

Permesso di soggiorno (*residence permit*):

HOW TO OBTAIN IT

INCOMING STUDENTS



The *permesso di soggiorno* (residence permit) is a card that holds your personal information, photos, and digital fingerprints.

It is a compulsory document for non-EU residents who are staying in Italy for more than 90 days.

To get the *permesso di soggiorno* you need to fill in an application form and submit it together with specific documents.

You have to
submit the
application within
8 working days
from your arrival
in Italy!



Come and get your kit with the application form directly in IULM! You will find it in the Study Abroad Office, in IULM 1 - 4th floor.

If you need support while filling in your application, you can book an appointment with the Study Abroad Office and we will guide you through the process! You just need to send an email to incoming@iulm.it

The image shows a portion of an Italian visa application form. At the top left is the 'SPORTELLO AMICO' logo. The title is 'RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA DI SOGGIORNO PER CITTADINI STRANIERI'. Below the title, it says 'Al Signor Questore di'. There are three input fields: 'CAP' with a yellow vertical bar, 'LOCALITÀ', and 'PR'. A box on the right indicates 'Tariffa Euro 30,00'. At the bottom, the address 'Centro Servizi - CSA VIALE TRASTEVERE 191 00153 ROMA RM' is visible.

REQUIRED DOCUMENTS

Other than the kit you will need:

- A photocopy of your passport (the pages containing your personal data)
- A photocopy of your visa
- Tax code (if in possession)
- Photocopy of your Health Insurance
- IULM acceptance letter
- Transcript of Records (ToR)

Please print
your copies
black and white

HOW TO FILL IN THE APPLICATION FORM

Please note:

Fill in the application kit in **CAPITAL LETTERS** and **BLACK INK**

Complete MODULO 1 only



MINISTERO DELL'INTERNO

Al Signor Questore di: **MILANO**

(Sigla Provincia)^(b)

M I

Codice Istanza
Spazio per codice a barre

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MARCA DA BOLLO

MOD. 209
MODULO 1

Attach your € 16
marca da bollo here
(see info later)

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO C
RIFERIMENTO (e)

DO NOT FILL THIS PART

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POS

20. DATA DI SCADENZA DEL PERMESSO

/ /
 gg mm aaaa

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA (f)

22. INDICARE QUALI MODULI SONO STATI COMPILATI

0 1

23. MODULO 1

24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI (g)

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO (h)

27. CHIUNQUE RILASCI A DICHIARAZIONI MENDACI, FORMA ATTI FALSI O NE FA USO NEI CASI PREVISTI DAL DPR 28 DICEMBRE 2000 N.445, E' PUNITO AI SENSI DEL CODICE PENALE E DELLE NORME IN MATERIA DI IMMIGRAZIONE

Date 28. DATA

/ /
 gg mm aaaa

29. FIRMA

Signature (please sign directly when you are in the post office, see more info later)

Specify here the number of dependent children (if any)

numbers **35** and **36**: use codes for your country of birth and citizenship as in the attached list (allegata n. 3 CODICI STATO)



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

First letter of
your gender

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

30. SEZIONE 3 - DATI ANAGRAFICI

"A" if single;
"B" if married

31. CODICE FISCALE (OVE IN POSSESSO) TAX ID NUMBER

32. STATO CIVILE (i)

33. SESSO (i)

34. NATO/A IL (a) gg / mm / aaaa

35. CODICE STATO NASCITA (k) see above

36. CODICE STATO CITTADINANZA (k) see above

37. RIFUGIATO (c) SI NO

38. CITTA' DI NASCITA CITY OF BIRTH

Date of birth
DD/MM/YYYY

(as it appears on passport)

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO (c)	<input checked="" type="checkbox"/>	41. O ALTRO TIPO DI DOCUMENTO (c)	<input type="checkbox"/>	42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (l)	<input type="checkbox"/>	<input type="checkbox"/>
43. ALTRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. NUMERO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P	A	S	S	P	O
	R	T	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>
45. VALIDO SINO AL	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	gg			mm		aaaa
46. RILASCIATO DA (m)	<input type="checkbox"/>	<input type="checkbox"/>				

← Passport expiration date
DD/MM/YYYY

01 if passport is issued by federal government;
02 if passport is issued by embassy/consulate

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE **Contact details in Italy**

66. PROVINCIA^(b) **M I**

67. COMUNE
M I L A N O

68. INDIRIZZO
V I A M E R C A N T I

69. NUMERO CIVICO **8** /

70. SCALA / 71. INTERNO / 72. CAP **2 0 1 2 1**

73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p) /

75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p) /

HOW TO SUBMIT THE KIT



Go to a *tabaccheria* (tabacconist) and buy a € 16 *marca da bollo* (revenue stamp)

You can find a *tabaccheria* near IULM in **Viale Cassala, n. 45**



Go to the Post Office in **Via Franco Tosi, n. 11** and submit the kit (with the application form, required documents, and revenue stamp inside) - Please sign the application directly there



You will need to pay a total of **€ 101,96** in cash or by card (the amount includes € 30 to the Post Office, € 70,46 for the electronic permit of stay, and € 1,50 tax)

After the payment you will receive a **receipt**: **DO NOT LOSE IT.**

The receipt will be valid as your residence permit until the collection of the physical one.

You can take a picture of your receipt and send it to **incoming@iulm.it** so it will be filed among your documents and the Study Abroad Office will keep a backup copy.

You will also receive an **appointment letter** with the date and time you should go to the police station to collect your residence permit and get your fingerprints digitalized.



Please note that it can take even a couple of months to get it.

APPOINTMENT WITH THE POLICE

When going to your appointment with the police,
please remember to bring with you:

- **Passport**
- **4 identical passport-sized pictures**
- **Receipt and appointment letter given by the Post Office**
- **Health Insurance**
- **IULM acceptance letter**
- **Proof of accomodation (the police will ask for your current address)**

TO SUM UP

How to obtain the first Residence Permit

STEP 1

Postal Application Kit

International students have to apply for their residence permit by submitting the postal Application Kit at whatever Post office. On the application form specify the following address: Via Mercanti, 8 (20121 Milan).

STEP 2

First appointment with the immigration office at the Questura in Via Montebello, 26 (Milan)

Students are invited to go to the Office on the date and time specified on the postal receipt to have photos and prints taken. Moreover, they will have to specify their home address in Milan.

STEP 3

Schedule the second appointment with the immigration office at the Questura in Via Montebello, 26 (Milan)

Students will receive the second appointment with the Immigration Office for the collection of the residence permit via SMS or by postal registered letter.

STEP 4

Second appointment with the immigration office at the Questura in Via Montebello, 26 (Milan)

Students can finally collect the residence permit.

HOW TO CHECK THE STATUS OF YOUR RESIDENCE PERMIT

Click on: <https://questure.poliziadistato.it/stranieri/>

Permesso di soggiorno

Lingua selezionata: **italiano**

Italiano English Español Français Русский العربية український

NUMERO PRATICA O ASSICURATA

Numero pratica o assicurata

Invia

Write the number called *Codice Istanza* or *Codice Assicurata* that you find on your appointment letter

You will be sent an SMS when your residence permit is ready for collection. It will look like this:



Once you receive your residence permit, please send a copy to incoming@iulm.it, so it will be filed among your documents.

**SHOULD YOU
HAVE ANY
DOUBTS, DO NOT
HESITATE TO
CONTACT US!**



Monday - Friday

9:30 - 12:30

14:00 - 16:30



+39 0289 141 2396

+39 0289 141 2344



incoming@iulm.it

