



University of Milan-Bicocca

PERMIT OF STAY

Short guide
a.y. 2021/2022

In collaboration with

YESMILANO



STEP 1



Within **8 days** of your arrival in Italy book an appointment with our offices to collect the Permit of Stay **kit**.

STEP 2



Got to a **Post Office** and send the kit with a copy of the required documents to the **Questura** office in Milan.

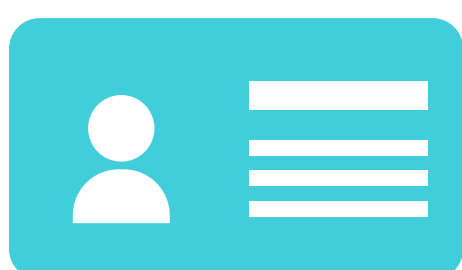


STEP 3



You will receive a **first appointment** at the **Immigration Office** in Via Montebello n.26 in Milan.

STEP 4



You will receive a **second appointment** to collect the Permit of Stay always at the **Immigration Office** in Via Montebello n.26.

STEP 5



Once you collect the Permit of Stay, send a copy by email to **welcome.desk@unimib.it**.

STEP 1:



- **Within eight days** of your arrival in Italy book an appointment with our offices to collect the Permit of Stay kit. You will receive the Office's address with the time and the date of the appointment.

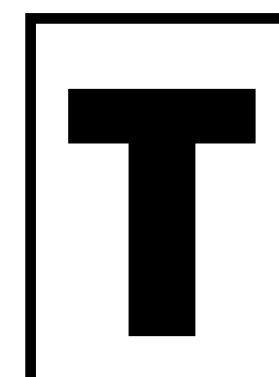
Furthermore you will receive:

- the kit
- a receipt by registered letter
- a copy of the instructions to fill in the form

STEP 2:



- Go to a **Post Office** with the Sportello Amico logo (check out the file attached) and send the kit by post to the competent Questura office.
- Before going to the Post Office, purchase a revenue stamp (called "**Marca da Bollo**") at a "Tabaccheria" (a Tabacconist's shop). You can recognize it by the "T" logo displayed outside. There are Tabacconists all over the city. The revenue stamp should be attached to the form as shown below.



LET'S SEE HOW TO FILL IN THE KIT

There are two forms: fill in ONLY THE FORM NUMBER 1.

IMPORTANT: write ONLY in capital letters, with a black pen and inside the right spaces.



MINISTERO DELL'INTERNO

Al Signor Questore di: _____

(Sigla Provincia)^(P)

MI



1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MARCA DA BOLLO
16,00 euros

**HERE ATTACH
THE REVENUE
STAMP**

MOD. 209
MODULO 1



SECTION 1

HERE FILL IN WITH YOUR SURNAME AND YOUR NAME

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME (a)

4. NOME (a)

5. PROVINCIA DI DOMICILIO (b) **MI**

6. COMUNE DI DOMICILIO

7. RICHIEDE IL:

8. RILASCIO (c) X

9. RINNOVO (c)

10. AGGIORNAMENTO (c)

11. DUPLICATO (c)

12. CONVERSIONE (c)

13. DEL/DELLA:

14. PERMESSO DI SOGGIORNO (c) X

15. CARTA DI SOGGIORNO (c)

16. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA (d) **24**

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI (c)

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (e) ----- leave empty -----

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (d) **24**

20. DATA DI SCADENZA DEL PERMESSO ----- leave empty -----
 gg / mm / aaaa

HERE FILL IN WITH THE DISTRICT FULL NAME

HERE FILL IN AS SHOWN

SECTION 2 (fill this section number 2 in the end)

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA (f)

22. INDICARE QUALI MODULI SONO STATI COMPILATI **01**

23. MODULO 1 X

24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI (g) **02**

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO (h) **0**

27. CHIUNQUE RILASCIAMO DICHIARAZIONI MENDACI, FORMA ATTI FALSI O NE FA USO NEI CASI PREVISTI DAL DPR 28 DICEMBRE 2000 N. 445, E' PUNITO AI SENSI DEL CODICE PENALE E DELLE NORME IN MATERIA DI IMMIGRAZIONE

28. DATA
 gg / mm / aaaa

29. FIRMA

WRITE THE DATE OF THE DAY YOU ARE FILLING THIS FORM

HERE WRITE DOWN YOUR SIGNATURE

SECTION 3

HERE FILL IN WITH YOUR TAX CODE, IF YOU HAVE IT

HERE FILL IN WITH YOUR OWN BIRTH DAY (DAY/MONTH/YEAR)

30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO)

32. STATO CIVILE (i) 33. SESSO (j) 34. NATO/A IL (a) / /
 gg mm aaaa

35. CODICE STATO NASCITA (k) 36. CODICE STATO CITTADINANZA (k) 37. RIFUGIATO (c) SI NO

38. CITTA' DI NASCITA

HERE FILL IN WITH YOUR CITY OF BIRTH

SECTION 4

HERE WRITE DOWN IF YOU HAVE A PASSPORT OR ANOTHER DOCUMENT

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO (c) 41. O ALTRO TIPO DI DOCUMENTO (c) 42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (l)

43. ALTRO

44. NUMERO

45. VALIDO SINO AL / /
 gg mm aaaa

46. RILASCIATO DA (m)

HERE FILL IN WITH THE DOCUMENT NUMBER

HERE FILL IN WITH THE EXPIRATION DATE OF YOUR DOCUMENT

FILL IN WITH THE CODE OF THE AUTHORITY WHO RELEASED YOU THE DOCUMENT

SECTION 5

FILL IN WITH THE DATE OF YOUR ARRIVAL IN ITALY

HERE WRITE DOWN THE FRONTIER

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA / /
 gg mm aaaa

49. FRONTIERA

50. NUMERO VISTO (n) 51. TIPO VISTO (n)

52. INGRESSO SINGOLO (c) 53. INGRESSO MULTIPLO (c)

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n)

55. DURATA DEL VISTO (n)

56. VALIDO DAL (n) / /
 gg mm aaaa

57. SINO AL (n) / /
 gg mm aaaa

HERE FILL IN WITH NUMBER AND TYPE OF VISA

REASON OF YOUR ENTRY WRITTEN IN YOUR PASSPORT

WRITE DOWN THE DURATION OF YOUR VISA

HERE FILL IN WITH THE VALIDITY DATES OF YOUR VISA

LEAVE EMPTY SECTION NUMBER 6

**HERE FILL IN THE FORM
EXACTLY AS SHOWN BELOW**

SECTION 7

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

66. PROVINCIA ^(b)		<input type="text" value="M"/> <input type="text" value="I"/>
67. COMUNE		<input type="text" value="M"/> <input type="text" value="I"/> <input type="text" value="L"/> <input type="text" value="A"/> <input type="text" value="N"/> <input type="text" value="O"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
68. INDIRIZZO		<input type="text" value="V"/> <input type="text" value="I"/> <input type="text" value="A"/> <input type="text"/> <input type="text" value="D"/> <input type="text" value="E"/> <input type="text" value="I"/> <input type="text"/> <input type="text" value="M"/> <input type="text" value="E"/> <input type="text" value="R"/> <input type="text" value="C"/> <input type="text" value="A"/> <input type="text" value="N"/> <input type="text" value="T"/> <input type="text" value="I"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
69. NUMERO CIVICO		<input type="text" value="8"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
70. SCALA		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
71. INTERNO		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
72. CAP		<input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="1"/> <input type="text"/>
73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**PLEASE NOTE:
HERE FILL IN WITH THE
ADDRESS WHERE YOU
ARE STAYING FOR ANY
COMMUNICATION**

SECTION 8

76. SEZIONE 8 - RECAPITO PER EVENTUALI COMUNICAZIONI ^(q)		
77. PRESSO ^(r)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
78. PROVINCIA ^(b)		<input type="text"/> <input type="text"/>
79. COMUNE		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
80. INDIRIZZO		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
81. NUMERO CIVICO		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
82. SCALA		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
83. INTERNO		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
84. CAP		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

FILLING OF THE POSTAL ORDER

The postal order (which you will fill in at the Sportello Amico at the Post Office) is divided into three parts:

- The first and second have to be filled in with the same data.
- The third part is compiled differently.

FIRST AND SECOND PART:

IMPORT TO BE PAID IN CAPITAL LETTERS

NOT TO BE FILLED IN

IMPORT TO BE PAID IN NUMBERS (EUROS)

The image shows two identical postal order forms side-by-side. The left form is titled 'CONTI CORRENTI POSTALI - Attestazione di Versamento' and the right is 'CONTI CORRENTI POSTALI - Ricevuta di Versamento'. Both are issued by 'BancoPosta' and the 'MINISTERO DELL'ECONOMIA E DELLE FINANZE'. The forms include fields for 'Importo (in lettere)' and 'Importo (in numeri)', 'eseguito da' (signature), and 'residente in via' (address). Annotations with yellow boxes and red arrows indicate where to fill in information: 'IMPORT TO BE PAID IN CAPITAL LETTERS' points to the 'Importo (in lettere)' field; 'NOT TO BE FILLED IN' points to the 'Importo (in numeri)' field; 'IMPORT TO BE PAID IN NUMBERS (EUROS)' points to the 'Importo (in numeri)' field; 'WRITE YOUR FULL NAME' points to the 'eseguito da' field; and 'WRITE YOUR ADDRESS IN ITALY' points to the 'residente in via' field. The forms also contain a 'CAUSALE' section and a 'BOLLO DELL'UFF. POSTALE' stamp.

THIRD PART:

NOT TO BE FILLED IN

IMPORT TO BE PAID IN CAPITAL LETTERS

IMPORT TO BE PAID IN NUMBERS (EUROS)

CONTI CORRENTI POSTALI - Ricevuta di Accredito BancoPosta

€ sul C/Ch. 67422402 (A) Euro

TD 674 CODICE IBAN *****

INTESTATO A: (B) Importo in lettere

MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO (C)

PERMESSO SOGG.NO Elett.CO

CAUSALE

Importo per il rilascio del permesso di soggiorno elettronico

(D) ESEGUITO DA

(E) RESIDENTE IN VIA - PIAZZA

(F) CAP (G) LOCALITA'

BOLLO DELL'UFF. POSTALE codice cliente

IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE

importo in euro numero conto Id

000067422402< 674>

WRITE YOUR FULL NAME

NOT TO BE FILLED IN

NOT TO BE FILLED IN

NOT TO BE FILLED IN

COSTS:

- **40.00 euros** for residence permits lasting more than three months and less than or equal to one year;
- The cost of **30.46 euros** for the production of all types of electronic residence permits, even for minors, remains unchanged, without any exclusion.

The total amount of **70.46 euros** and in capital letters **SETTANTA / 42** must be entered in the bulletin.



CHECK-LIST OF REQUIRED DOCUMENTS TO COMPLETE THE PROCEDURE AT THE POST OFFICE:

- Receipt from University.
- Revenue Stamp.
- Photocopy of an **identity document** (passport).
- Photocopy of the **admission letter issued by the University** initialed, signed and stamped by the embassy.
- Photocopy of **health insurance** or receipt of its payment, must be valid in Italy for at least one year.
- Copy of a **document certifying adequate financial support** for the duration of your Visa (e.g. bank receipt). Your name must be clearly indicated in the document.

STEP 3 : ***First Appointment***



- You will receive an appointment at the Immigration **Office in via Montebello n.26** in Milan at a **dedicated desk**.
- When you go to the appointment you will be **identified** (using a photo-tag) and you will provide **the real address of your home** (where you will live for the next year).

Please note: On the day of this appointment you must already have a permanent home.

- You will have to bring all the documents listed in the kit to the appointment with you, remember to bring with you the **University receipt** validated by our University and the photocopy of the admission letter issued by the University signed and stamped by the endorsed **embassy** where you got your visa. You will also need to bring a document certifying your **definitive residence** (declaration of hospitality from a friend of yours, communication from the accommodation facility, rental contract signed by you, etc).

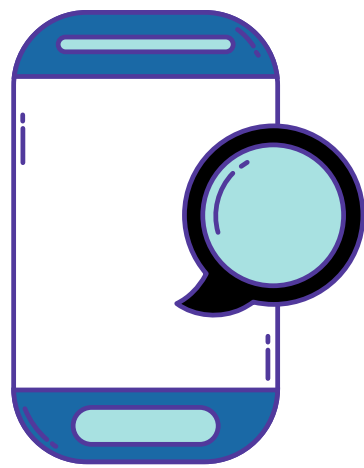


STEP 4:



Second appointment

- You will be notified via an SMS or a registered letter generated by the Italian Post Office with the date for the **second appointment** in which you can collect your Residence Permit.



oppure



Please note:

IT IS ABSOLUTELY IMPORTANT NOT TO MISS THE APPOINTMENT BECAUSE OTHERWISE PRIORITY IS LOST.

- The residence permit will always be delivered at the **Immigration Office in Via Montebello, n. 26 in Milan**, but there will not be a dedicated counter as for the appointment.

STEP 5:



- Once you have received the residence permit, send an email with a copy of the card to **welcome.desk@unimib.it**