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 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 (cause): “Contributo SSN 2018 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:** ask for an appointment at an Italian “Patronato” (where you will get assistance for free)

Suggested Patronato Offices:
- **Patronato INCA**, viale Bonai, 71 - 1st floor - tel 050 515217, e-mail: pisa@inca.it
- **Patronato ACLI**, via Francesco da Buti, 20 (near to Piazza Guernazzi) tel. 050/913120, e-mail: pisa@patronato.acli.it
- **Patronato UIL**, via di Barattariuaria, 12 – off via Cattaneo – tel. 050/2208344, e-mail: cafuil.pi0@cafuil.it
- **Patronato F.N.A. PISA**, Via Catalani, 37 (a street off via C. Battisti), tel. 050 5205494, e-mail: praticaf acquired by Patronato F.N.A. PISA

Please bring the following documents to the Patronato:

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. Certificate of enrolment at the University for the current academic year (you can print going on Alice web-site: https://www.studenti.unipi.it/Home.do?jsessionid=D1F4423081B2AFD2B885F639611B1B667?cod_lingua=eng)
7. Certificate which indicates the exams held at the University (Segreterie Studenti) or Phd Office (Ufficio Dottorato) if enrolled as phd: the minimum is 1 exam in the first year and at least 2 in subsequent years. The residency permit cannot be renewed after the 3rd year without attendance to the university, unless the delay in the course of studies is due to serious and documented personal or family reasons. If it is a course which foresees a single annual exam, eg. a Master's degree, the university should release a statement to this effect.
8. Health insurance coverage for the current year.
9. 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 €453 for every month of duration of the academic year and must be documented with remittances, bank deposits or other.

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

**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 is proves that you have applied for a Residency Permit before you actually receive one.

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

You can check the progress of your application at [http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN](http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN).

**Please note:** Visas and 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 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).

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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.)