

## HOW TO APPLY FOR A PERMIT OF STAY

Within 8 working days of arrival, all NON-EU citizens who hold a valid student visa for Italy must apply for a permit of stay for study purposes (*Permesso di soggiorno per motivi di studio*).

The permit of stay is issued by the local Police Department- *Questura - Ufficio Stranieri* - of the applicant's place of residence in Italy, however the applicant must submit his/her application at a competent Post Office.

(Please note that **NON-EU CITIZENS holding a permit of stay issued by a European Union country (Schengen Area)** do not have to apply for the permit of stay while in Italy. They must instead fill in a [Declaration of Presence](#) and submit it within 8 working days from their arrival at any Police Station in Milan (the one closest to Bocconi University is located in [Via Tabacchi 6](#)).

You must always carry a copy of the declaration of presence, as you may be asked to show it in case of police checks.

**IMPORTANT:** *if your Schengen permit of stay does not cover the entire period of mobility in Italy, you must instead apply for permit of stay in Italy).*

### WHERE

Closest Post Offices (walking distance to Bocconi):

- Via Cordusio, 4 (Central Post Office of Milan) —**English, Spanish and Chinese speaking staff.** Hours: Monday Friday: 8:20 - 19:05 | Saturday 8:20 - 12:35 Phone: 02-72.48.2126
- Corso Italia, 16 - Hours: Monday Friday: 8:20 - 13:35 | Saturday: 8:20 - 12:35
- Viale Sabotino, 21/a - Hours: Monday Friday: 8:20 - 19:05 | Saturday: 8:20 - 12:35
- Via Baroni Costantino, 11/C (near Arcobaleno Residence). Hours: Monday-Friday: 08:20 - 13:35 | Saturday 8:20 - 12:35

### Step 1: POST OFFICE APPLICATION

Do NOT submit original documents in the post office application/kit

Completed Post Office Application/Kit

- You must complete "Modulo 1" (Form 1) of the yellow striped envelope application/kit for NON-EU citizens (available at the Post Office free of charge or at the PhD School Office – Piazza Sraffa, 11 – 2<sup>nd</sup> floor – room 208)

#### Please note:

- a) We suggest writing an Italian mobile number (you will receive an SMS for process updates).
- b) it is not mandatory to put your tax code, so do not worry if you do not have it yet!

Make sure to get a copy, as you will need it for subsequent purposes including during the fingerprinting process at the Questura.

**IMPORTANT:** please write the following address on the application form: Via Mercanti 8, 20121 (Milan). This address must also be included on the €70,46 payment slip.

**Please note:** this address is valid for the permit of stay first-release application, not for the permit of stay renewal application.

- Photocopy of **Bocconi acceptance letter** / declaration of enrollment (better if sealed/stamped by the Italian Embassy /Consulate when entry visa was issued).
- Photocopy of **passport** (personal data + visa page). You must also bring the original document to the Post Office.
- Photocopy of the **health insurance policy or payment receipt**, valid throughout the country and for the entire duration of the residence permit, covering the risk of illness and injury. If you have private health insurance, you must provide a certificate in English specifying the start and end dates of the coverage. This insurance must be valid internationally.
- Photocopy of **Financial Statement:** document certifying adequate financial resources (approximately €7,000 per year) for the validity period of the residence permit (e.g., a recent bank account report or a bank letter of financial good standing. This document must clearly state your name.
- A **16€ revenue stamp** (Marca da Bollo: can be purchased at any Tabacchi shop). The Marca da Bollo will need to be placed on the completed permit of stay application.
- **Receipt of payment of €70,46** paid at the Post Office for the Electronic Permit of Stay (the payment form is included in the Post Office Kit).

It must be paid at the post office while submitting the application.

You will have to fill in the payment slip by indicating the amount in euros and by specifying the following address: Via Mercanti 8, 20121 (Milan).

**Please note:** students who write the Via Mercanti, 8, 20121 (Milan) address in the post office application form, will get an appointment with the Immigration office at Milan's Police Headquarters at Via Montebello 26.

Application Fee: 30,00€ paid at the Post Office when submitting application

**After submitting the documents to the Post Office, the applicant should receive 2 documents:**

1. A *ricevuta* (mod.22A, certified letter receipt) with the user ID and password needed to check the state of progress of the application online at <http://www.portaleimmigrazione.it/>. (click on *Area Riservata Stranieri* on the bottom right of the page).

**Please note:** Until your Residence Permit is issued, **your application receipt will act as proof of your legal immigration** registration and status, so always keep it with you!

2. A letter\* with the date and time of the appointment at the Police Station, *Questura*, to have photos and fingerprints taken. Students are required to go to the Immigration office on the

date and time specified on the postal receipt. If this letter is not given to the applicant at the Post Office it will be sent later as certified mail, called *raccomandata*, to the applicant's address in Italy. In case you don't receive the letter by mail, please monitor your permit of stay application status at <http://www.portaleimmigrazione.it/>. You can access this website by using your user ID and password found on your post office receipt (*ricevuta*).

## Step 2: APPOINTMENT AT THE IMMIGRATION OFFICE (Questura-Ufficio Immigrazione)

Bring originals and photocopies of ALL your documents:

- **Passport** or other equivalent document.
- Original Bocconi acceptance letter/declaration of enrollment
- 2 identical passport-size photographs.
- **Health insurance policy or payment receipt**, valid throughout the country and for the entire duration of the residence permit, covering the risk of illness and injury. If you have private health insurance, you must provide a certificate in English specifying the start and end dates of the coverage.
- A **declaration of enrollment in Bocconi PhD program (in Italian)**, to be required **via you@B agenda**.
- Original **Financial Statement**: document certifying adequate financial resources (approximately €7000 for year). Please note that, if you have obtained a Bocconi fellowship, the amount of the fellowship will be indicated in the declaration of enrollment (see above).
- A document certifying your **definitive residence** (declaration of hospitality from the accommodation facility, rental contract signed by you, etc.)
- **Post office receipt + Receipt of payment** of €70,46 paid at the Post Office for the Electronic Permit of Stay

During the appointment, students will have to specify their home address in Milan.

For further information, please visit:

<https://www.portaleimmigrazione.it/>

<http://www.poste.it/>

<http://www.poliziadistato.it/>

Contact Center: 800.200.309 (to verify your application status — English Available)

## Step 3: COLLECTING THE PERMIT OF STAY

Students will receive the next appointment with the Immigration Office for the collection of their permit of stay. Only students with an Italian phone number will receive a confirmation via SMS from the Police.

It is possible to track the status of the permit of stay application on the Portale Immigrazione website at <http://www.portaleimmigrazione.it/> by accessing it with the user ID and password found on the permit of stay post office receipt (ricevuta).

**IMPORTANT:** when typing your password, do not include the dash (-).