

## RENEWAL OF 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*) you can find it at the Post 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 with all the passed exams (you can download it from Esse3 section My Certificates, please download "iscrizione con esami")
- ✓ 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 for at least 3,000 euros (or equivalent in US dollars. No other foreign currency will be accepted)
- ✓ photocopy of your housing contract
- ✓ copy of your current residence permit

### 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 (mm 35 x 40) with white background: for the Trento Immigration Office you need 4; for the Rovereto Immigration Office you need 3
- ✓ UniTrento enrolment certificate with passed exams
- ✓ 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 for at least 3,000 euros (or equivalent in US dollars. No other foreign currency will be accepted)
- ✓ photocopy of your housing contract
- ✓ copy of the current residence permit

**TOTAL COST OF THE STAY PERMIT APPLICATION: 118,46 euros** (16-euro *marca da bollo* + 102,46 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.

## **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 collecting 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 to collect your stay permit:** from Monday to Friday from 12:00 to 12.30 and on Thursday afternoons also from 3.00 p.m. to 5.30 p.m.