

PERMESSO DI SOGGIORNO – STUDENT VISA

Useful information

The process begins with a visit to a local *Poste Italiane* office which has a special Sportello Amico window (not all Post Office's have these windows), where you will pickup a Permesso di Soggiorno "kit." The kits are free. Two types of kits are available: one for non-EU citizens and the other for EU citizens.

Complete the forms, but do not sign or date your kit, as this must be done in the presence of the Postale employee.

You must submit:

1. Completed form in original envelope
2. Photocopies of EVERY page of your Visa
3. A 'Marca da Bollo' for 14,62 Euro
4. Enrollment letter from the Segreteria of the University, which confirms your admission
5. Letter of approval for studies, from foreign Embassy

The cost per kit is: 14.62 Euro (bollo) + 27.50 Euro (permesso) + 30.00 Euro (postal fee). The bollo should be acquired before you go to the post office from any Tabacchi shop. You can pay for the Permesso and Postal Fee directly at the Poste Italiane office.

You will be given several receipts by the Ufficio Postale. You must keep these as they provide the proof that you have applied.

Once your kit has been mailed and processed, you will receive a letter indicating when your appointment is to appear at the Questura.

At the Questura, you must submit:

1. Four passport photos
2. The actual letter from the Questura which you received in the mail
3. Your original passport, plus 2 photocopies of your photo page, and 2 photos copies of the visa page
4. Two copies of the enrollment letter from the Segreteria of the University
5. Original receipts from the Postale, plus two copies.

At this stage you will be fingerprinted.

You will eventually be informed by mail as to when you should return to pickup your Permesso.

For more information please contact us