



CHECKLIST – RESIDENCE PERMIT APPLICATION PROCEDURE (FOR STUDY PURPOSE)

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**. Find below the **PROCEDURE IN 6 STEPS**.

NOTICE: It is important to send to University Immigration Team (immigrationteam@unive.it) a copy of both Post Office receipt and residence permit card as soon as you receive them. Please be informed that if we do not receive these documents, Ca' Foscari University will not consider you as legally staying in Italy and therefore you will not be able to take exams, enroll for next academic year, graduate.

STEP 1 – Pick up the application kit at the Post Office

Go to any Post Office (Poste Italiane) and ask for a residence permit kit. They will give you a white and yellow envelope with the application forms inside.

Post Offices in Venice:

- Venezia 1: *Dorsoduro, Fondamenta del Gaffaro, 3510*
- Venezia 3: *San Polo, Campo San Polo, 2022*
- Mestre 3: *Viale San Marco, 102/R*
- Mestre 7: *Via Milano, 20*
- Lido di Venezia: *Via Doge Domenico Michiel, 1*
- Marghera: *Via Nicolò Tommaseo, 1*

STEP 2 – Prepare application kit: [application form](#) and [required documents](#)

To **fill in the [application form](#)** (MODULO 1), you can follow the instructions available at this link <http://www.unive.it/pag/12525> > *residence permit*.

If you wish to check the form with the Immigration Team, or you need further help in filling it, you can book an appointment either online or in presence at our office (book here: www.unive.it/pag/20057/).



Required documents for residence permit application:

Find below a list of the documents that you must put inside the application kit envelope you collected at the Post Office. Put only copies of the documents, not originals:

application form (MODULO 1)

Filled in by following the instructions available on <http://www.unive.it/pag/12525> > *residence permit*

Copy of **passport** (only the page with your personal data);

Copy of **visa** and **border stamp**;

€16 revenue stamp (Marca da Bollo).

You can buy it in any tobacco shop (don't stick it anywhere, just put it inside the envelope);

Copy of **Health Insurance**:

1. if you are a Degree Seeker or a PhD, it should last at least 1 year;
2. if you are an exchange student, it should cover the whole period of your mobility in Italy;

Copy of **Declaration of Financial Support**: Different kinds of documents can be accepted:

1. scholarship official documentation
2. bank statement with your name on it
3. copy of a bank card with your name on it;

Copy of **Certificate of Enrollment** at Ca' Foscari University:

1. if you are degree seeker or exchange student, request it to immigrationteam@unive.it;
2. If you are PhD, request it to carrierepostlauream@unive.it;

Copy of **Accommodation Contract**. Different kinds of contracts can be accepted:

1. Private flat: contract must include your name, surname, tax code, and registration paper issued by the Revenue Office (*Agenzia delle Entrate*). It is your landlord's duty to register it;
2. If you are hosted by a friend or a family member: declaration of hospitality (template [here](#));
3. If you live in a University residency: official accommodation proof issued by the residency;
4. If you *temporarily* live in a hotel / BnB: receipt reporting hotel name and details, your name and surname, duration of your stay. You will have to bring a proper Accommodation Contract at the fingerprint appointment in Questura Police Office (see STEP 5).



□ **STEP 3 – Deliver the kit and pay the application fees at the Post Office**

Go to a Post office to deliver the kit. The Post operator may not speak fluent English: it can be useful to ask a Buddy to come with you and translate.

What to bring at the Post Office to **deliver the kit**:

- The white envelope of the residence permit application kit containing and all the documents listed above.

Which **application fees** you will pay:

- **€70,46, which is the permit card fee;**
- **€30,00, which is the delivery fee.**

What will the Post operator give you:

- The **Post Office receipt** (the so-called *Accettazione Assicurata*). It has two barcodes and it is valid as your temporary residence permit until you will get the final residence permit card;
- An **appointment sheet** with the date and time of your fingerprinting appointment at the Questura Police Office.

□ **STEP 4 – Send us the a copy Post Office receipt via email**

VERY IMPORTANT: send us a scanned copy of the Post Office receipt via email at immigrationteam@unive.it. Please be informed that if we do not receive these documents, Ca' Foscari University will not consider you as legally staying in Italy and therefore you will not be able to take exams, enroll for next academic year, graduate.



□ **STEP 5 – Fingerprinting appointment at the Questura Police Office**

Required documents for fingerprinting appointment:

- Four ID photos (in passport format – white background).
- Documentation received at Post Office (Post Office receipt + Appointment sheet);
- Original copies of documents listed in STEP 2;
- Integrations: if you could not deliver some of the STEP 2 requested documents, you must bring a copy + the original at the fingerprint appointment;

How to reach the Questura Police Office:

For students applying in Venice city and province, this is the address of the Immigration Office of the Questura Police Office: **Via Aurelio Nicolodi 21, 30175 Marghera**. From Venice “Piazzale Roma”, you can take the bus 6L and get off at the stop “Beccaria”.

We suggest you to go there in the early morning (about 8 AM). Even if they gave you a different time, they normally follow the order of arrival. The office is usually very crowded so be prepared to be patient. When you arrive at the Questura Police Office, you should take a ticket with a number showing the document with your appointment and follow a line.

IMPORTANT: If you are living in a different province or region, you are required to go to the Police Station of your district, written in the appointment sheet they gave you at STEP 3, with the date, time and address of your fingerprint appointment.



□ **STEP 6 – Pick up the residence permit card at the Questura Police office**

Approximately 4 weeks after the fingerprint appointment, you will receive a SMS on your Italian mobile phone number, giving you an appointment to pick up your card.

As soon as you receive the message, you can go to the Questura Police Office to collect your residence permit card, following these instructions:

- When: from Monday to Friday, 12 -13 pm;
- Where: Questura Police Office;
- What to bring with you:
 1. Valid passport;
 2. Post office receipt;
 3. Expired residence permit card (only in case of renewal).

We remind you that the **appointment is personal**, and it is not possible to send someone else to collect your residence permit.

As soon as you receive the card, please send a copy, back and front, to immigrationteam@unive.it. Please be informed that if we do not receive these documents, Ca' Foscari University will not consider you as legally staying in Italy and therefore you will not be able to take exams, enroll for next academic year, graduate.

USEFUL TO KNOW:

On the Post Office receipt, you will find two personal identification codes (user ID and password), that you can use on the website www.portaleimmigrazione.it to the status of your residence permit application.

The immigration team supports students throughout the immigration procedures. However, it is fundamentally the responsibility of the individual to gather information about the specific procedures, requirements and documentation needed by the Police. Thus, we suggest to always ask the officers if the provided documents are enough, because the Immigration Team is not responsible in case of receiving short-term residence permits.