

LEGAL REQUIREMENTS TO STAY IN ITALY

At the police headquarters (*questura*)

Residence permit for study purposes – study permit (*permesso di soggiorno per studio*)

The study permit is a legal document that authorises you to stay in Italy to attend a university programme.

Requesting a study permit:

You must request a study permit within 8 days of entering Italy. To help you put together the documents to be sent for your application, Verona has an office called **ISU (International Students Union, Via Campofiore 19, 37129 Vr - www.isu-services.it)** that can help you fill out the relevant forms. The ISU office will also check your documents and make sure everything is in order, to avoid potential problems in the next steps of the procedure.

To request the study permit, you must present the following documents in original form:

- Passport
- Study visa - Type D
- Certificate or confirmation of university enrolment
- Medical insurance covering your requested period of stay (usually 1 year)
- Proof of the means to support yourself financially (for 1 year, this amount is € 6000)

Once you have collected all the required documents according to the instructions given by the ISU office, go to a post office, where you will mail your information in a special envelope. The total cost for sending the file is € 30,00 for the envelope kit + € 107,50 for the study permit (to be paid at the post office), + € 16,00 stamp duty (*marca da bollo*), which you must purchase separately at a tobacco shop. The post office will issue you a payment receipt and a notification letter indicating the date and time of your appointment at the police station to get your fingerprints taken. (This appointment will be around 20-30 working days from the date that you mail your application from the post office.)

N.B.: The payment receipt issued to you by the post office replaces your study permit until you receive the official one. You should therefore keep it safely with your passport and show it when requested by any public authority.

Your study permit will be issued around 30 working days after the date of your appointment at the police station.

It is valid for the same duration as the academic year (1 year). To renew your study permit, you will need to present another request by sending a new post office kit at least 30 days before the expiry date of your current permit.

By clicking on the link "<http://questure.poliziadistato.it/stranieri/?mime=1&lang=IT>" and inserting your password (the 12-digit number shown on your post office kit receipt), you can check on the progress of your study permit request.

Once you have received a message by phone, you can pick up your study permit from the collection counter at the Immigration Office of the police station (Questura di Verona, Ufficio Immigrazione, Lungadige Antonio Galtarossa 11, 37133 Verona; open Monday to Friday, 8:30am–1:30pm).

You will need to show your original passport and all the official receipts. Before signing to pick up your permit, check carefully that all the personal data printed on your permit is correct.