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 non E.U. citizens, planning to stay in Italy longer than 90 days and/or holding an Italian type D visa, must apply for a Residency permit within 8 working days after arrival.

Please note that in case of late application, the Italian Police 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 yet, we suggest you enrol in the Italian National Health Service.

Please note that you can enroll only for the current year, which means that your enrollment only lasts until December 31st each year (it doesn't matter when you apply) and must be renewed each calendar year.

By choosing 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 have the right to choose your family Doctor in Pisa, too.

In order to apply, you 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 2019 Studente straniero".

Please keep your receipt of payment. It will be useful later for your enrollment at the local Italian Health Center.

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

Second step: Request the official 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, take a bus called LAM ROSSA 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.).

Please note that the tax code issued by your registration at Alice (University of Pisa registration website) is not an official one.

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 Guerzari) tel. 050/913120, e-mail: pisa@patronato.acli.it;
- Patronato F.N.A. PISA, Via Catalani, 37 (a street off via C. Battisti), tel. 050 5205494, e-mail: pratica@fnpisa.it (no appointment is needed);
- Patronato UIL, via Cisanello, 145 - tel. 050/25000, e-mail: caful.pi0@caful.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. The study Visa type D (on your passport) is enough to start the application for the Residency permit. Then, at the appointment with the Police, it is necessary to bring the Certificate of enrollment for the current academic year, which is released by the Students’ Office (Segreterie Studenti) or by the PhD Office (Ufficio Dottorato) if you are enrolled as phd student. If you are a temporary guest or Erasmus/exchange/visiting student, you must have an Acceptance Letter signed by your Professor Coordinator here in Pisa, proving that you are involved in a Study Project or Erasmus 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 bank statement (proof) that you have sufficient financial resources to guarantee your stay in your bank account (not less than €458 for each month);

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

Fourth step: Go to the Post Office near to the central train station and mail the Residency Permit Application Form

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 Residency Permit application 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. The international student is committed to meet his/her civic obligations and invited to participate in a class on Civic education, about life in Italy.

Fifth step: go to the Health District in via Garibaldi 198, where you will be able to get the health card and choose your personal doctor free of charge. Details at https://www.unipi.it/index.php/insurance/item/6679-choose-your-own-doctor-in-pisa

Renewal of the residency permit:
You must present the request for renewal before the expiration date of the permit.

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 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.)