electronic residence permits is 3.00 to 5.30 p.m. from Monday to Friday.

How long does it take the permit of stay to be issued?

In general the permit of stay “permesso di soggiorno” is normally issued within 60-90 days.

Who can help you filling in the documentation kit?

In Trieste you can find authorised offices called *Centri di Assistenza Fiscale* (CAF) which will help and support you while filling the documentation kit in.

List of CAF - *Centri di Assistenza Fiscale* (address and contact numbers)

Ufficio	Località	Indirizzo	CAP	Telefono
ACAI - TRIESTE	TRIESTE	VIA UDINE 30/C	34132	040-422744
ACAI - TRIESTE - RIONE BARRIERA	TRIESTE	VIALE XX SETTEMBRE 22	34100	040-370824
ACLI - Opicina	TRIESTE	Via di Prosecco 28/b	34016	040.211727
ACLI - Trieste	TRIESTE	Via San Francesco 4/1	34133	040.370773
ENAS - UFFICIO PROVINCIALE	TRIESTE	VIA CRISPI 5	34125	
ENASCO - ENASCO-UFFICIO 1	TRIESTE	VIA BONOMO 4	34126	
EPACA - EPACA - UFF. PROV. TRIESTE	TRIESTE	VIA DEL TEATRO ROMANO 24	34121	
EPASA - TRIESTE	TRIESTE	P.ZZA VENEZIA 1	34123	040/3185511
INAC - INAC UFFICIO 1	TRIESTE	VIA CICERONE 8	34100	
INAPA - trieste	TRIESTE	Via Cicerone 9	34133	040/3735207
INAPI - INAPI 073	TRIESTE	Via Settefontane 99	34100	
INAS - INAS - SAN DORLIGO DELLA VALLE	TRIESTE	STRADA VECCHIA DELL'ISTRIA 10/1	34100	040/812870
INAS - INAS - TRIESTE	TRIESTE	P.ZZA DALMAZIA 1	34132	040/6791340
INCA - INCA - TRIESTE	TRIESTE	VIA PONDARES 8	34100	
ISTITUTO NAZ. DI PREV. E ASS. SOCIALE - TS0101 / INPAS SEDE TRIESTE	TRIESTE	VIA TIMEUS 16	34125	0403728376
ITAL - DOMIO	TRIESTE	FRAZ. DOMIO 189	34018	040-280973
ITAL - TRIESTE	TRIESTE	VIA POLONIO 5	34100	040-366990
SIAS - SIAS TRIESTE	TRIESTE	CAMPO SAN GIACOMO 10	34137	040/3720410

Do you need more information about the permit of stay procedure?

You can contact the **Call Center 800.309.309** (24/24 h available in Italian, English, French, Spanish and Arabic) which provides general information about the request/renewal of permits of stay, documents to be enclosed, etc. Or you can visit the website “www.portaleimmigrazione.it” (available in Italian and English) by digiting your user name "nome utente" and "password";.

Do you need to renew your permit of stay?

In general, the permit of stay can be renewed only if your VISA has been issued for a multiannual study programme.

If you need to **renew your permit of stay while staying in Trieste**, you will follow the same procedure you did for obtaining the first one by producing the following documentation:

1. the documentation kit filled in (FORM 1);
2. photocopy of all pages of the passport (blank pages included);
3. photocopy of the statement certifying the course of study certified by the Italian Embassy/Consulate which issued the entry visa (presentation letter written by the School in order to support your visa application with the stamp of the Italian Consulate/Embassy where was issued the visa) OR certificate prepared by the School in case the Italian Consulate/Embassy has not put the stamp on the letter

4. declaration of sufficient economic means of support
5. copy of the rental contract or of the form where the owner of the apartment declares at the police that you are staying in his/her apartment or other documentation as certification of lodging;
6. a revenue stamp (“marca da bollo”) of €14.62. It can be bought in the “tabacchino” tobacco shop where cigarettes are sold;
7. postal receipt of € 27,50 (to be paid in case of stays longer than 90 days)
8. Declaration by the host institution that you are regularly enrolled and, if applicable, have successfully passed the examinations for the previous year (at least one exam in the first year and at least 2 exams in subsequent years).
9. copy of the health insurance valid throughout the country and for the entire period of validity of the residency permit, against the risk of illness and injury.

N.B. Your permit of stay can not be renewed if/when

The Permit of stay for study reasons may be renewed only if the entry visa was issued to attend a study programme of more than one year in length.

The Permit of stay for study reasons in any case, cannot be renewed more than three years over the duration of the study course.

The Permit of stay for study reasons may be converted into work permits by acquiring a quota within the scope of the programming decree for work immigration influxes proving that the legal requirements for the type of work carried out have been fulfilled:

- by the alien already regularly present in the country once he/she comes of age;
- by the alien who has received a university degree or specialised degree in Italy after attending the relative courses in Italy.

The Permit of stay for study reasons allows to do a part-time job to be carried out for a maximum of 20 weekly hours and a yearly limit of 1,040 hours.