



FREQUENTLY ASKED QUESTIONS ABOUT STUDENT RESIDENCE PERMITS

- **What is a Residence Permit?**

A Residence Permit is a document issued by the Local Immigration office (the so-called *Questura*). It allows non-EU citizens reside in Italy for a period of time above 90 days. Please be aware that failure to apply for a Residence permit may result in significant legal sanctions as provided by law.

- **When do I need to apply for a Residence Permit?**

The Residence Permit application procedure should start within 8 business days of your entry in Italy.

- **How can I apply for a Residence Permit?**

The Residence Permit application cannot be submitted online. You will need to fill out a specific application kit, available either at the post office or at the UNIQUEST helpdesk of the Ca' Foscari University.

- **What is the UNIQUEST helpdesk?**

The UNIQUEST helpdesk is a service provided by the Welcome Unit of the International Office that supports extra-EU students in the Residence Permit application process. It is open on Tuesdays from 9:30 AM to 12:30 PM at [Ca' Foscari Main Building](#), Dorsoduro 3246 ground floor (after the entrance on the right). You can book your appointment [here](#).

- **What is the Residence Permit Kit?**

The kit is made up by two forms ("*modulo 1*" and "*modulo 2*"), the instructions on how to fill said forms, a postal money order ("*bollettino*"), and a white-and-yellow envelope.

- **Which documents do I need to apply for a Residence Permit?**

You can find a checklist for the required documents [here](#).

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



To send the kit at the Post Office, you must have already included all the required documents in the white-and-yellow envelope. If you have any doubts, you can contact us at immigrationteam@unive.it.

- **What are the accepted languages for the required documents?**

Mostly Italian, but documents in English are also accepted (other languages are not).

- **What is the difference between a *contratto di locazione* and a *dichiarazione di ospitalità*?**

The *contratto di locazione* ("accommodation contract") is a document signed between a tenant and a landlord/landlady that proves the agreement to rent a room, an apartment, etc. Since this document has legal value, the landlord/landlady is required to register it with the *Agenzia delle Entrate* (Revenue Agency).

The *dichiarazione di ospitalità* ("declaration of hospitality"), on the other hand, is a document that proves the willingness of someone you know to house you without asking for rent or utilities. To be considered valid, it needs to have the stamp of the *commissariato di Polizia* ("commissariat") or, if that is not possible, of the *Comune* ("municipality") the residence is in. You can find the *dichiarazione di ospitalità* [here](#).

- **I would like to register with the *Servizio Sanitario Nazionale* ("National Health Service"); however, the registration is only valid until December of the current year and does not cover the full duration of my stay. What can I do?**

You can pay the registration fee with the *Servizio Sanitario Nazionale* ("National Health Service") for the upcoming year. Please ensure you include a copy of the receipt of payment for both the current and the following year in the white-and-yellow envelope.

- **I already have a private health insurance, is the registration with the *Servizio Sanitario Nazionale* ("National Health Service") mandatory?**

No, the registration with the *Servizio Sanitario Nazionale* ("National Health Service") isn't mandatory. Any private Health Insurance valid for Italy/the Schengen Area/worldwide that covers the entirety of your mobility/exchange period (or of the duration of a year, if you are a Degree Seeker) is accepted.

- **How many exams must be successfully completed to renew the Residence Permit?**

For the first renewal, you need to have passed at least one exam.

For the following renewals, you need to have passed at least two exams per academic year.



The Questura requires an up-to-date enrollment certificate ("*certificate di iscrizione*") issued by our office that lists the exams you have passed. Please contact us at immigrationteam@unive.it.

- **After I have sent the Residence Permit Kit, do I have to do anything else?**

If you are a Degree Seeker, you need to upload a copy of your receipt to your Personal Area on Esse3 following this [procedure](#). On the other hand, if you are an incoming student (Erasmus, Overseas, ICM...), you need to send a copy of your receipt to immigrationteam@unive.it.

It is essential to upload/send us a copy of the receipt (*assicurata* – the first page with the case number on it – and the date of the appointment at the Questura). making sure that both pages can be read clearly. The same procedure needs to be repeated once you receive the Residence Permit card.

- **Is there any way I can know if my Residence Permit is ready for collection?**

After your fingerprint appointment, you can check the status of your Residence Permit [here](#). Usually, the Residence Permit card is ready for collection about a month after your appointment. If you are a Degree Seeker, please remember to upload a copy of your Residence Permit card to your Personal Area on Esse3 (see instructions [here](#)). If, instead, you are an incoming student (Erasmus, Overseas, ICM...), please send a copy of your Residence Permit card to immigrationteam@unive.it.

- **When can I collect my Residence Permit?**

Once it is ready, you can go to Questura to collect it. You can find the opening hours for the Questura of Venice [here](#).

- **How long is a Residence Permit valid for?**

For incoming students (Erasmus, Overseas, ICM...), the Residence Permit lasts for the duration of the exchange period. For Degree Seekers, the Residence Permit usually lasts one year.

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

You can renew your Residence Permit starting from 60 days before the expiration date of your current Residence Permit. The kit and documents required to do so are the same as the ones for the first issue. The main difference between the two is the fact that you need to include a copy of your old Residence Permit instead of a copy of your visa and entry stamp. If you need help, you can book an appointment with the UNIQUEST helpdesk at this [link](#).



- **If I have a valid Italian visa, am I required to apply for a Residence Permit?**

Yes, you are. A visa only grants you entry into the country. To reside in Italy, you need to hold a valid Residence Permit – save for special circumstances such as a mobility period of less than 90 days (see below).

- **I am an incoming student and I will stay in Italy for less than 90 days. What should I do?**

If you permanently leave the Schengen Area – not just Italy – within 90 days, you do not need to apply for a Residence Permit. However, you are required to provide official proof of your departure (such as an official communication of your university, flight ticket, etc.).

- **What should I do if I hold a valid student Residence Permit of another EU State?**

If you are part of an exchange program, your stay in Italy lasts less than 360 days and your Residence Permit is valid for the entirety of your mobility, according to the European Directive of 11th May 2016 you do not need to apply for an Italian Residence Permit and you will be able to enter and stay in Italy just with your valid Residence Permit card.

- **Can I travel to other Schengen countries with just the Residence Permit receipt?**

No, you cannot. It is possible to travel within the Schengen Area only for the first 90 days since the entry in the Area. Afterwards, to travel outside of Italy but within the Area, you need to hold a valid Residence Permit card.

- **Can I travel outside of the Schengen Area just with the Residence Permit receipt?**

Yes, you can go to your home country or to other countries outside the Schengen Area (before your departure, please remember to check the travel documents required by said countries).

- **Can I return to Italy just with the Residence Permit receipt?**

Generally speaking, no. There are some exceptions, though:

- If your multiple-entry study visa is still valid, you can return to Italy without a layover in a Schengen Area country.
- with your Post Office Receipt and your expired Residence Permit, you can return to Italy from your home country without a layover in a Schengen Area country (we advise you to contact the consular authorities, the border police, and the airline company to check if everything is in order).



- **How long can I stay outside of Italy for with a Residence Permit?**

To correctly renew your Residence Permit, you cannot stay outside of Italy for more than half the duration of your current Residence Permit. There are some exceptions (ex. mandatory military service, health emergencies, study purposes, etc.).

- **If I get accepted for an Erasmus Out, do I need to apply for a Residence Permit for that country?**

According to the European Directive of May 11th 2016, students who:

- hold a valid Residence Permit card of a member State;
 - are part of an exchange program;
 - reside in the member State for a maximum period of 360 days;
- do not need to apply for a Residence Permit for said member State.

Since not all member States adopt this Directive in the same way, therefore it is advised to ask the hosting university as soon as possible which documents are required to reside in the host country.

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

Contact the Welcome Unit immigrationteam@unive.it as soon as possible or book an appointment with the [UNIQUEST helpdesk](#) on the available dates.

- **What can I do if I need to go abroad for an exchange program, an internship, or a conference and I am yet to receive my Residence Permit?**

Contact the Welcome Unit at least 90 days before your departure date writing an email at immigrationteam@unive.it. Our team will send the Questura a request to bring forward your fingerprint appointment. UNIQUEST users have priority.

- **What do I need to do with my Residence Permit if I want to extend my mobility/exchange period?**

First of all, if you want to extend your mobility, you need to contact the Welcome Office at incoming.mobility@unive.it and receive confirmation from your university.

Afterwards, there are two ways to carry/go on:

- If you have not yet attended your fingerprint appointment, you can ask the Welcome Unit for a new Enrollment Certificate to get a longer permit (please remember that you also



need to extend the duration of your Housing Contract and Health Insurance to cover the entirety of the new period).

- If you have already attended a fingerprinting appointment, you must complete the process again for your renewal as soon as you get your Residence Permit card. If you need help, you can book an appointment with the [UNIQUEST helpdesk](#).

- **What can I do if I am not able to go to my Questura appointment?**

Unfortunately, it is extremely difficult to get a new appointment and the immigration process is rather restrictive. It is advised to avoid any other engagement and to go to the appointment on the assigned date unless special circumstances arise (ex. study purposes, absence from the country, or medical reasons). For emergencies, please contact immigrationteam@unive.it.

- **What do I need to do if I have lost my Residence Permit/my Residence Permit was stolen?**

It is mandatory to report it to the local authorities at the nearest Police station and to fill a new request kit attaching a copy of the police report. If it happens not long before the renewal appointment, you can go to Questura without filling a new request kit and bringing a copy of the police report.

- **Can I work with a student Residence Permit?**

Yes, you can. Students must work a maximum of 1,040 hours in a 52-week period (or a maximum of 20 hours per week). Work activities may be concentrated within a period of less than one year, provided that the total number of hours does not exceed the previously stated amount.

- **Can I enroll in a university with a work Residence Permit?**

Yes, you can. A work Residence Permit enables work and study in Italy.

- **Can I convert my student Residence Permit into a work Residence Permit before I graduate?**

Yes, you can do it according to the Decreto-legge n. 20/2023. We advise you to contact a CAF to help you with the procedure.

- **What do I need to do if my entry visa has expired?**

Yes, this is permitted under Decree-Law No. 20/2023. We recommend contacting a CAF office for assistance with the application procedure.



- **I received an SMS with the appointment date to collect my Residence Permit card, but I have already left Italy. What should I do?**

If your mobility period is already over and you have no plans to come back to Italy, you don't need to collect your Residence Permit card.

- **I received an SMS with the appointment date to collect my Residence Permit, but it is a long way off. Can I collect it on an earlier date?**

Yes, you can. You just need to go to the Questura on the opening hours listed [here](#).

- **At Questura, is there anyone who speaks English?**

There might be Italian-English interpreters at the Questura, but you can ask your *Buddy* to come with you.

- **I have moved to another city, but I have an appointment at the Questura di Venezia. What should I do?**

If you are planning to move to another city in Italy and you have applied for your residence permit in Venice, once you have an accommodation contract in the new city, you must go to the Questura di Venezia in Via Aurelio Nicolodi, 21 Venezia (Marghera). You will need to show them your new contract and ask them to transfer your residence permit application to the Questura where you will be living. You will then receive a new fingerprint appointment from the new Questura.