

## RESIDENCE PERMIT

The request for the Residence Permit must be made within 8 working days from your arrival in Italy  
The Residence Permit for study purposes allows you to carry out a part-time job for a maximum of 20 weekly hours and a yearly limit of 1,040 hours.

### How to apply for the residence permit

#### 1st step: Fill out the kit and go to the Post Office.

Document which must be included in the application kit:

1. MODULO 1: remember to fill it out with a black pen
2. A copy of your passport (just the page containing your personal data + VISA)
3. Copy of the admission letter stamped by the Italian Embassy
4. Copy of your health insurance

#### ➤ HOW TO FILL OUT THE MODULO 1

Go to the International Desk (incoming students): the Welcome Office Staff can help you to fill out the form.

If you don't have a permanent address right now, you can indicate the Welcome Office address. The most important thing is to specify an e-mail address and a phone number, to be sure you can be reached anytime for urgent communications.

#### ➤ AT THE POST OFFICE

As soon as you have gathered all the documents required, you can go to any Post Office

There you will be asked to show your passport and Pay

- € 16,00 “ Marca da Bollo ” (a stamp that can be purchased at any Tobacco shop bearing T sign out of the shop), to be put on the residence permit application.
- € 30,00 to be paid when handing in the Kit at the post office.
- € 30,46 to be paid at the post office to obtain an electronic residence permit (amount to be paid with the payment slip)

You will get a receipt from the Post Office. Keep it always with you and always show it together with your passport.

## 2nd step: Immigration Office

Together with the receipt, the Post Office will also give you a letter inviting you to go to the Immigration Office in a certain date and time (usually in a couple of weeks) in order to take your fingerprints and show all the originals of the documents you put in the kit.

### ➤ AT THE IMMIGRATION OFFICE

On the day of the appointment, remember to bring with you:

1. Your passport
2. The invitation letter for the Immigration Office you obtained from the Post Office
3. The original documents you put inside the kit
4. Four passport-sized photographs with light background

Overall it takes around one month and a half to obtain the Residence Permit, from the moment you submit the kit at the Post Office.

## HEALTH INSURANCE

Students can buy a private health insurance in their own country before departure.

It is always advisable that the documentation concerning insurance is validated by the Italian embassy and translated in Italian or in English.

Otherwise students can buy a private health insurance from an Italian company upon arrival.

At the time being, the most convenient among private health insurances is Ina-Assitalia, which provides a health insurance for foreign students. It covers only emergencies and it costs 98 € for a yearly assistance and 49 € for 6 months assistance. In order to buy it you have to fill out a blank payment form at any post office with the following data:

Postal Account (c/c postale) nr. :71270003

Account holder (intestato a): GENERALI ITALIA Spa, Via Fracassini, 12 - Roma.

Reason (causale): polizza sanitaria studenti stranieri da 6 /12 mesi

Payment undertaken by (eseguito da): write your name, surname, your living address in Italy

Once paid the fee, the student must send to the Ina-Assitalia insurance company the following documents by fax (nr. 06 3613626) or by email ([info@insuranceitaly.it](mailto:info@insuranceitaly.it)),

- a copy of the payment receipt
- a copy of the passport (the pages with your personal data and photo)
- a page with your contacts in Italy (name, surname, email, your living address in Italy), asking to receive the insurance contract.

For further information, contact the insurance company at: 06 31 11 676.