

HOW TO APPLY FOR A PERMIT OF STAY

Within 8 working days of arrival, all **NON-EU** citizens who hold a valid student visa for Italy **must apply for a permit of stay for study purposes** (Permesso di soggiorno per motivi di studio). The permit of stay is issued by the local Police Department- "Questura - Ufficio Stranieri"- of the applicant's place of residence in Italy, however the applicant must submit his/her application at a competent Post Office.

WHERE

Closest Post Offices (walking distance to Bocconi):

- Via Cordusio, 4 (Central Post Office of Milan) — **English, Spanish and Chinese speaking staff**

Hours: Monday Friday: 8:20 - 19:05 | Saturday 8:20 - 12:35 Phone: 02-72.48.2126

- Corso Italia, 16 - Hours: Monday Friday: 8:20 - 13:35 | Saturday: 8:20 - 12:35

- Viale Sabotino, 21/a - Hours: Monday Friday: 8:20 - 19:05 | Saturday: 8:20 - 12:35

- Via Baroni Costantino, 11/C (near Arcobaleno Residence)

Hours: Monday-Friday: 08:20 - 13:35 | Saturday 8:20 - 12:35

Step 1: REQUIRED DOCUMENTS FOR POST OFFICE APPLICATION

(Do NOT submit original documents in the post office application/kit)

Completed Post Office Application/Kit - Must complete "Modulo 1" (Form 1) of the yellow striped envelope application/kit for NON-EU citizens (available at the Post Office free of charge)

Make sure to get a copy, as you will need it for subsequent purposes including during the fingerprinting process at the Questura

- Photocopy of Bocconi acceptance letter / declaration of enrollment (sealed/stamped by the Italian Embassy /Consulate when entry visa was issued).
- Photocopy of the pages containing personal data + student Visa page of the passport or other equivalent document. You must present the original document when submitting the application at the Post Office.
- Photocopy of insurance policy or receipt of payment for Italian insurance policy, valid throughout the country and for the entire period of validity of the residence permit, for the risk of illness and injury
- Photocopy of Financial Statement: document certifying adequate financial resources for the validity period of the residence permit (approximately **5.980** EUROS).
- Marca da Bollo (Italian Stamp: can be purchased at any tabacchi shop) of **16,00** EUROS. The Marca da Bollo will need to be placed on the completed permit of stay application.
- Receipt of payment of **70,46** EUROS paid at the Post Office for the Electronic Permit of Stay (the payment form is included in the Post Office Kit)

Application Fee: 30,00 EUROS paid at the Post Office when submitting application

After submitting the documents to the Post Office, the applicant should receive 2 documents:

1. A ricevuta (mod.22A, certified letter receipt) with the user ID and password needed to check the state of progress of the application online at <http://www.portaleimmigrazione.it/>. (click on Area Riservata Stranieri)
2. A letter with the appointment date and time at the Police Station, Questura, for the final step in the procedure (if this letter is not given to the applicant at the Post Office it will be sent later on as certified mail, raccomandata *, to the applicant's address in Italy.)

* This does not always happen; frequently check your status at [http://questure.poliziadistato.it/stranieri/?mime=1\(=EN](http://questure.poliziadistato.it/stranieri/?mime=1(=EN) or at <http://www.portaleimmigrazione.it/> for your appointment (using your user ID and password found on your receipt, ricevuta).

Step 2: DOCUMENTS REQUIRED AT THE QUESTURA UFFICIO STRANIERI

(Local Police Station Immigration Office)

Bring originals and photocopies of ALL your documents

- Copy of application form from the kit
- Passport or other equivalent document.
- Original Bocconi acceptance letter/declaration of enrollment sealed by the Italian Embassy/Consulate when the entry visa was issued.
- 4 identical passport-size photographs.
- Original insurance policy or receipt of payment for Italian insurance policy, valid throughout the country and for the entire validity period of the permit of stay, for the risk of illness and injury. If you have a private health insurance policy, you must have a certificate in English specifying the starting and ending dates of the coverage with international validity.
- An “ad hoc” certificate of enrollment in Bocconi PhD program (in Italian, for “Immigration Issues”).
- Original Financial Statement: document certifying adequate financial resources for the validity period of the residence permit (approximately **5.980** EUROS)
- Post office receipt + Receipt of payment of **€ 70,46** paid at the Post Office for the Electronic Permit of Stay

For further information, please visit: <http://www.portaleimmigrazione.it/>, <http://www.interno.it/>, <http://www.poste.it/>, <http://www.poliziadistato.it/>

Contact Center: 800.200.309 (to verify your application status – English available)