



FREQUENTLY ASKED QUESTIONS ABOUT PERMIT OF STAY FOR STUDY PURPOSES

For any questions regarding scholarships, please contact dirittoallostudio@unive.it or book an appointment [here](#).

If you have any problems with tuition fees and enrollment procedures, please contact welcome@unive.it or book an appointment [here](#).

- **What is the Stay Permit?**

The Stay Permit is an official document that non-EU citizens must request on their arrival if they are going to stay in Italy for more than 90 days.

Please be aware that requesting the stay permit is **compulsory** for your stay in Italy and you will disobey the law if you do not apply for it.

- **When should I start the stay permit request procedure?**

You can start the procedure once you have arrived in Italy. The Welcome Unit will verify that all the international students have submitted the request.

- **What is the Stay Permit Kit and where do I find the kit for the application?**

The so called Stay Permit Kit is a big yellow and white envelope containing the forms needed for the application for the Stay Permit. You will find it in the main Post Offices.

- **What if I stay in Italy for less than 90 days?**

If you leave the Schengen Area (not only Italy) before the 90 days arranged by the law, you do not need to apply for the stay permit. This means that you are planning to end your mobility period before the expiration of the 90 days.

Please be aware that, in such cases, we need an official confirmation (communication from your home university, flight ticket, etc.).

- **Do I have to request the Residence Permit even if I have a valid visa?**

Yes. The visa is required and valid just to enter the country. We would like to remind you that you will need a visa for study purpose in order to complete your enrolment at our University.

We can accept as an exception only students who are going to close their mobility within 90 days from their arrival, if they come from countries allowing them to enter in the Schengen Area without a VISA. Such mobilities must have been previously agreed between Ca' Foscari and the student's Home University. In this case, you will be asked to send us your return flight ticket as proof that you actually stayed in the Schengen Area for less than 90 days.

- **What if I have a permit of stay for study purpose from another EU country that is still valid?**

According to a recent European Directive you can come to Italy **without** an Italian Visa as long as you hold a valid study permit in another EU country, you come in the frame of a study exchange program (I.E. Erasmus, double degree), you do not stay more than 360 days

- **Which documents do I need to submit in order to apply?**

Please read carefully the STEP 1 in the check list for the Stay Permit request.

- **What if I do not have some of the required documents yet?**

You need to wait and send the kit only when you have all the documents ready. If you have any doubts on where



to find the documents you need, you can contact us.

- **In which language should my documentation be?**

The best for you is to have them in Italian, but English language is also ok. Other languages are not accepted.

- **How can I check the status of my residence permit application card?**

You can always check the status of your residence permit application at the following link

<https://questure.poliziadistato.it/stranieri/>



- **Which is the difference between an accommodation contract and a declaration of hospitality?**

The accommodation contract is an official document among you, your flatmates and your landlord stating that you are renting an apartment or a room. If you pay a monthly rent, the contract is mandatory by law. In order to be valid it should be registered at the Tax Office (*Agenzia delle Entrate*). The landlord may ask you to split the fee for the registration.

The declaration of hospitality is a document certifying that a particular person is available to host you at his home without a rent, for free. To be valid, a stamp must be affixed by any police station.

- **How long will my Stay Permit last?**

As regards *incoming students* who are spending their mobility in Venice, the validity of the stay permit will correspond to the period of mobility at Ca' Foscari.

As for *degree seeking students*, the stay permit will be valid for one year, and it is renewable.

In both cases, please remember to verify the validity of your accommodation contract and your health insurance: they must cover the entire period of your mobility (*incoming students*) or have a validity of at least a year (*degree seeking students*).

- **How can I renew my Stay Permit?**

The process for the renewal usually can start 60 days before the expiration of your Stay Permit. You have time to send the kit until your current permit expires.

You are going to need the expired Stay Permit and the same (renewed) documents you submitted for the first application except for your visa. The Welcome Unit is glad to help you filling the form, please contact us at the following address: immigrationteam@unive.it

- **Can I travel to other Schengen countries just with the Post Office receipt?**

No, it is NOT allowed. There is only one exceptions:

- for the first 90 days of validity of your visa, starting from the day you entered the Schengen Area for the first time; However if you decide to travel please bring the Certificate of Enrolment with you and, if you plan to travel, contact us to check if your documents are ok.

- **Can I travel outside the Schengen Area just with the Post Office receipt?**

No, it is NOT allowed. However there are exceptions:

- if you have a valid multiple entry visa: BUT with a direct flight or stopping outside the Schengen Area.
- if you are renewing your permit and you have the Post Office receipt and an expired residence permit card, BUT ONLY if you travel to your home country and ONLY with a direct flight. If you switch flight or travel to a third country, you should contact the Italian Embassy of the third country and get a written confirmation about the possibility to re-enter Italy with the Post Office Receipt

In any case, always bring the Certificate of Enrolment with you and, if you plan to travel, contact us to check if your documents are ok. NB: to travel outside the Schengen Area a new visa may be necessary. Always stay in touch with your embassy before embarking on a trip.

Once you receive the residence permit card, you can freely visit other European countries within the Schengen Area.

- **I already have a health insurance. Should I enroll in the National Health Insurance?**

If your insurance is valid in Italy and covers the whole period of your stay, you do not need to enrol to the National



Università
Ca' Foscari
Venezia

Università Ca' Foscari
Venezia Dorsoduro 3246, 30123
Venezia
www.unive.it

Health Insurance. Please note that this particular insurance is just an advice, you are free to choose any other health insurance.



- **What if I have a mobility period or traineeship outside Italy and I still do not have my Residency Permit card?**

Please contact the Welcome Unit at least 90 days before your intended departure at: immigrationteam@unive.it

Please consider that, as a non-EU Citizen, it is your responsibility to make sure that you hold all the necessary travel documents needed in order to enter and stay in the country of your mobility. Please consider that the application procedures for travel documents may take more than 90 days. For this reason as soon as your mobility is confirmed, you should, with utmost urgency contact your host university or company asking which documents are needed in order to enter and stay in the country of your mobility. If the competent authorities from the host country require an Italian residence permit card valid for the whole duration of your mobility, please write to immigrationteam@unive.it at least 90 days before your intended departure to receive support from the Immigration Team for the residence permit application

- **What do I have to do for the stay permit if I extend my mobility period?**

Please remember that if you would like to extend your mobility, you should contact the Welcome Unit at incoming_mobility@unive.it and receive an official confirmation from your Home University.

In this case there are two possibilities:

1. If you still have to attend the appointment at the Police Station, you can ask us for a new enrolment certificate in order to obtain a longer stay permit. Please be informed that you are going to need also a health insurance and an accommodation contract covering the whole period of your stay.
2. If you already attended the appointment at the Police Station, as soon as you get your stay permit card, you will have to start the renewal process.

What should I do if I cannot attend the appointment at Police Station?

Unfortunately it is very difficult to request a new appointment, the immigration procedures are very restrictive. We suggest you to try to cancel your other plans and to attend the appointment on the assigned day.

For emergencies contact us: immigrationteam@unive.it

- **What should I do if I lost my Stay Permit?**

Please report the fact as soon as possible to the Italian Police. You should then go with the police report to the scheduled appointment. Please remember that your Buddy can come with you.

- **What if my visa has expired?**

Do not worry. You do not need to request a new visa if you have applied for the Stay Permit: in order to stay in Italy you will renew your stay permit every year.

- **I have the appointment to pick up my stay permit, but I already left Italy because my mobility period ended. What should I do?**

If your mobility period ended and you are not coming back to Italy, do not worry: it is not compulsory to pick up your stay permit if you are not staying in Italy any more when the permit is ready

- **Do the Police officers speak English?**

At the Immigration Office there might be some English speakers, but we suggest you ask your Buddy to come with you.



- **What if I have an emergency and I have to go back to my country?**

Please contact the Welcome Unit: immigrationteam@unive.it

- **I applied for a residence permit, is it normal that I was told to come for fingerprinting only in June?**

Unfortunately, Questura is the institution in charge of fingerprint appointments dates. They are facing a huge amount of residence permit requests and it's normal to receive an appointment after 8 months.

- **How much time does it take to get the residence permit?**

At the fingerprint appointment make sure to have all mandatory documents . In this way, you will receive your residence permit card after 3-4 weeks.

- **Is it possible to work before getting the residence permit?**

Please be aware that with a study permit, you can work part-time (20 hours a week, or 1040 aggregated hours in one year). However, it depends on the employer's working policy whether the residence permit application receipt is also acceptable.

- **Is it possible to organize some kind of exchange to another Italian universities for one semester, for example?**

It is not possible to organize any exchange programs to other Italian universities.

- **I went to the poste italiane and I was told to wait for 10 days to get the kit. Is there an alternative way please?**

You can pick up the kit in any post office. Alternatively, you can come to our Uniquet desk: We will provide you with the residence permit application kit, help you fill out the form, and check together all the required documentation Please book an appointment [here](#).

- **Can you open up new appointment slots for those who don't yet have a matricola number?**

Our help desk UNI-QUEST welcomes students that haven't received their matricola numbers yet.

- **I try to activate the carta conto online but it didn't work**

If you have any problems with the online procedure, you can activate your card in person at the branch of Credit Agricole FriulAdria: [look for the closest bank to you \[ITA\]](#).

- **Is a copy of CartaConto which is not yet activated enough for financial support?**

Only an activated bank card can be accepted as a declaration of financial support. Please be informed that other 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.

- **Does the bank card that I show for residence permit must have only my name?**

Copy of a bank card must necessarily have your name on it.