



CHECKLIST – PERMIT OF STAY REQUEST FOR STUDY PURPOSE

In this document you can find some information about the Stay Permit request for study purpose. Please, read it carefully.

If you are a non-EU citizen and plan to come to Italy for a period exceeding 90 days, you must apply for a residency permit.

IMPORTANT: Please be informed that you are required to send us copy of the application receipt you will receive when you send your stay permit request (so-called "ACCETTAZIONE ASSICURATA") in order to prove that you are correctly following the immigration laws.

If we do not receive anything from you, you will not be able to take exams and/or receive the Transcript of records.

Please be also informed that the whole procedure might last several months.
You can find detailed information in the Frequently Asked Questions.

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

The application forms are inside a big white and yellow envelop, the so-called "*Richiesta di rilascio/rinnovo del permesso/carta di soggiorno per cittadini stranieri*" or Stay Permit Kit, which you can find in the main Post Offices. Find some listed below:

Venezia 1: Dorsoduro, Fondamenta del Gaffaro 3510

Venezia 3: San Polo, Campo San Polo 2022

Venezia 4: San Marco, Calle Larga de L'Ascension San Marco 1241

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 - Fill in the application kit: appointment at the International Office – Counseling and Welcome Unit

Our office will guide you for the preparation of the documents and for filling out the related forms.

The Counseling and Welcome Unit is available by appointment only. You can book one at the following link:

FIRST ISSUE: <http://static.unive.it/prenotazioni/p/weekendorientamento?lang=en>

The appointment slots are available during the period of arrival of most students. If not write us at immigrationteam@unive.it.

If you would like to fill out the application by yourself, please find the instruction at the following link: <http://www.unive.it/pag/12525> > residence permit

Required documents:

- Envelop with the kit for the application
- Copy of your passport (only the page with your personal information) and visa with the entry stamp;
- Copy of your Health Insurance (*);
- Copy of the Declaration of Financial Support (**);
- Copy of the Certificate of Enrollment at Ca' Foscari University (***)
- Copy of the Accommodation Contract.
 - If you live in a private flat: It must be registered at the Tax Office (*Agenzia delle Entrate*), it must include your name and surname. Remember, it's your landlord's duty to register the contract.
 - If you are hosted by a friend or a family member: declaration of hospitality (a document stating that you are hosted that must include a stamp from the nearest Police office or the municipality).
 - If you live in a university residence: The declaration issued by the residence stating that you live there.
 - If you temporarily live in a hotel: receipt reporting hotel name and details, your name and surname, duration of your stay. You will have to bring a proper Accommodation Contract in Questura (STEP 5)

*Exchange students: it should cover the whole period of your mobility. Degree seekers, PhD: it should cover at least 1 year

**Erasmus financial contract or study grant or screenshot of home banking with your name or copy of credit card with your name

***Exchange students will receive their Certificate of Enrollment in the Welcome Kit during the Welcome Day. Degree seekers, PhD and professional master students can request it at the Welcome Office by bringing an additional 16€ stamp. Check on the website or write us an email at immigrationteam@unive.it to find out the dedicated office hours.



STEP 3 – Delivery of the documents and payment at the Post Office

We suggest you to go to one of the Post Offices listed before. It can be a different office from the one you went to in STEP 1. Once you are there you have to take a numbered ticket and wait for your turn. Please remember that you can ask your buddy to come with you.

Required documents:

- A €16 revenue stamp (which you can buy in tobacco shops);
- The residency permit kit with the application and **all** the documents listed above

Payment:

- €70,46 for the Stay Permit electronic card;
- €30,00 for the delivery.

The post operator will give you:

- A **barcode receipt** (the so-called *Accettazione Assicurata*), valid as your temporary stay permit.
- A sheet with the date and time of your appointment at the Police Office (*Questura*)

STEP 4 – Send us the receipt released by the Post Office

This step is very important. In order to complete your enrollment we need the barcode receipt. You can send us a scan copy via email at the following address: immigrationteam@unive.it.

If we do not receive this receipt without explanation, you will not be allowed to take exams nor receive your Transcript of Records.

STEP 5 – Appointment at the Questura (Police Station - Immigration Office)

Required documents:

- Original copies of documents listed in STEP 2
- Documentation received at the Post office in STEP 3 (*Accettazione Assicurata*, sheet with the appointment date)
- Integrations or missing documents of the application sent at the post office in STEP 3 (Original and copies)
- Four ID photos (in passport format – white background)

How to reach the Questura of Venice – Immigration Office:

IMPORTANT: Please note that these directions are for students living in Venice and its province. If you are living in a different province or region, you are required to go to the Police Station of your district. You will receive the address in the document reporting the date and time of your appointment.

The Questura of Venice – Immigration Office is located in Via Aurelio Nicolodi 21, 30175 Marghera. From Venice you can take the bus 6L leaving from Piazzale Roma and get off at the stop "Beccaria".

We suggest you to go there in the early morning (about 8 AM). The office is usually very crowded so be prepared to be patient. When you arrive at the Immigration Office you should take a ticket with a number showing the document with your appointment and follow a line.

During the appointment, they will take your fingerprints.

On the receipt given by the Post office you will find two personal identification codes (user ID and password), which will allow you to check the status of your application after the appointment at the Questura, by accessing the website www.portaleimmigrazione.it, and to verify on the website of the Questura (Police Station) if your Stay Permit is ready to be picked up.

Please report an Italian phone number in the application kit, so you will receive a text when your Stay Permit card is ready.

Please attend the appointment you will receive by SMS in order to pick up your card. If you don't abide by that, you might not receive it. In case you miss your appointment, please check this webpage

questure.poliziadistato.it/servizio/orari/5730dc9d27b27587077239 > "Ritiro permessi pronti" in order to know when the card can be collected.

STEP 6 – Send a copy of the Stay Permit card front and back to immigrationteam@unive.it as soon as you receive it.