# MIP

## POLITECNICO DI MILANO
## GRADUATE SCHOOL OF BUSINESS

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# HOW TO APPLY
# FOR THE PERMIT OF STAY
# FOR STUDY PURPOSES

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## ISO
### MIP INTERNATIONAL
### STUDENTS OFFICE

# THE PERMIT OF STAY FOR STUDY PURPOSES – NON-EU Students only

The permit of stay (**permesso di soggiorno per studio**) is issued by Police Headquarters (*Questura, Commissariato* or *Ufficio Immigrazione*) and allows you to live in Italy for an extended period of time. It is required for stays of over 90 days and for anyone holding a D-type visa. **Application must be filed within 8 working days of your arrival in Italy.**

As a rule, NON-EU students will enter Italy on an Italian D type visa.

**Students are strongly recommended to wait for their orientation session with the ISO to file their permit application. If unable to wait, you can use this guide as reference.**

Whether you enter on an Italian visa or on a residence permit of the previously entered country, **within 8 working days** of your arrival in Italy, you will be required to legalize your stay by applying for a permit of stay for study purposes.

**The procedure outlined below is for students holding an Italian D-type study visa who are domiciled in Milan**. If you are domiciled outside of Milan, please refer to the ISO.

1. Fill out your permit of stay KIT at your orientation session with the ISO. If you arrive during holiday university closure, obtain a kit from a post office (see list below).
2. Send off the KIT at the post office with **photocopies** of the following documents (take with you your passport):
   - Copy of your **passport (personal data page)**
   - Copy of your **visa** and copy of your **entry stamp**
   - Copy of the **MIP admission letter (VISA LETTER) stamped by the Italian Consulate** at the time your visa was granted
   - Copy of your **health insurance** policy, **written in Italian or English** (for more information read the Health Insurance key facts)
   - Pay the relevant fee. One **16 EUROS** revenue stamp; permit application fee: **70,46 EUROS;** postage and handling: **30 EUROS**.

After submitting your kit at the post office, you will receive a receipt (*Assicurata*) and an **appointment letter** with date and time of your appointment at a local Police Station (*Commissariato*). By inserting "*Via Mercanti, 8, 20121 Milano*" as domicile address in your application form (as per instructions in the template below), you should be given an appointment specifically at the **Immigration Office's Student Desk**, located at Via Montebello, 26. **Put in your calendar the date of your police appointment**.

3. Go to your appointment at the Police Station with **all original documents mentioned above, 2 passport-size photographs and an Italian mobile phone number**. At the appointment, they will check the documents and take your fingerprints.

4. Within 4 to 8 weeks you will receive a text message from the Police (on the number you have provided at your police appointment), inviting you to go collect your permit of stay card. It will usually be at the same Police Station where you went for your appointment.

## POST OFFICES – Where to go

Not all post offices can process the permit of stay application. Those who do, have a *Sportello Amico* (roughly translated as 'Friendly Counter'). **You can obtain a kit from them** and you can send it off there. Remember to bring your passport.

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There are several across town. Some are:

- Cordusio: VIA CORDUSIO 4 - Metro Station, line 1: Cordusio
  Open Monday to Friday 08:20 – 19:00; Saturday 08:20 – 12:35

- Bovisa: PIAZZALE COSTANTINO NIGRA 1 – Bus 90 and 91, tram 2
  Open Monday to Friday 08:20 – 19:00; Saturday 08:20 – 12:35

- Cadorna: VIA GIOSUE' CARDUCCI 7 – Metro Station, line 1 and 2: Cadorna.
  Open Monday to Friday 08:20 – 19:00; Saturday 08:20 – 12:35

- Bovisasca: VIA BOVISASCA 173 – S train Station: Bovisa
  Open Monday to Friday 08:20 – 13:35; Saturday 08:20 – 12:35

- Moscova: VIA DELLA MOSCOVA 30 – Metro Station: Turati, Moscova.
  Open Monday to Friday 08:20 – 19:50; Saturday 08:20 – 12:35

- Loreto: VIA GIUSEPPE PECCHIO 1 – Metro Station, line 1 and 2: Loreto
  Open Monday to Friday 08:20 – 13:35; Saturday 08:20 – 12:35

Alternatively, you can use the Poste Italiane website to find more *Sportello Amico* post offices. You can search through the filter "*Servizi al Cittadino*" and double-check in the details of each post office (*Dettagli e orari > Servizi Ufficio Postale*) that "Servizi Sportello Amico" is also listed under their services.


## HEALTH INSURANCE – Key Facts

Your health insurance document must meet the following requirements:

- It must cover you for the entire period of your master in Italy and for the duration of your visa **(1 year)**: the period of validity must be clearly indicated
- It must be written in Italian or in English
- It must be valid for the entire Schengen Area

If you do not have health insurance or if your health insurance does not meet the above requirements, you will have the option to purchase insurance, through **Welcome Association Italy**. This will ONLY cover you for emergencies involving hospitalization or hospital treatment. The price is Euro 120 for one year, or Euro 71 for 6 months. **You will need to register online. Payment can be done online by PayPal, credit card or bank transfer**. If you need further support, or for more information, please write to iso@mip.polimi.it.

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## FILLING OUT THE PERMIT OF STAY KIT

The Application Kit (*Kit di Permesso di Soggiorno*) is a white envelope with a yellow stripe containing 2 forms, instructions, and one payment slip. **You will only need to complete:**

- Modulo 1 (Form 1)
- Payment slip

Write with a **black pen** in CAPITAL LETTERS. Be careful to write inside the boxes (one letter in each box) by following the template below. It is very important that you always wri**te your FULL SURNAME and FULL NAME, exactly as they are written in your passport**.

## SENDING YOUR RECEIPTS TO THE ISO

At the post office you will receive a small receipt, called *assicurata*, and a letter of appointment at a police station. They are usually stapled together. Send a clear copy of these receipts (each stapled document) to iso@mip.polimi.it.

**The form below indicates the fields you need to fill out if you have entered Italy <u>on an Italian visa</u>.**

**Please note that this document is intended for guidance only.**

**MIP cannot be held responsible for any action taken following these guidelines nor for changes in the law.**

# MINISTERO DELL'INTERNO

Al Signor Questore di: **MILANO**

(Sigla Provincia)(b)  **M I**   WRITE IN BLOCK LETTERS WITH BLACK INK

**1. SCRIVERE IN STAMPATELLO CON PENNA NERA**

**MOD. 209
MODULO 1**

MARCA DA BOLLO
€ 16,00

*You will need to buy a MARCA DA BOLLO (a revenue stamp) for €16 and attach it in the relevant box on the form. You can buy the marca da bollo from any tabacco shop (tabaccheria – a shop bearing a 'T' sign in front of the shop). Simply ask for a "marca da bollo of €16".*

10037384991-0

## 2. SEZIONE 1 - DATI DELLA RICHIESTA

**3. COGNOME (a)   SURNAME**

| S | U | R | N | A | M | E | | | | | | | | | | | | | | | | | | | | | | | | | |

**4. NOME (a)   NAME**

| N | A | M | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**5. PROVINCIA DI DOMICILIO (b)**   **M I**

**6. COMUNE DI DOMICILIO**

| M | I | L | A | N | O | | | | | | | | | | | | | | | | | | | | | | | | | | |

**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)**   **2 4**

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI (c)

**18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (e)**

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

**20. DATA DI SCADENZA DEL PERMESSO**   ☐☐ / ☐☐ / ☐☐☐☐
                                         gg       mm      aaaa

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

22. INDICARE QUALI MODULI SONO STATI COMPILATI

**23. MODULO 1**   **X**     24. MODULO 2

**TOTAL NUMBER OF ATTACHED SHEETS**

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

**NUMBER OF DEPENDENT CHILDREN**

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

27. CHIUNQUE RILASCIA 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   DATE**

| D | D | / | M | M | / | Y | Y | Y | Y |
  gg          mm          aaaa

**29. FIRMA   SIGNATURE**

*At number 25 you need to write the total number of papers inserted in the kit + 3.*

Mod. 01250B - Ed. 2/12 - EP2210 - St. [4]

MINISTERO DELL'INTERNO

10037384992-1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

## 30. SEZIONE 3 - DATI ANAGRAFICI

**Leave number 31 blank if you have not obtained your fiscal code yet.**

**FISCAL CODE**
31. CODICE FISCALE (OVE IN POSSESSO)

32. STATO CIVILE [i]  A. SINGLE   B. MARRIED   33. SESSO [j]  F. FEMALE   M. MALE   34. NATO/A IL [a]  DATE OF BIRTH   D D / M M / Y Y Y Y   gg   mm   aaaa

CODE OF YOUR COUNTRY
35. CODICE STATO NASCITA [k]   CODE OF CITIZENSHIP   36. CODICE STATO CITTADINANZA [k]   37. RIFUGIATO [c]  SI   NO  **X**

38. CITTA' DI NASCITA   **P L A C E   O F   B I R T H   ( C I T Y )**

**In order to find your Country/Citizenship code, just look at the list included in the kit. The page to look at, is called TABELLA - ALLEGATA n.3: for example, the code for China is CHN. The citizenship code is the same.**

## 39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'   IDENTIFICATION DOCUMENT DATA

40. PASSAPORTO [c]  **X**   41. O ALTRO TIPO DI DOCUMENTO [c]   42. SPECIFICARE ALTRO TIPO DI DOCUMENTO [l]

43. ALTRO

44. NUMERO   PASSPORT NUMBER

VALID UNTIL
45. VALIDO SINO AL   **D D / M M / Y Y Y Y**   gg   mm   aaaa

ISSUED BY
46. RILASCIATO DA [m]   01. THE GOVERNMENT   02. YOUR CONSULATE/EMBASSY

## 47. SEZIONE 5 - DATI VISTO [n]

DAY OF ENTRY IN ITALY
48. DATA DI INGRESSO IN ITALIA   **D D / M M / Y Y Y Y**   gg   mm   aaaa   FOR INSTANCE: MILANO MALPENSA,

BORDER
49. FRONTIERA

VISA NUMBER
50. NUMERO VISTO [n]   TYPE OF VISA   51. TIPO VISTO [n]  **D**   VISTO 117699713

52. INGRESSO SINGOLO [c]   53. INGRESSO MULTIPLO [c]  **X**

**You'll find the visa number on top right of your visa page. If it does not fit in the boxes provided, just continue writing outside the boxes.**

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO [n]   REASONS OF VISA

**S T U D I O   o r   S T U D I O / U N I V E R S I T A'**

DURATION OF VISA
55. DURATA DEL VISTO [n]

VALID FROM
56. VALIDO DAL [n]   **D D / M M / Y Y Y Y**   gg   mm   aaaa   VALID UNTIL   57. SINO AL [n]   **D D / M M / Y Y Y Y**   gg   mm   aaaa

**MOD. 209
MODULO 1**

| 1. SCRIVERE IN STAMPATELLO CON PENNA NERA |
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## 58. SEZIONE 6 - RICHIESTA RINNOVO TITOLO / DOCUMENTO DI VIAGGIO

59. TITOLO DI VIAGGIO PER STRANIERO (c) ☐        60. TITOLO DI VIAGGIO PER APOLIDE (c) ☐

61. DOCUMENTO DI VIAGGIO PER RIFUGIATO (c) ☐

62. PERIODO PER IL QUALE SI CHIEDE IL RINNOVO (o)        63. 1 ANNO (c) ☐        64. 2 ANNI (c) ☐

## 65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

**66.** PROVINCIA (b)  `M` `I`

**67.** COMUNE  `M` `I` `L` `A` `N` `O`

**68.** INDIRIZZO  `V` `I` `A` ` ` `M` `E` `R` `C` `A` `N` `T` `I`

**69.** NUMERO CIVICO  `8` / 
  numero    /    lettera

70. SCALA          71. INTERNO          **72.** CAP  `2` `0` `1` `2` `1`

PERSONAL E-MAIL ADDRESS
**73.** INDIRIZZO E-MAIL (FACOLTATIVO) (p)

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)

ITALIAN MOBILE NUMBER
**75.** TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)

## 76. SEZIONE 8 - RECAPITO PER EVENTUALI COMUNICAZIONI (q)

**77.** PRESSO (r)  `M` `I` `P` ` ` `P` `O` `L` `I` `T` `E` `C` `N` `I` `C` `O` ` ` `D` `I` ` ` `M` `I` `L` `A` `N` `O`

**78.** PROVINCIA (b)  `M` `I`

**79.** COMUNE  `M` `I` `L` `A` `N` `O`

**80.** INDIRIZZO  `V` `I` `A` ` ` `L` `A` `M` `B` `R` `U` `S` `C` `H` `I` `N` `I`

**81.** NUMERO CIVICO  `4` / `C`
  numero    /    lettera

**82.** SCALA  `B` `L` `2` `6`        **83.** INTERNO  `A`        **84.** CAP  `2` `0` `1` `5` `6`

CONTI CORRENTI POSTALI - Ricevuta di Versamento    Banco**Posta**

MINISTERO DELL'ECONOMIA E DELLE FINANZE

€ sul C/C n. 67422402

di Euro 70,46

CODICE IBAN * * * * * * * * * * * * * * * * * * * * * * * * * * *

importo (in lettere) SETTANTA / 46

INTESTATO A: MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETT.CO

eseguito da **SURNAME AND NAME**

residente in via **Via Mercanti, 8, 20121 Milano**

CAAADYJT6Q

CAUSALE: Importo per il rilascio del permesso di soggiorno elettronico

BOLLO DELL'UFF. POSTALE

CAAADYJT6Q

AVVERTENZE Il Bollettino deve essere compilato in ogni sua parte (con inchiostro nero o blu) e non deve recare abrasioni, correzioni o cancellature. La causale è obbligatoria per i versamenti a favore delle Pubbliche Amministrazioni. Le informazioni richieste vanno riportate in modo identico in ciascuna delle parti di cui si compone il bollettino.

CONTI CORRENTI POSTALI - Ricevuta di Accredito    Banco**Posta**

€ sul C/C n. 67422402    di Euro 70,46

TD 674    CODICE IBAN * * * * * * * * * * * * * * * * * * * * * * * * * * *

INTESTATO A:    importo in lettere SETTANTA / 46

MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETT.CO

CAAADYJT6Q

CAUSALE

600000000124012468

Importo per il rilascio del permesso di soggiorno elettronico

ESEGUITO DA

SURNAME AND NAME

RESIDENTE IN VIA - PIAZZA

VIA MERCANTI 8

CAP    LOCALITA'

20121 MILANO

BOLLO DELL'UFF. POSTALE
codice cliente

IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE
importo in euro    numero conto    td

<600000000124012468>    000067422402<    6,74>

Aut. DB/SI5B/E 20422 del 31/05/2006 - EP 2205A - Mod. 3021BB - SI | 1A69-1A35]