

STUDENTS RESIDENCE PERMIT

Support service for students residence permit (PSE)

- Students with extra-EU citizenship planning to stay in Italy **up to 90 days** are not required to apply for the residence permit. However, a declaration of presence is required.

If you are entering Italy from a country not included in the Schengen Area and your stay in Italy does not exceed 90 days, the passport entry stamp serves as the declaration of presence. Also, if you are staying in a temporary accommodation (hotel, bed&breakfast etc.), the registration made during the check-in procedure and undersigned by you serves as the declaration of presence.

- Students with extra-EU citizenship planning to stay in Italy **more than 90 days** have to apply for the residence permit. Those entering Italy with a [visa for study](#) must apply for a corresponding residence permit, i.e. for study.

How to apply for your residence permit

Students with extra-EU citizenship must submit the residence permit application within **8 working days** after their arrival in Italy.

The University of Turin provides foreign students spending a period at the University of Turin with support to obtain their residence permit.

In order to start the application procedure, once in Italy, students of Biella Campus can write to unibiella@cittastudi.org and **book an appointment** (only on Tuesday or Wednesday)

As an alternative, you can apply autonomously by:

- going to any post office with a "Sportello Amico" and asking for the residence permit kit for study purposes
- booking an appointment at any patronage (patronato) which deals with residence permit requests.

Students requiring support for the **renewal** of their residence permit (or the conversion to research) should contact the International Welcome Office (international.welcome@unito.it) about **60 days before** it expires.

After you have prepared your residence permit application, you must go to the Post Office to send it.

There you will get a receipt and a sheet with date, place and time of your appointment at the immigration office of the Italian police (questura) for fingerprinting and photographic identification.

You can check the status of your residence permit application in the section "Area Riservata Stranieri" through the [Portale Immigrazione](#), by entering username and password indicated in your receipt.

After the appointment, you will be informed (via SMS) of the place, date and time to collect your residence permit.

Required documents

- Universality summary, Invitation letter or any document proving studies at University of Turin
- original passport and 2 copies (page with data and photo)
- 2 copies of passport pages with visa and entry stamp
- 1 copy of the documentation certifying means of financial support (e.g. scholarship, bank statement, part-time work not exceeding 20 hours per week)
- 1 copy of the health insurance covering the entire period of stay, valid in Italy and entitled to the applicant (emergency treatments, accidents, illness and pregnancy)
- **for the renewal procedure only**, original expiring residence permit and 1 copy of the list of the exams passed (you can check on [MyUniTo](#) in the section "libretto esami").

CODICE FISCALE / SOCIAL SECURITY NUMBER (TAX CODE)

The “Codice Fiscale” is a code made up of your first name, family name, date and place of birth. It is a code used by the Italian Public Administration to identify each citizen. The Codice Fiscale is required for the residence permit application, for opening a bank account, entering into tenancy agreements, enrolling to Unito, receiving the payment of a scholarship and being paid for a job.

You must get your Codice Fiscale as soon as you arrive in Biella, it is the first step to take.

UniTo students are offered assistance in applying for the "Codice fiscale": **to obtain it, you can write an e-mail to international.welcome@unito.it**. The procedure usually takes a few working days.

 In addition, you can get all the information on the CHC Course and Unito websites:

<https://en.unito.it/living-turin/when-you-arrive/residence-permit>

https://www.culturalheritage.unito.it/do/home.pl/View?doc=administrative_procedures.htm