

HOW TO RENEW YOUR PERMIT OF STAY

The permit of stay must be renewed at least 60 days before it expires.

(we recommend starting the renewal process 90 days before expiration)

WHERE:

Closest Post Offices (walking distance to Bocconi):

- Via Cordusio, 4 (*Central Post Office of Milan*)
English, Spanish, and Chinese-speaking staff available
Hours: Monday–Friday: 08:20–19:05 | Saturday: 08:20–12:35
Phone: 02 72 48 2126
Hours: Monday Friday: 8:20 - 19:05 | Saturday 8:20 - 12:35
Phone: 02-72.48.2126
- Corso Italia, 16
Hours: Monday–Friday: 08:20–13:35 | Saturday: 08:20–12:35
- Viale Sabotino, 21/A
Hours: Monday–Friday: 08:20–19:05 | Saturday: 08:20–12:35
- Via Baroni Costantino, 11/C (near Arcobaleno Residence)
Hours: Monday–Friday: 08:20–13:35 | Saturday: 08:20–12:35

STEP 1: REQUIRED DOCUMENTS FOR POST OFFICE APPLICATION

Submit a copy of the following required documents at the post office (do NOT submit original documents):

- **Completed Post Office Application/Kit**
Complete **Modulo 1- Form 1** of the yellow-striped envelope application/kit for NON-EU citizens, available free of charge at the Post Office.
Be sure to keep a copy, as you will need it later including, during the fingerprinting process at the Police Station (Questura).
For the renewal of the permit of stay, you must indicate your current home address in Italy.
- **Photocopy of your most recent permit of stay**
You must also present the original permit of stay at the Post Office
- **Photocopy of your passport** or other equivalent document.
Include only the personal data page and the student Visa page. You must show the original passport at the Post Office.
- **Photocopy of your health insurance policy** or proof of payment.
The insurance must be valid throughout Italy and for the entire period of validity of the permit of stay. It must cover the risk of illness and injury.
- **Photocopy of Financial Statement.**

This document must certify adequate financial resources for the validity period of the permit stay (approximately €7.000 per year. E.g.: fellowship certificate, bank statement).

- **Italian duty stamp** (Marca da Bollo)
Must be glued to Form 1 of the application. It costs €16.00 and can be purchased at any Tabacchi shop.
- **Photocopy of the Official Academic Transcript (for immigration purposes)** certifying that at least one exam has been successfully passed for the 1st renewal and at least 2 exams have been successfully passed for each subsequent renewal of the residence permit, except in circumstances beyond one's control. **This is not mandatory for PhD students; the certificate of enrollment, with fellowship if granted, is sufficient.**
This certificate can be requested by using cert@B procedure available in the yoU@B Diary > Certificates. Processing time is usually 4 working days, so submit the request well in advance of your appointment.
- **Receipt of payment: € 70,46**
Payment is for the Electronic Permit of Stay and must be made at the Post Office using the payment form included in the application kit.
- **Application Fee: € 30,00**
To be paid at the Post Office when submitting application.

After submitting the documents to the Post Office

Once the documents have been submitted, the applicant should receive 2 items:

1. Ricevuta (mod.22A, certified letter receipt)

This receipt includes a User ID and password, required to check the application status 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. Appointment letter for the Police Station (Questura)

This letter contains the date and time of your appointment at the at the Police Station, (Questura), to have photos and fingerprints taken. If this letter is not provided to the applicant at the Post Office, it will be sent later as certified mail (raccomandata*), to the address you indicated in Italy.

*This does not always happen. You are strongly advised to frequently check your status online using the details on your receipt.

Important reminders:

- Students are required to go to the Immigration office on the date and time specified on the postal receipt.

- **Regularly check for updates** on your appointment, using your user ID and password found on your receipt (ricevuta), at:
<https://questure.poliziadistato.it/stranieri/?mime=1&lang=english>
<http://www.portaleimmigrazione.it/>

STEP 2: DOCUMENTS REQUIRED FOR THE APPOINTMENT AT THE IMMIGRATION OFFICE

(Questura - Ufficio Immigrazione -Local Police Station Immigration Office)

At the appointment, you must bring the originals versions of all documents previously submitted to the Post Office, along with photocopies of ALL your documents.

Required documents:

- Passport (or other equivalent document)
- **Expiring permit of stay plus photocopy** (front side only)
- 2 identical passport-size photographs
- **Original health insurance policy** or receipt of payment for Italian insurance policy **plus photocopy**, valid throughout the country and for the entire validity period of the permit of stay, for the risk of illness and injury¹.
- **Photocopy of the Official Academic Transcript (for immigration purposes)** certifying that at least one exam has been successfully passed for the 1st renewal and at least 2 exams have been successfully passed for each subsequent renewal of the residence permit, except in circumstances beyond one's control. **This is not mandatory for PhD students; the certificate of enrollment, with fellowship if granted, is sufficient.**
- **Original Financial Statement** certifying adequate financial resources for the validity period of the permit of stay (approximately €7.000per year).
- **Post Office receipt and receipt of payment** (€ 70,46) paid at the Post Office for the Electronic Permit of Stay.

For further information, please visit:

- <http://www.portaleimmigrazione.it/>
- <http://www.interno.it/>
- <http://www.poste.it/>
- <http://www.poliziadistato.it/>

¹ Health Insurance Coverage is required in order to obtain a permit of stay in Italy. If you have a private health insurance policy, you must have a certificate in English specifying the starting and ending dates of the coverage with international validity. If you are not insured, you might consider purchasing [WAI ITALY](#) (Welcome Association Italy, former INA Assitalia)