



FAMILY REUNION (Ricongiungimento familiare)

N.B.: the reference institution for all family issues is the Provincial Immigration Informative Center Cinformi which will give you all the information to activate the procedure once you are in Trento and you have obtained the necessary documentation. These guidelines are not exhaustive, please double-check the requirements with Cinformi.

This process, which can start once you are already in Italy and holding a stay permit which is valid for at least 1 year, is only possible if your dependents get the entry clearance (in Italian “nulla osta”) from the Italian local authorities.

Immediately take contact with the Italian diplomatic representation in your country to gather information about the relevant visa that your dependents should apply for and the necessary documents.

REQUIREMENTS FOR THE FAMILY REUNION:

The dependent applying for family reunion must show proof of:

1. **a housing contract for a suitable apartment (not Opera Universitaria accommodations)** according to the minimum requirements mentioned below:

Number of people in the apartment	Minimum suitable area required, m ² *	Minimum number of bedrooms
2	45	1
3	55	2
4	60	2
5	65	2
6	75	3
7	90	3
8	95	3
9	105	4
10	115	5

* The surface is meant as net floor area.

IMPORTANT: if you have a child under the age of 14, he/she is not to be considered as an extra person when counting the number of people in the apartment. If you have more than one child under the age of 14, only one is not to be considered as an extra person.

Example A: if your family is composed of you, your spouse and one child under the age of 14, you have to consider the requirements for 2 people. Example B: if your

family is composed of you, your spouse and two children under the age of 14, you have to consider the requirements for 3 people.

The contract must be registered by the Agenzia delle Entrate.

2. You need to apply for “**residenza**” (=change your permanent address) in the apartment you are renting for your family. The relevant office for “residenza” is Comune – Ufficio Anagrafe. Only once you have obtained your residenza in Trento/Rovereto, you can start the procedure for family reunion. Remember that you also need to apply for “aggiornamento” (=update) of your stay permit.
3. apply for the **certificate of “housing suitability”** (= idoneità alloggiativa) at the Servizio Imprese e Cittadini - Ufficio edilizia privata (Comune di Trento) in Via Brennero 312. In order to apply for it, you need the cadastral map (“Visura catastale dell'alloggio”). It is taken from the *Ufficio del Catasto di Trento*, which is situated in Via Gilli 4, 38121 Trento.
Within 20/30 days after applying an officer will come and check your apartment. After that, the certificate will be issued within 30 days and sent to you by post.

4. **Adequate financial means (scholarship/grant or work income, no savings)**

You should show proof that you have at least euro 5,953.87/year + half of this amount/year for each dependant (1 dependant € 8,930.805; 2 dependants € 11,907.74; 3 dependants € 14,884.675; 4 dependants 17,861.61).

If you have 2 or more children (aged under 14), the minimum amount is at least 11,907.74 euros (2 x 5,953.87).

5. **Marriage certificate**

It has to be officially translated into Italian, with Apostille stamp, and legalized by the Italian Consulate in your home country. If you have children, their birth certificate might be required by the Italian Consulate/Embassy to issue the entry clearance. Such certificate won't be required by the local authorities in Italy.

6. **Further documents**

For the complete list of necessary documents and support in filling out the online application for the Nulla Osta, you can refer to Cinformi:

via Renato Lunelli, 4
38121 Trento (Italy)
Ph: +39 0461 491888

PROCEDURE:

The request for the entry clearance must be sent through the Internal Affairs Ministry website. Cinformi will help you with all this. The application is then filed at the Ministry and sent to the

local “Commissariato del Governo” (in Trento the address is Via Piave n. 3.) Once the immigration office in Trento confirms that there are no impediments, “Commissariato del Governo” will send a registered mail to the applicant fixing an appointment. During the appointment you have to submit all the required documents.

If the submitted documents are complete and correct, the Nulla Osta will be issued after about 1 month. You have to send the entry clearance to your family so that they can be issued the visa.

Within 8 working days from your family’s arrival to Italy, they must go to Commissariato del Governo and apply for the stay permit. On this occasion, Commissariato del Governo will also take care of issuing the tax code for your dependants.

LIST OF RELEVANT OFFICES:

<p>MUNICIPALITY OF TRENTO (COMUNE) Ufficio Anagrafe Piazza Fiera, 17 (<i>walking distance</i>) <u>Opening hours</u> Mon, Tue, Wed, Fri 8:00 am - 12:00 pm Thur 8:00 am - 4:00 pm</p>	<p>MUNICIPALITY OF ROVERETO (COMUNE) Ufficio Anagrafe Piazzetta Sichardt, 10 <u>Opening hours</u> Monday and Thursday from 8.30 to 12.00 and from 14.30 to 16.00; Tuesday from 8:30am to 12:00 am; Wednesday from 8:30 am to 6:00 pm; Friday from 8:30 am to 12:30 am</p>
<p>UFFICIO EDILIZIA PRIVATA (for the suitability of a private apartment) Via del Brennero, 312 Top Center <u>Opening Hours</u> Mon, Tue, Wed, Fri 8:30 am-12:00 pm Thur 8:00 am -4:00 pm Fri 8:30 am -12:00 pm</p>	<p>COMMISSARIATO DEL GOVERNO IN TRENTO Via Piave, Nr. 1 <u>Opening Hours:</u> from Monday to Friday, 9.00 -12.00</p>
<p>CINFORMI</p>	<p>TRENTO: Via Renato Lunelli, 4 – Ph: +39 0461 491888 (Bus n. 7 - bus stop “Lunelli Centochiavi”) Mon-Fri 9:00 am – 1:00 pm Thursday 9:00 am – 3:00 pm ROVERETO: Corso Rosmini, 92 - Ph: 334-6810700 Mon-Thur 3:00 – 6:00 pm</p>
<p>AZIENDA PROVINCIALE SERVIZI SANITARI (LOCAL HEALTH BOARD) Via Degasperi, 79 or Viale Verona - Building C (Bus n. 3, n. 4, n. 8, n. 13 and A – bus stop Big Center) <u>Opening Hours</u> Mon, Tue, Wed, Fri 8:10 am - 1:00 pm Thur 8:10 am - 3:00 pm</p>	<p>AZIENDA PROVINCIALE SERVIZI SANITARI (LOCALHEALTH BOARD) IN ROVERETO Via San Giovanni Bosco, 6 <u>Opening Hours</u> Mon–Fri 8:00 am - 12:00 pm Mon, Wed, Thur 2:00 pm – 3.30 pm</p>

FAMILY REUNION (RICONGIUNGIMENTO FAMILIARE) FOR STUDENTS' FAMILY MEMBERS

1. STUDENT'S REQUIRED DOCUMENTS

- A. **Passport** (+ 2 copies of all pages except the blank ones)
- B. **1 year-stay permit** (and/or postal receipt in case of renewal or first issuing) + 2 copies
- C. **Codice fiscale**
- D. **2 marche da bollo (2 x 16,00 euros)**
- E. Enrolment certificate

2. FAMILY MEMBER'S REQUIRED DOCUMENTS

- A. 2 copies of **all passport pages**;
- B. copy of the **declaration of presence**;
- C. if the family member is your wife or husband, **marriage certificate** translated into Italian and legalized (original + 2 copies)

3. ADEQUATE FINANCIAL MEANS (scholarship/grant or work income, no savings)

You should show proof that you have at least euro **5,953.87/year** + half of this amount/year for each dependant (1 dependant € 8,930.805; 2 dependants € 11,907.74; 3 dependants € 14,884.675; 4 dependants 17,861.61).
If you have 2 or more children (aged under 14), the minimum amount is at least 11,907.74 euros (2 x 5,953.87).

4. ACCOMMODATION DETAILS

If you are living in a rented apartment:

- A. housing contract on your name registered at Agenzia delle entrate (+ 1 copy)
- B. Owner's authorization (Form T2, available on <http://www.cinformi.it/index.php/utilita/moduli>) + copy of owner's ID. These documents are only required if the housing contract states that you cannot lodge other people.
- C. Form S 1, if one of your family member is younger than 14. (<http://www.cinformi.it/index.php/utilita/moduli>)

If you are staying at someone's who owns the apartment:

- D. *visura catastale dell'alloggio* (original + 2 copies)
- E. Owner's authorization (Form T2, available on <http://www.cinformi.it/index.php/utilita/moduli>) + copy of owner's ID
- F. *Comunicazione di ospitalità* (formerly called *Cessione di fabbricato*)

If you are staying at someone's who is renting the apartment:

- A. housing contract on your name registered at Agenzia delle entrate (original + 2 copies)
- B. F23 Form for renewals or *cedolare secca*
- C. Owner's authorization (Form T2, available on <http://www.cinformi.it/index.php/utilita/moduli>) + copy of owner's ID. These documents are only required if the housing contract states that you cannot lodge other people.
- D. Host's agreement (Form T2, available on <http://www.cinformi.it/index.php/utilita/moduli>) + copy of ID
- E. *Comunicazione di ospitalità* (formerly called *Cessione di fabbricato*)

5. HOUSING SUITABILITY (IDONEITÀ ALLOGGIATIVA)

- A. **Housing suitability certificate** (“Attestazione comunale della disponibilità di un alloggio”) + 1 copy, according to the above requirements
- B. **Family composition certificate** (“Stato famiglia”) issued by the Comune (original + 1 copy)

*******HEALTH INSURANCE*******

The medical insurance is not a compulsory requirement for your dependants to get the stay permit, however it is strongly recommended.

A total payment of euro 387,34 will entitle you and your family to the National Health Service.