



Università
Ca' Foscari
Venezia

**Area Didattica e
Servizi agli Studenti**

Ufficio Relazioni
Internazionali /
International Office

Settore Accoglienza /
Welcome Unit

Ca' Foscari
Dorsoduro 3246
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FREQUENTLY ASKED QUESTIONS ABOUT PERMIT OF STAY FOR STUDY PURPOSES FOR NON-EU STUDENTS

- **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. You can find detailed and official information at the following link:

www.portaleimmigrazione.it/immigrazionenet/default_en.aspx

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 Residency Permit even if I have a valid visa?**

Yes. The visa is requested 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?**

In any case, if you are going to stay in Italy for more than 90 days, you are required



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to apply for the Italian residency permit.

- **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 can send the application at the Post Office attaching only the copy of your passport and visa. However, please make sure to bring all the documents with you, both originals and copies, when you go to the appointment at the Police Station (*Questura*).

Please voluntarily submit the copies of the missing documents to the officer who will receive you at the appointment. The officer may not ask for those documents, but they are necessary.

- **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.

- **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. To be valid, a stamp must be affixed by any police station.

- **I already have a health insurance, should I enrol to 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 Health Insurance. Please note that this particular insurance is just an advice, you are free to choose any other health insurance.

- **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*).



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- **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: welcome@unive.it.
- **Can I travel just with the Post Office receipt?**
Traveling outside Italy without a Stay Permit is not allowed. There are exceptions:
 - if your visa is for multiple entries and still valid you can travel up to 90 days from your entry into the Schengen Area;
 - to temporarily return to your country, you must travel with a direct flight or stop outside the Schengen Area;
 - in case of renewal, you can travel with the Post Office receipt and the expired card.In any case, always bring the Certificate of Enrollment with you.
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..
- **What if I have an emergency and I have to come back to my country?**
Please contact the Welcome Unit: welcome@unive.it.
- **What if I have a mobility period or traineeship or a conference outside Italy and I still do not have my Residency Permit card?**
Please contact the Welcome Unit far in advance at the address: welcome@unive.it. Please remember that these have to be related with your university career.
- **What do I have to do for the stay permit if I extended 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.



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- **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 fill out the application again, enclosing a copy of the report. 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.

- **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: you do not necessarily need to pick up your stay permit.

- **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.