



Università
Ca' Foscari
Venezia

**Area Didattica e
Servizi agli Studenti**

Ufficio Relazioni
Internazionali /
International Office

Settore Accoglienza /
Welcome Unit

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Ca' Foscari
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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 – Appointment at the International Office – Welcome Unit

The Welcome Unit is available by appointment only. You can book one at the following link (*):
FIRST ISSUE: static.unive.it/prenotazioni/p/wday?lang=en

You will be given guidance for the preparation of the documents and for filing out the related forms.

The application is 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.

Required documents to be attached along with the application kit:

IMPORTANT: it does not matter if you don't have all the documents listed in the STEP 1 when you first send the kit. You can eventually send the envelope with the filled form, the copy of your passport and visa and submit the other documents (both original and copies) at the Police Station appointment later on (STEP 4).

- Envelop with the kit for the application;
- Copy of your passport (only the page with your personal information) and visa with the entry stamp (**MANDATORY**);
- Copy of your Health Insurance (**);
- Declaration of financial support (for example: financial Erasmus contract/study grant/screenshot of your home banking with your name/copy of the front of your credit card with your name/etc.);
- 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.

* The appointment slots are available during the period of arrival of most students. If not available, send us an email at welcome@unive.it.

** We remind you that if your Health Insurance expires before the end of your mobility period, you should purchase a new one.

*** To get the Certificate of Enrollment, degree seekers, PhD and professional master students will need another €16 revenue stamp. Exchange students will receive their Certificate of Enrollment in the Welcome Kit during the Welcome Day.

STEP 2 – Delivery of the documents and payment at the Post Office

We suggest you to go to one of the Post Offices listed below.

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.

Post Offices :

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



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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

Required documents:

- A €16 revenue stamp (which you can buy in tobacco shops);
- The residency permit kit with the application and at least the copy of your passport and visa.

Payment:

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

The overall cost of your application is around €120.

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 3 – 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: welcome@unive.it.

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

STEP 4 – Appointment at the Questura (Police Station - Immigration Office)

Required documents:

- All the documents given by the Post officer (*Accettazione Assicurata* and the sheet with the appointment);
- Four ID photos (in passport format – white background);
- All the original documents listed in STEP 1 and the copies of the documents you didn't attach to the application when you sent the kit.

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.

If you reported an Italian phone number in the application kit, 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 5 – Send us a copy of the Stay Permit card front and back as soon as you will receive it