



**POLITECNICO DI MILANO  
GRADUATE SCHOOL OF BUSINESS**

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HOW TO APPLY FOR  
YOUR PERMIT OF  
STAY FOR STUDY  
PURPOSES

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# YOUR PERMIT OF STAY FOR STUDY PURPOSES

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 visa type D. **Application must be filed within 8 working days of your arrival in Italy or in the Schengen area.**

## OBTAINING YOUR PERMIT OF STAY – NON-EU STUDENTS ONLY

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

Those students who have started their master in another European country (typically France or Spain) may enter Italy on their valid residence permit for study obtained in that country. **These students are strongly recommended to wait for their orientation session with the ISO to file their permit application, as they will need to provide additional documents (French or Spanish documents, proof of financial means, enrollment contract, attendance certificate). If unable to wait, write to [iso@mip.polimi.it](mailto:iso@mip.polimi.it) for full instructions.**

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 (or of entry in the Schengen Territory if you have transited in another country), 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 entering on their French or Spanish Documents only:**

Obtaining your permit of stay is a **4 steps process**:

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 French visa and OFII sticker**, or of your **carte de séjour**;
  - > Photocopy of your entry stamp (if your passport has been stamped upon entry in Italy);
  - > Copy of your **Enrollment/Training Contract** (the contract you signed when you registered to the Programme);
  - > **MIP enrollment certificate** (provided by your Programme Coordinator)
  - > **AUDENCIA/NEOMA attendance certificate**;
  - > Copy of your **bank statement** certifying availability of a minimum of Euro 500 for each month of your stay, **or around €6.000 for an individual year**. The balance must be in EURO;
  - > €16.00 **Marca da Bollo** (revenue stamp) to be purchased at *Tabacchi* (shops with a "T" outside);
  - > Copy of your **health insurance (European health card or private health insurance)**. The insurance must cover you for the whole duration of your intended stay (**one year**) and must be written in Italian or English. If you do not have health insurance you will need to purchase the Generali Italia S.p.A. insurance while applying for the permit of stay (payment slip available from ISO);
  - > Pay the relevant fee: permit application fee is **EURO 70.46**; postage and handling: **EURO 30**.

After submitting your application 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*). **Put in your calendar the date of your police appointment**, even though most probably we will be able to organize a group appointment on another date, directly at the immigration office.

3. Go to your appointment 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 collecting your permit of stay card. It will usually be at the same Immigration authority where you went for your appointment.

The ISO assists you in completing the form and checking all the documents at the Orientation Sessions.

### 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.

There are several across town. Some are:

- > **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 Giosuè 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: Viale Andrea Doria 48 - Metro Station, line 1 and 2: Loreto**  
Open Monday to Friday 08:20 - 19:00; Saturday 08:20 - 12:35

### 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: 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 Territory

If you do not have health insurance or if your health insurance does not meet above requirements, you will have the option to purchase insurance upon arrival in Italy, through **Generali Italia S.p.A.**. This will ONLY cover you for emergencies involving hospitalization or hospital treatment. The price is Euro 98 for one year, or Euro 49 for 6 months. **You can fill out a blank pay slip at the post office and pay it at the time you send your permit kit** (find below a template).

Citizens of Brazil, Argentina, Capo Verde, Australia, and Tunisia can benefit of the healthcare agreement between Italy and your country. You need to have obtained the healthcare mutual agreement document from the health authority of your country.



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