

NON-EU PhD STUDENTS: THE STUDY RESIDENCE PERMIT FOR ITALY

If you are a PhD candidate and a non-EU citizen, you must apply for a residence permit for study purposes within 8 working days of your arrival in Italy.

The permit is required to regularly reside in Italy and to enrol at the University.

*Read these instructions if you are going to live in **BOLOGNA and its surroundings**.*

If you are going to live in Rimini, Ravenna, Forlì or Cesena, you should contact the International Relations Offices on Campus (see the box at the bottom of this flyer 'IF YOU ARE NOT GOING TO LIVE IN BOLOGNA, PLEASE CONTACT').

1. ENTRY VISA VERIFICATION

This flyer is intended for students who must apply for a residence permit for **study purposes**.

If, on the basis of the rules for enrolment in your PhD programme, you have obtained a visa for scientific research, please contact diri.visiting@unibo.it.

If you have not yet received a D visa for STUDIO, valid for more than 90 days, you must obtain one from the Italian Embassy in your country before applying for a residence permit.

2. WHAT DO I NEED TO DO TO APPLY FOR THE RESIDENCE PERMIT?

- After obtaining the visa, contact the International Desk (internationaldesk@unibo.it) indicating in the subject: "PhD - Permit appointment" to request an appointment at an immigration support service center in Bologna: the patronato ACLI in Via Lame 118/a (Bologna), the CGIL foreign workers center in Via Del Porto 16/C (Bologna) or others.
- Contact the PhD Unit (udottricerca@unibo.it) to request a certificate of enrolment, using the certificate request form available on the [Certificates for PhD candidates](#) page.
- Go to the support service on the day and at the time you will be notified, to be assisted free of charge in completing the request.

3. WHAT SHOULD I BRING TO THE APPOINTMENT AT THE SUPPORT SERVICE?

Before going to the appointment with the immigration support service, make sure you are either registered with the Italian National Health Service (SSN) or have a health insurance policy (covering illnesses, accidents and maternity) valid in Italy. For more information check [attachments 1&2](#).

You must bring the following documents to the appointment:

- a copy of your **passport** (blank pages not included), visa included
- a copy of your registration with the National Health Service (SSN) or your **health insurance** policy
- a copy of the **certificate of enrolment** in the PhD programme with start and end dates
- a copy of the documents proving you have the **funds** needed to cover living cost in Italy (minimum required: € 5.889,00 per year). If you have been assigned a scholarship, you can submit an official letter detailing its amount, duration and issuing body.
- documents proving your **accommodation** in Italy: see [attachment 3](#).

Please note: copies must be made before the appointment. The Support Service cannot make copies of your documents. You have to provide your contact details and address in Italy (a mobile phone number, street, city where you live and the name written on the mail box): if there are any problems or questions, the Police station (Questura) might contact you there.

Important! If you do not have a long-term accommodation yet, do apply for the residence permit anyway.

If the Questura asks for more information, you will be able to provide them with it later.

4. WHERE SHALL I GO AFTER THE APPOINTMENT AT THE SUPPORT SERVICE?

Go to a tobacco shop (*tabaccheria*) and buy a € 16 duty stamp (*marca da bollo*).

Next, go to any of the Post Offices offering the service "Sportello Amico" (the main post office in Bologna is in Piazza Minghetti; opening hours: Mon to Fri 8.20 am – 7.05 pm, Sat 8.20 am – 12.35 pm).

You must bring the following items to the Post Office:

- the application form and the payment slip (*bollettino*) duly filled in provided to you by the support service
- a duty stamp (*marca da bollo*) worth € 16
- your original passport.

5. WHAT SHALL I DO AT THE POST OFFICE?

- You have to pay the payment slip for the fee and production cost of the residence permit (€ 30,46 + € 40)
- You have to hand in the envelope containing your application, and the duty stamp (*marca da bollo*, € 16).
- You have to fill in a registered letter form (*posta assicurata*) with your data and pay the service charge of € 30.

The Post Office staff will verify your identity (via your passport) and you will sign the completed form in front of them. Important: do not sign the form before standing in front of the Post Office staff.

The Post Office staff will give you:

- an appointment at the Immigration Office (Ufficio Immigrazione) of the Questura, for photographic registration;
- a receipt of your residence permit application: **please always keep the application receipt with you, as evidence that you have duly requested your residence permit.**

Send a scan of the post receipt to the PhD unit udottricerca@unibo.it.

6. THE APPOINTMENT IN QUESTURA AND THE RELEASE OF THE RESIDENCE PERMIT

It is important that you **go to the Questura on time for the appointment** assigned to you at the Post Office for photographic registration. You must bring the following items to the Questura:

- the certificate of enrolment to the PhD programme, the health insurance and the documents about your accommodation (original documents)
- your original passport
- 4 identical passport photos. They must be recent and they must have a white background
- the original application receipt you got from the Post Office
- the document issued by the Post Office confirming your appointment at the Questura

In the residence permit application you should have put photocopies of your documents, but the Questura might need to verify the original documents: don't forget to bring them.

Important! If during the appointment in Questura you receive a document with a Subject (Oggetto) containing the text: (art.10 bis Legge nr. 241/90) you have to submit other documents, so please come to the International Desk during office hours.

To track the status of your application, after the appointment in Questura you can enter the code allocated to the file during the appointment or the registered mail number (the password written on the receipt given by the post office) on questure.poliziadistato.it/stranieri/.

Only for the Questura in Bologna, when the residence permit is available you can check the collection methods on www.questura.bologna.it/. The Questura in Bologna is not going to notify you when your permit is ready.

When you see on the site that the residence permit is available, you have to:

- book online the appointment in Questura for collection and print the receipt
- go to the Questura on the day and time indicated, with the required documents
- send a scanned copy of the residence permit to udottricerca@unibo.it.

Make a copy of the residence permit for yourself as well and keep it in a safe place.

CONTACTS

For information on PhD programmes: Settore Dottorato / PhD Unit - udottricerca@unibo.it

For Bologna and the surrounding area: International Desk: Via Filippo Re 4, 40126 Bologna, Italy

Tel: +39 051 2088101; internationaldesk@unibo.it

Office hours (until 31 July 2018): Monday, Tuesday, Wednesday, Friday: 9.00 – 11.15 am Tuesday and Thursday 2.30 – 3.30 pm

Office hours (after 1 August 2018): Monday, Wednesday, Friday: 10.00 am – 12.00 pm; Tuesday and Thursday 2.30 – 4.00 pm

IF YOU ARE NOT GOING TO LIVE IN BOLOGNA, PLEASE CONTACT:

For Cesena and the surrounding area Cesena Ufficio Relazioni Internazionali Via Montalti, 69 - 47521 Cesena (FC) - Italy T +39 0547 339006 F +39 0547 338903 E campuscesena.uri@unibo.it O.hours: Mon, Tue, Wed, Fri 9.00-11.15 am - Tue, Thu 2.00 - 3.00 pm	For Forlì and the surrounding area Forlì Ufficio Relazioni Internazionali Padiiglione Melandri - Piano Terra - Piazzale Solieri, 1 - 47121 Forlì (FC) - Italy T +39 0543 374847 - 0543 374835 F +39 0543 374801 E campusforli.uri@unibo.it O.hours: Mon, Tue, Wed, Fri 9.00-11.15 am - Tue, Thu 2.30-3.30 pm
For Ravenna and the surrounding area Ravenna Ufficio Relazioni Internazionali Via Baccarini, 27 – 48121 Ravenna (RA) Italy T +39 0544 936258 F +39 0544 936264 E campusravenna.relazioniinternazionali@unibo.it O.hours: Mon, Tue, Wed, Fri 9.00 am-12.30 pm - Tue, Thu 2.30-4.30 pm	For Rimini and the surrounding area Rimini Ufficio Relazioni Internazionali Via Cattaneo, 17, piano 1° - 47921 Rimini (RN) - Italy T +39 0541 434101 F +39 0541 434271 E campusrimini.relint@unibo.it O.hours: Mon, Tue, Wed, Fri 9.00-11.15 am - Tue, Thu 2.30-3.30 pm