How to apply for a Residency Permit (Permesso di Soggiorno) for Study reasons
(The residency permit is issued by the Italian government and it allows you to legally stay in Italy)

According to Italian Law (D. lgs. 286/98) non E.U. citizens, planning to stay in Italy longer than 90 days must apply for a Residency permit within 8 working days after arrival.

Please note: if you have a Type D’ visa you must apply for the Residency Permit. In case of late application, the Italian Police (Questura) can decree your immediate expulsion from Italy.

First step: in order to apply for a Residency Permit, you need Health Insurance coverage

If you do not have an 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 31st 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 (valid for EU countries too).

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 2017 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 (third step);

Second step: Request the Italian tax code (codice fiscale)

In order to request it, please bring your passport and a copy of it (only the pages with your personal data) to the Agenzia delle Entrate, via Matteucci 34, Galleria Gerace 7/15. To arrive to the Agenzia, if you are at the main train station, take a bus called LAM BLU and get off at the bus stop called “MEDIAWORLD”, which is the name of a large shop nearby the tax code office.

Office hours: 8:30 a.m. to 12:45 p.m. (also on Tuesdays and Thursdays from 2:20 p.m. to 4:45 p.m.).

Info in English: http://www1.agenziaentrate.gov.it/english/italian_taxation/tax_code.htm

Third 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
- Patronato ACLI, via Francesco da Buti, 20 (near to Piazza Guazzari) tel. 050/913120, e-mail: pisa@patronato.acli.it
- Patronato UIL, via di Barattularia, 12 – off via Cattaneo – tel. 050/2208344, e-mail: cafuili.pi0@cafuili.it
- Patronato F.N.A. PISA, Via Catalani, 37 (a street off via C. Battisti), tel. 050 5205494, e-mail: pratica@fnapisa.it

Please bring the following documents to the Patronato:

1. Your passport;
2. Italian tax code (codice fiscale);
3. A copy of your passport (just the pages with your personal data and the one with the Visa stamp);
4. A special stamp (marca da bollo) which costs €16,00 (which you may buy at any Tobacco Shop);
5. declaration from the Embassy that you have been accepted at the University of Pisa (the valid study Visa type D "studio immatricolazioni/Università is enough to apply"). Or, if you are a temporary guest, a Declaration signed by your Professor Coordinator here in Pisa, proving that you are involved in a Study Project or similar activity;
6. Health insurance coverage (in case you have a foreign insurance coverage or a specific insurance policy, please check its validity in Italy with the Patronato Office);
7. Declaration that you have a scholarship (if you have one) or Declaration (proof) that you have sufficient financial resources to guarantee your stay in Italy (not less than €448,07 for each month);

Please note: some of these documents must be enclosed with the Application Form

Fourth step: Go to the Main Post Office and mail the Residency Permit Application Form
(please check your progress at http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN. At the Questura you will sign the Integration Agreement too, which is an agreement between the Italian State and a non EU/EEA citizen entering Italy for the first time, applying for a residency permit for no less than 1 year. The international student is committed to meet his/her civic obligations and fulfil his/her duties under the Charter of values of citizenship and integration.

Renewal of the residency permit (for students enrolled in Bachelor’s degree or Master’s degree/Laurea magistrale)

You must present the request for renewal before the expiration date of the permit (60 days before, according to the Law)

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).

They cannot however be renewed for more than three years beyond the duration of the degree programme.

The Residency Permit may be further renewed in order 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).

For more info, please contact dott. Mauro Mazzotta - Welcome Office - University of Pisa - email: international@unipi.it
Lungarno Pacinotti, 44 – ground floor (open 5 days weekly from 11 a.m. to 1 p.m.)