HOW TO OBTAIN YOUR 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)
You must apply for your Italian residence permit within 8 working days from your arrival in Italy.

The residence permit is issued by the Immigration Office of the local Police Headquarters – Questura.

Please note: during COVID-19 emergency you have to complete your quarantine first!
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.

Please contact saos@unipd.it to:

- check your documents in advance
- get assistance throughout the procedure
In order to fill in the application you need to attach the following documents:

1. copy of your **passport** (personal data + student visa);
2. **for exchange students only**: confirmation of your arrival at Unipd;
3. **for degree-seeking students only**: proof of your enrolment at Unipd;
4. **confirmation of your accommodation** - issued by the service in charge/house contract + **comunicazione di ospitalità**;
5. copy of your **health insurance**;
6. **€16 revenue stamp** (*marca da bollo*, to be bought at tobacconists’);
7. your Italian **tax identification number** (*codice fiscale*), if you already have it;
8. proof of **adequate financial resources** (at least € 550/month)
You must hand in 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?**

- €16 for the revenue stamp (*marca da bollo*)
- €70.46 for the Electronic residence permit
- €30 Application Fee

= €116.46
After the payment, you will be given two important documents:

1. 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.

2. A letter with the details (date+time) of your appointment at the Immigration Office of the Police Headquarters (**Questura**) to complete the procedure.
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 the documents you sent with the kit;
- your passport;
- the residence permit application receipt.

The Immigration Office is located in **Piazza Zanellato, 7 - Padova**
After 3 or 4 weeks, you will receive an SMS with the details of your appointment to **collect your residence permit** at the Immigration Office (Piazza Zanellato, 7)

If you don’t receive any SMS please write to **saos@unipd.it**
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Email: saos@unipd.it

www.unipd.it/en/saos
www.unipd.it/en/residence-permit-study-purposes-0
THANK YOU