

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

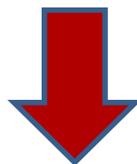
NON-EUROPEAN STUDENTS: HOW TO OBTAIN THE RESIDENCE PERMIT?

SAOS OFFICE



DO YOU NEED A RESIDENCE PERMIT ?

- You are a **non-Eu citizen**
- You hold a valid **student visa for Italy**
- Your stay in Italy will be **longer than 90 days**



You need to apply for a **residence permit for study purposes**
(*Permesso di soggiorno per studio*)



The residence permit application kit (*KIT per il permesso di soggiorno*) is a yellow-striped envelope that can be collected –free of charge– at any Post Office branch.

The image shows a white envelope with a yellow vertical stripe on the left side. The text on the envelope is as follows:

POSTALIS AMICO
RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA
DI SOGGIORNO PER CITTADINI STRANIERI

Tariffa Euro 30,00

Al Signor Questore di

CAP LOCALITÀ PR

□□□□□ _____

Centro Servizi - CSA
VIALE TRASTEVERE 191
00153 ROMA RM



FILL THE APPLICATION FOLLOWING THE TUTORIAL:

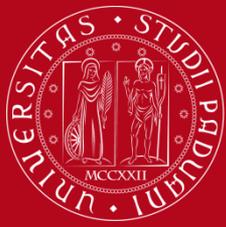
[https://mediaspace.unipd.it/media/How+to+apply+for+your+residence+per
mit/1_z3g9yijr](https://mediaspace.unipd.it/media/How+to+apply+for+your+residence+permit/1_z3g9yijr)

Please contact saos@unipd.it if you have any question.



In order to fill in the application you need to attach the following documents:

1. copy of your **passport** (personal data + student visa);
2. **Enrollment letter:**
 - a. for **exchange students** only: confirmation of your arrival at Unipd;
 - b. for **degree-seeking** students only: proof of your enrolment at Unipd;
 - c. for **phd students**: Phd enrollment
3. **confirmation of your accommodation** - issued by the service in charge/
house contract + *comunicazione di ospitalità*;
4. copy of your **health insurance**;
5. **€16 revenue stamp** (*marca da bollo*, to be bought at tobacconists');
6. your Italian **tax identification number** (*codice fiscale*), if you already have it;



You are requested to send the kit for the residence permit at the Post Office.

- DO NOT put original documents inside the envelope, only their copies!
- Take your passport with you!

HOW MUCH WILL YOU PAY?

Costs:

€ 16 for the Revenue stamp (marca da bollo)
+ € 70,46 for the Electronic Permit of Stay
+ € 30,00 Application Fee

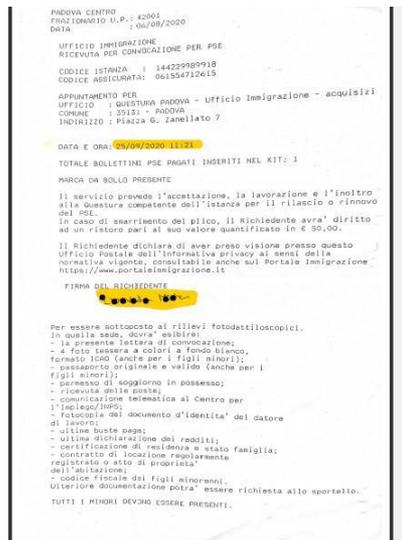
The image shows three screenshots of Italian tax forms:

- Left screenshot:** A stamp from the Ministry of Economic Affairs (MINISTERO DELL'ECONOMIA E DELLE FINANZE) with a value of € 67422402. It is labeled 'ESON. VERS. DOVUTO RILASCIO UNO ELETTCO' and includes a barcode and the alphanumeric code BUPDBDVQ5E.
- Middle screenshot:** A stamp from the Ministry of Economic Affairs (MINISTERO DELL'ECONOMIA E DELLE FINANZE) with a value of € 67422402. It is labeled 'MEF DIRITTO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETTCO' and includes a barcode and the alphanumeric code BUPDBDVQ5E.
- Right screenshot:** A stamp from the Ministry of Economic Affairs (MINISTERO DELL'ECONOMIA E DELLE FINANZE) with a value of € 67422402. It is labeled 'MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETTCO' and includes a barcode and the alphanumeric code BUPDBDVQ5E.



After the payment, you will be given **two important documents**:

The **Post Office receipt** with the **PASSWORD** code needed to check your application status online. **Always carry it with you!** It proves your legal status in Italy until you receive the electronic residence permit



A letter with the details (date+time) of your appointment at the Immigration Office of the Police Headquarters (*Questura*) to complete the procedure. If you need to advance your fingerprints, please send an email to **saos@unipd.it**



When you go to the Immigration Office of the Police Headquarters - *Questura* for your appointment (interview+fingerprinting), you are required to take with you:

- ***4 passport-size photographs;***
- ***the original copies of all required documents;***
 - ***your passport;***
- ***the residence permit application receipt.***

The Immigration Office is located in **Piazza Zanellato,7**



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RESDENCE PERMIT- COLLECTION

After 4-6 weeks, you will receive an SMS with the details of your appointment to **collect your residence permit** at the Immigration Office (Piazza Zanellato)



If you don't receive any SMS please write to
saos@unipd.it



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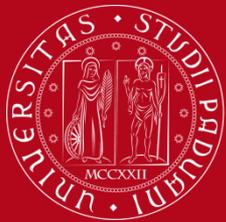
CONTACTS

SAOS OFFICE

Palazzo Bo
via 8 febbraio 2
35122 Padova
saos@unipd.it

QUESTURA DI PADOVA

<https://questure.poliziadistato.it/it/Padova/articolo/14166220ce7cd086b766420151>



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THANK YOU

MAAKE
TERMA KASIH
RAIBH MAITH AGAT
MULTUMESC
GRAZIE
MERCIO
MOCHCHAKKERAM
CHOKRANE
MATUR NUWUN
MATONDO
CHOKRANE
UA TSAUG RAU KOJ
DANK JE
RAIBH MAITH AGAT
SPASIBO
MAAKE
OBRIGADO
WELALIN
SPASIBO
ARIGATO
MOCHCHAKKERAM
OBRIGADO
KIITOS
SALAMAT
MOCHCHAKKERAM
MERCIO
MERCIO
OBRIGADO
MOCHCHAKKERAM
ASANTE
UA TSAUG RAU KOJ
MOCHCHAKKERAM
KIITOS
DANKON
NIRRINGRAZZJAK
MOCHCHAKKERAM
VINAKA
MULTUMESC
NIRRINGRAZZJAK
MAMANA
OBRIGADO
DANK JE