

FIRST APPLICATION FOR THE STUDENT RESIDENCE PERMIT: REQUIRED DOCUMENTS

1) First step: Submission of the application package at the Post Office

- ✓ Your passport
- ✓ Application form (called *Form 1*) provided by the International Mobility Office
- ✓ 16-euro stamp (called *Marca da bollo*): you have to buy it beforehand at any Italian Tabacchino/Newsagent
- ✓ photocopies of each page of your passport containing personal information, entry stamps, visas from any country, etc.
- ✓ UniTrento enrolment certificate (provided by the International Mobility Office)
- ✓ Photocopy of health insurance coverage:
 - Private policies must be in English, with your name and the validity dates clearly mentioned.
 - Italian national insurance: submit a photocopy of the F24 form
- ✓ proof of sufficient economic means (at least 3,000 euros)
- ✓ photocopy of your housing contract

2) Second step: Submission of the documentation during the appointment with the Immigration Office

- ✓ Your passport
- ✓ The appointment letter you received from the Post Office
- ✓ Photocopies of each page of your passport containing personal information, stamps, visas from any country, etc.
- ✓ Passport-sized photographs with white background: for the Trento Immigration Office you need 4; for the Rovereto Immigration Office you need 3
- ✓ UniTrento enrolment certificate
- ✓ Photocopy of health insurance coverage:
 - Private policies must be in English, with your name and the validity dates clearly mentioned
 - If you bought the Italian national insurance: submit a photocopy of the F24 form (never submit the original!)
- ✓ proof of sufficient economic means (at least 3,000 euros)
- ✓ photocopy of your housing contract

If you have a currently valid **residence permit from another European country** you need to submit a photocopy of it during the appointment with the Immigration Office.

If you received an **Italian stay permit any time in the past**, even if it has been expired for a long time, you have to hand it in to the Immigration Office. In case you lost it or if you cannot find it anymore, you need to file a loss report at the local Police Station and submit this report during the appointment with the Immigration office.

TOTAL COST OF THE STAY PERMIT APPLICATION:

Validity up to 12 months: **118,46 euros** (16-euro *marca da bollo* + 102,46 euro to pay at the Post Office)

Validity over 12 months: **128,46 euros** (16-euro *marca da bollo* + 112,46 euro to pay at the Post Office)

PLEASE NOTE:

It is always up to the Immigration Office to decide the duration of your residence permit according to the documents you submitted, in particular based on the **expiration date of your health insurance policy**. Once the residence permit is issued, no modification is possible. If the duration of your stay permit is shorter than your study period you will have to apply for renewal.

CHECK THE STATUS OF YOUR STAY PERMIT:

Click on <http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN> and enter the reference number ("*numero pratica*") you will find written or stamped on the postal receipt after your appointment at the Questura. When your residence permit is ready, go back to the Immigration Office (desk #6), with your original passport and ALL of the original receipts given to you at the end of your appointment at the Questura.

If you entered your Italian mobile phone number at the time of application, you will also receive an SMS informing you that your residence permit is ready. However, **checking online is the best way to know whether your permit is ready**.

PLEASE NOTE:

We inform all the students that when they go to the Immigration Office to collect their residence permit that they HAVE TO CHECK carefully what is written in the residence permit before taking it and before leaving the Office. If on the residence permit there is something wrong (like surname, date of birth, expire date) you have to inform immediately the Officer! Complaint are accepted only if you do it immediately before to collect the residence permit.

Contacts:

Immigration Office – Questura TRENTO

Viale Verona n. 187- 38123 TRENTO

Opening hours: Mon-Fri from 8.30 a.m. to 12.30 a.m. and Thursday afternoon from 3.15 p.m. to 5.45 p.m

How to get there: bus line n. 3 or n. 8 - bus stop 'Verona Big Center'

Immigration Office – Commissariato di Polizia ROVERETO

Via Scipio Sighele, 1 – 38068 Rovereto

Opening hours: Tuesday, Thursday and Friday-from 8.30 a.m. to 12.30 and on Thursday afternoons also from 3.00 p.m. to 5.30 p.m