

## How to renew your Residency Permit (Permesso di Soggiorno) for study reasons

The residency permit is issued by the Italian government and allows you to legally stay in Italy. You must present the request for renewal at least 60 days before the expiration date of the permit.

**First step:** renew your Health Insurance coverage, if it is expired

*If you do not have Health Insurance coverage*

In this case we suggest you enrol in the Italian National Health Service for the current year, which means that it only lasts until December 31<sup>st</sup> each year (it doesn't matter when you apply) and must be renewed each calendar year. However, if you enrol in the Italian National Health Service, you will then receive the same benefits AS AN ITALIAN CITIZEN by getting the Italian health card.

You will also have the right to choose your personal medical Doctor in Pisa.

In order to apply, you will need to go to a Post Office and pay **€149,77** - to be paid on the account number **C/C 289504** made out to the "**Regione Toscana**". Reason for payment (causale): "**Contributo SSN 2023 Studente straniero**". Please make sure to keep your receipt of payment.

*If you already have Health Insurance coverage, please check its validity in Italy with the Patronato Office (second step)*

**Second step:** ask for an appointment at an Italian "Patronato" (where you will get assistance for free)

Suggested Patronato Offices:

**Patronato INCA**, viale Bonaini, 71 - 1st floor - tel 050 515217, e-mail: [pisa@inca.it](mailto:pisa@inca.it);

**Patronato ACLI**, via Francesco da Buti, 20 (near to Piazza Guerrazzi) tel. 050/913120, e-mail: [pisa@patronato.acli.it](mailto:pisa@patronato.acli.it);

**Patronato ENAC/CAF UCI**, Via Catalani, 37 (a street off via C. Battisti), tel. 050 5205494, no appointment needed - open Monday to Friday from 9 a.m. to 12 (noon) and from 2 p.m. to 5 p.m.

**Patronato UIL**, via Cisanello, 145 - tel. 050/25000, e-mail: [cafuil.pi0@cafuil.it](mailto:cafuil.pi0@cafuil.it);

Documents requested to apply for the study residence permit:

1. Your passport;
2. Residency permit (permesso di soggiorno) about to expire;
3. Italian tax code (codice fiscale);
4. A copy of your passport (just the pages with **your personal data** and **the one with the Visa stamp**);
5. A special stamp (marca da bollo) which costs €16,00 (which you may buy at any Tobacco Shop);
6. **Enrollment Certificate at the University for the current academic year with the list of exams passed and the dates you passed the exams.** You can find and print it by going on [Alice web-site](#) OR you can request it to the Students' Office (Segreteria Studenti). The minimum to get the residence permit renewal is 1 exam in the first year and at least 2 in subsequent years. The residency permit cannot be renewed for more than three years beyond the duration of the degree programme unless the delay in the course of studies is due to serious and documented personal or family reasons. If you are a phd student enrolled to a Phd Course of ours, you have to enclose the enrollment certificate (without the exams list) by going on [Alice web-site](#) OR released to you by the Phd Office (Ufficio Dottorato), situated in Via Buonarroti 4;
7. Health insurance coverage for the current year;
8. Document which certifies having won a scholarship (if you have won a scholarship) or bank statement (proof) that you have enough means and financial resources during your stay in Italy. These should be not less than **€ 468,10** for every month of duration of the academic year and must be documented with remittances, bank deposits or other.
9. **Accommodation contract.**

**Please note:** some of these documents must be enclosed with the Application Form (yellow kit/kit giallo) at the Post office.

**Third step:** Go to the Main Post Office and mail the Residency Permit Renewal Application Form

(the main Post Office is in Piazza Vittorio Emanuele, near to the central train station)

**Please be aware** that after sending the Application Form by mail, the Post Office clerk will give you a special **Receipt** and a **fingerprinting appointment** at the **Questura** (Local Police Headquarters) in Via Lalli, 3.

The post office receipt, where you can find **your Username and Password**, is extremely important and should be kept safe as it proves that you have applied for a Residency Permit.

List of expenses when applying for the Residency Permit:

- o €16,00 for the special stamp (marca da bollo);
- o €30,00 for the Post Office in order to mail the Application Form;
- o €70,46 for the application for the Residency Permit (valid for up to 1 year)

You can check the progress of your Residency Permit application and any missing document at [Portale Immigrazione](#), by using the password and ID on your post office application receipt (do not consider the dash in the password).

**Please note:** Residency Permits for study reasons are renewed for students who in the first year of their degree programme pass **a test** (un esame) and in the following years pass **at least two more tests** (due esami). For serious health problems or natural disasters, duly documented, the residency permit can be renewed for students who have only passed one test, subject to the total number of renewals. **They cannot however be renewed for more than three years beyond the duration of the degree programme.**

The Residency Permit may be further renewed to obtain a specialisation diploma or a PhD, for the entire duration of the degree programme, renewable for one year (art. 46, comma 4, D.P.R. 394/99).

Please beware that, if you arrived in Italy with a study visa, you enrolled to an Italian University and you wish to do a **RINUNCIA AGLI STUDI** (renunciation to your studies), in order to enroll again to the same or other Italian university, you cannot use the study residency permit you already have and you must get a new study visa.

*For any doubt, please contact:*

dott. Mauro Mazzotta - **International Office - University of Pisa** -

Piazza Torricelli 4 - Pisa- Italy, e-mail: [international@unipi.it](mailto:international@unipi.it)