Dear student,

As you might know, if you are a non-EU citizen and plan to come to Italy for a period exceeding 90 days, you must apply for a residence permit within 8 days from your arrival.

If you haven’t applied yet, you can find the whole procedure, either for the first issue and for the renewal, explained at this link, under the tab “Residence Permit”: [www.unive.it/pag/12525/](http://www.unive.it/pag/12525/)

It is very important to provide the University with a copy of both post office receipt and residence permit card as soon as you receive them, otherwise, we will not consider you as legally staying in Italy and therefore you will not be able to access to students’ services and, finally, to graduate.

Here we will explain how to upload the post office receipt/residence permit card in your student personal area.

1. Access your Personal Area from the bottom of the main page [www.unive.it](http://www.unive.it)

2. Click on “Modifica dati anagrafici – S3”
3. You can switch language into English by click on the 3 lines menu on the right.

4. In the same 3 lines menu click first on “Student Services” and then at the bottom on “Stay permit”.

5. Click on “Add a new visa / residence permit” and then on “Residence permit management”.

Through the following webpages you will be able to update the details regarding your residence permit.

Residence permit management
6. How to fill in the blanks:

- If you have the post office receipt:
  a. Date of issue: date on the bottom-right of the receipt
  b. Expiring date: date of issue plus 6 months
  c. Type of residence permit: “presentata domanda”

- If you have the residence permit card:
  d. Date of issue: back side of the card
  e. Expiring date: front side of the card
  f. Type of residence permit: “Tempo determinato”
7. Check the data and click on “confirm”

Residence Permits

In this page you can find the information about your residence permit. If they are correct click "Confirm", otherwise use "Back" to change your data.

| Date of issue (dd/mm/yyyy): | 04/08/2022 |
| Expiring date (dd/mm/yyyy): | 04/02/2023 |
| Type of residence permit: | presentata domanda |
| Stato permesso di soggiorno: | Presentata |

[Back] [Confirm]

8. Attach a copy of your residence permit document (either post office receipt or permit card)
   - First click on “upload new attachment”

Attachments

In this page you can upload documents related to your residence permit.

| Date of issue (dd/mm/yyyy): | 04/08/2022 |
| Expiring date (dd/mm/yyyy): | 04/02/2023 |
| Type of residence permit | presentata domanda |

Attachments' list

- There are no documents attached

[Upload new attachment]
9. Check again your data and attachments and click on “next”

**Attachments**

In this page you can upload documents related to your residence permit.

**Residence permit**

- Date of issue (dd/mm/yyyy): 04/08/2022
- Expiring date (dd/mm/yyyy): 04/02/2023
- Type of residence permit: presentata domanda

**Attachments’ list**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Name file</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ricevuta</td>
<td>ricevuta</td>
<td>FAC SIMILE ricevuta.jpg</td>
<td></td>
</tr>
</tbody>
</table>

[Upload new attachment]  [Back]  [Next]

10. Once you arrive on this page, you are done!

**Visa/Residence Permit**

In this page you can find your visa/residence permit. From this page you can see its details and eliminate it. If you don’t hold a visa/resident permit yet, please click on Next.

**List of visa/residence permits**

<table>
<thead>
<tr>
<th>Date of issue</th>
<th>Expiring date</th>
<th>Type of visa/residence permit</th>
<th>Attachment uploaded</th>
<th>State</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/08/2022</td>
<td>04/02/2023</td>
<td>presentata domanda</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Add a new visa/residence permit]

Any time you apply for a new residence permit, or you collect the renewed the residence permit card, you need to upload it in your personal area through this procedure.

Thank you.