

Permesso di Soggiorno

Step-by-step guide for international students

Issued by Unicollege Student Services · For study permit holders

This guide walks you through the entire process of applying for an Italian **Permesso di Soggiorno per Motivi di Studio** (Residence Permit for Study). You must complete this process within **8 working days** of arriving in Italy.

■ 8 Working Days — Not Calendar Days

Italian law requires you to submit your Permesso di Soggiorno application within 8 working days of first entering Italy. Weekends and public holidays do not count. Missing this deadline can complicate your legal stay. Submit as soon as possible after arrival.

✓ Unicollege Orientation Support

Unicollege Student Services staff will guide you through this process during orientation week. You will not have to navigate Italian bureaucracy alone. Bring all your original documents to orientation.

What Is the Permesso di Soggiorno?

The **Permesso di Soggiorno** (residence permit) is a card issued by the Italian government that officially authorizes your stay in Italy for a period exceeding 90 days. As a student, you will apply for the **per Motivi di Studio** (study purposes) type.

EU/EEA citizens do **not** need a Permesso di Soggiorno. This guide is for non-EU students who hold an Italian National Study Visa (Type D).

Overview of the Process

1

Get the Kit Immigrazione at a Post Office

Pick up the official application kit from a Poste Italiane office with a Sportello Amico counter.

2

Fill Out the Application Form

Complete the form (Modulo 1) included in the kit. See detailed instructions in the next section.

3

Gather All Required Documents

Prepare originals and copies of passport, visa, photos, housing proof, and financial documentation.

4

Return the Sealed Envelope to the Post Office

Submit the completed envelope at any Sportello Amico counter. Pay the required fees.

5

Receive Your Receipt (Ricevuta)

You will receive a stamped receipt. Keep it safe — this IS your temporary permit to stay legally.

6

Attend Your Questura Appointment

You will be summoned to the local police headquarters (Questura) for fingerprinting and a photo.

7

Collect Your Residence Permit Card

You will receive an SMS when your card is ready. Collect it at your designated post office.

Step 1 — Getting the Kit Immigrazione

Go to any **Poste Italiane** branch that has a **Sportello Amico** counter. Ask for the **Kit Immigrazione**.

What's inside the Kit

The envelope contains: (1) Application form Modulo 1 — Soggiorno, (2) Instruction booklet, (3) A pre-addressed return envelope. Do not throw away any part of the kit.

Kit cost: approximately €30.46 payable at the post office counter. Keep the receipt — you will need to include it in your application envelope.

Find a Sportello Amico near you: Search "Sportello Amico" on the Poste Italiane website (poste.it) or ask Unicollege staff for the nearest location.

Step 2 — Filling Out the Application Form

Important — Before You Start Writing

Use a BLACK ballpoint pen only. Write in BLOCK CAPITAL LETTERS throughout. Do not leave any field blank — write N/A or a forward slash (/) in fields that do not apply to you. Do not use correction fluid (Wite-Out). If you make a serious error, get a new form.

Section A — Personal Information

Cognome (Family Name)

As it appears in your passport

Nome (Given Name)

As it appears in your passport

Luogo di nascita (Place of Birth)

City and country

Data di nascita (Date of Birth)

DD/MM/YYYY format

Nazionalità (Nationality)

Your country of citizenship

Stato civile (Marital Status)

Celibe/Nubile = Single ·
Coniugato/a = Married ·
Divorziato/a = Divorced

Codice Fiscale

Italian tax code — leave blank if you don't have one yet

Section B — Passport Details

Numero Passaporto

Passport number exactly as shown on the data page

Rilasciato da (Issued by)

Name of the issuing authority (e.g., U.S. Department of State)

Data di rilascio (Issue date)

DD/MM/YYYY

Data di scadenza (Expiry date)

DD/MM/YYYY — must be valid for entire stay

Section C — Visa Details

Numero Visto (Visa number)

Found on the visa sticker in your passport

Tipo di visto (Visa type)

Write: STUDIO

Rilasciato da (Issued by)

Name of the Italian consulate that issued your visa

Data di rilascio (Issue date)

DD/MM/YYYY

Data di scadenza (Expiry date)

DD/MM/YYYY

Section D — Address in Italy

Via/Piazza (Street)

Your exact street address in Italy

Numero civico (House number)

Building/apartment number

CAP (Postal code)

5-digit Italian postal code

Comune (City)

City name

Provincia (Province)

2-letter province code, e.g., MI (Milan), FI (Florence), MN (Mantua), TO (Turin)

Telefono (Phone)

Italian mobile number if available, otherwise your home country number

Section E — Type of Permit Requested

Check the box for **MOTIVI DI STUDIO** (Study). Do not check any other box.

Section F — Duration of Stay Requested

Enter the end date of your academic program (as shown on your Unicollege acceptance letter). Format: DD/MM/YYYY.

Signature

Sign and date at the bottom of the form. Your signature must match your passport signature.

Step 3 — Documents Checklist

The following documents must be placed inside the kit envelope along with the completed form. Bring **originals AND photocopies** of all documents.

- Passport — all pages photocopied
Photocopy every page, including blank pages. Bring the original to the post office.
- Italian Study Visa — photocopy
Copy of the visa sticker page in your passport
- 4 passport-size photographs (35mm x 45mm)
Recent, color, white background. Same format as for your visa application.

- Unicollege Acceptance / Enrollment Letter**
Official letter on institutional letterhead confirming your program, dates, and enrolled status.
- Proof of Accommodation in Italy**
Housing contract, Unicollege housing assignment letter, or host declaration (Dichiarazione di Ospitalità).
- Proof of Financial Means**
Bank statements, scholarship letter, or a signed financial guarantee from a parent/sponsor demonstrating sufficient funds for your stay.
- Health Insurance Policy**
Must be valid in Italy, cover the full period of your stay, and provide minimum coverage of €30,000.
- Kit Immigrazione receipt**
Proof of purchase of the kit from the post office.
- Revenue stamp (Marca da bollo — €16)**
Purchased at a tabaccheria (tobacco shop). Required if your stay is over 90 days.

Tip — Make Extra Copies

Make at least two copies of every document. Bring one set to leave at the post office, keep one set for yourself, and keep one set at home as a backup.

Health Insurance — A Commonly Used Option for U.S.-Based Students

Many students enrolled through U.S. partner institutions use GeoBlue (an international health plan by Blue Cross Blue Shield designed for students studying abroad). GeoBlue is widely accepted by Italian consulates, meets the €30,000 minimum coverage requirement, and provides English-language support and claims processing. Unicollege does not endorse any specific provider — verify that your chosen policy meets current Italian consulate requirements.

Step 4 — Submitting at the Post Office

Return to a **Sportello Amico** post office counter with your sealed envelope and original documents. The postal worker will:

- Check your documents and compare them to the form
- Photograph you and scan your fingerprints
- Seal and register the envelope
- Give you a stamped **Ricevuta** (receipt) with a booking reference and an appointment date/time for the Questura

Fees at the Post Office

Fee	Amount
Kit Immigrazione	€ 30.46
Postal fee	€ 10.20
Marca da bollo (revenue stamp, stays over 90 days)	€ 16.00
Electronic permit card fee (stays over 1 year)	€ 30.46
Electronic permit card fee (stays under 1 year)	€ 16.00
Total (approximate, semester program)	≈ €70–80

Fees are set by the Italian government and may change. Verify current amounts at the post office.

Step 5 — Your Ricevuta (Receipt)

This Receipt Is Your Temporary Permit

The stamped Ricevuta you receive at the post office is your legal proof that you have applied for your Permesso di Soggiorno. While your card is being processed, this receipt allows you to remain legally in Italy. Keep the original on your person at all times, especially when traveling.

The Ricevuta includes your **appointment date and time** at the Questura (police headquarters). Write this date down in multiple places and set a reminder.

Step 6 — Questura Appointment

The **Questura** is the local police headquarters that handles immigration matters. Your appointment is typically 4–8 weeks after submission.

What to bring to your Questura appointment:

- Your Ricevuta (original)

- Passport (original)
- All original supporting documents
Same documents you submitted in the kit envelope
- Any updated documents
E.g., updated bank statement if your previous one is more than 3 months old

At the Questura, a police officer will take your **fingerprints**, take a **digital photograph**, and verify your documents. The appointment usually takes 15–45 minutes.

Step 7 — Collecting Your Permit Card

Processing typically takes **2–4 months** after the Questura appointment. You will receive an **SMS** when your card is ready for pickup.

Collect your card at the **post office designated on your Ricevuta**. Bring your passport and the Ricevuta to collect the card.

Check the Card Carefully

Before leaving the post office, check that your name, date of birth, nationality, permit type, and expiry date are all correct. Report any errors immediately.

Frequently Asked Questions

Can I travel outside Italy while I'm waiting for my Permesso di Soggiorno card?

Yes, with some restrictions. While you have your Ricevuta, you can re-enter Italy. However, re-entry rules for the Schengen Area can be complex. For short trips within Schengen countries, keep your Ricevuta with your passport at all times. For travel outside Schengen (e.g., UK, US), consult with Unicollege Student Services before departing, as your re-entry to Italy may require your original visa to still be valid.

What if I miss my Questura appointment?

Contact the Questura as soon as possible to reschedule. Missing the appointment without rescheduling can delay your permit or cause complications. Unicollege staff can assist you in understanding the process.

My permit expires before my program ends — what do I do?

You must apply for a renewal (rinnovo) before your current permit expires. The renewal process uses the same Kit Immigrazione from Poste Italiane. Start the renewal at least 60 days before expiry. Your Ricevuta for renewal also serves as a temporary permit while you wait.

Do I need a Codice Fiscale?

The Codice Fiscale (Italian tax code) is not required for the Permesso di Soggiorno application, but you will need it for many other things in Italy: opening a bank account, signing a housing contract, getting an Italian SIM card. Unicollege will help you obtain one during orientation.

What is the Dichiarazione di Ospitalità?

If you are staying in Unicollege-managed housing or with a private host, the housing provider or host must file a Dichiarazione di Ospitalità (declaration of hospitality) at the local Questura within 48 hours of your arrival. Unicollege Student Services handles this for students in university-managed housing.

I can't find my Ricevuta — what should I do?

Contact the Questura immediately and explain the situation. Bring your passport and any other documents you have. Do not delay, as the Ricevuta is your only proof of legal stay while your permit is being processed.

Useful Contacts & Resources

Resource	Details
Unicollege Student Services	Contact via the Unicollege website or ask at orientation. First point of contact for all permit questions.
Poste Italiane (Sportello Amico)	poste.it — Find Sportello Amico locations near your campus.
Ministero dell'Interno — Immigration Portal	portaleimmigrazione.it — Official Italian government immigration portal.
Questura (local police HQ)	Your Ricevuta will show the address of your designated Questura. Go only on your appointment date.

Disclaimer: This guide is for informational purposes only and does not constitute legal advice. Immigration regulations change frequently. Always verify current requirements with official Italian government sources and your local Questura. Unicollege is not responsible for immigration decisions made by Italian authorities.