

FAQs about the Residence Permit

Q: I am a new student at the University of Pavia, should I apply for the residence permit?

A: Whether you are a regular or an Erasmus student, you **must** apply for the residence permit if your stay in Italy is **longer than 150 days**.

Q: What is the procedure to apply for a Residence Permit?

A:

1. You shall book an appointment here to apply for the residence permit (gopa.unipv.it).
2. When you visit the Help Desk we will fill a form of application. You should bring with you:
 - a. your passport
 - b. your old Residence Permit if it's a renewal application
 - c. self-certification of your enrolment at the University/self-certification of your enrolment + exams taken, if it's a renewal
 - d. proof of residence (eg. house contract, hospitality document)
 - e. proof of financial support (eg. copy of credit card, bank statement)
3. After filling the application, you will need to go to a Post office. Bring with you:
 - a. marca da bollo 16€. You can buy it in tobacco stores (tabaccheria)
 - b. the envelope with the application. You will get it during your appointment in our office. 30€

The total cost of sending your documents is 118,46€.

4. After sending your application at the Post office, you will be given your receipt (*ricevuta*). On your receipt you will see the date of your fingerprints appointment in the police station (*Questura*). *Please, be ready to wait a few months before your appointment.*
5. At that date you are expected to be in the police station (Immigration Office - via Rismondo, 68) with your documents:
 - a. receipt
 - b. passport
 - c. old residence permit card
 - d. new health insurance that covers 1 year from the day of the appointment, min coverage 30.000€.

You should wait in the waiting area until your name and surname is called by an officer.

6. When your residence permit is ready you will receive an SMS about it. This usually takes about 40 days. At the date of collection, you should bring your passport, receipt and old Residence card.

Q: How long does it take to get a residence permit?

A: The procedure takes around 6 months. Please, **do not** plan any travels before receiving the SMS and collecting your permit.

Q: What is the duration of a student Residence Permit?

A: It could be a maximum of **1 year**. It is calculated starting from the day of the fingerprint appointment if you have an insurance that starts at this date and is valid for a year. Otherwise the date of expiry of your Resident Permit is the **expiry date of the insurance**.

Q: When should I apply for the renewal?

A: You can apply **6 months before** the expiry date. Please be noted that it is allowed to apply for the renewal within 6 months after the expiry. However, we recommend that you apply **before** the expiry.

Q: I missed my appointment at the police station, what should I do?

A: To reschedule it, contact us through mail (permesso.soggiorno@unipv.it) or WhatsApp (+393312312544).

Q: My residence permit is ready! But the date of collection isn't suitable for me. What should I do?

A: To reschedule it, take an appointment [here](#) or contact us through mail (permesso.soggiorno@unipv.it) or WhatsApp (+393312312544).


Q: Can I take an earlier fingerprint appointment?

A: Please, contact us through mail (permesso.soggiorno@unipv.it) or WhatsApp (+393312312544) to check if it's possible.

Q: How can I check the status of my application?

A: You can check it through these websites.

<https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx>



You can login with your UserID and Password written on your receipt.

<https://questure.poliziadistato.it/stranieri>

FILE NUMBER OR REGISTERED MAIL CODE

File number or registered mail code = **PASSWORD on your receipt**

Submit

For further information, you can contact us.

Q: I didn't pass many exams, is there a minimum CFU required for the renewal?

A: Yes, you need to take at least 2 exams per year to renew your permit. For further information, you can contact us.

Q: Where can I find my "numero assicurata"?

A: It is on the left upper corner of the receipt below the BARCODE.

BARCODE
05598000000-0
PASSWORD

1200000123456
USER ID

Postaltaliane

Accettazione: **ASSICURATA** RICEVUTA
Si prega di compilare e cura del mittente a macchina o in stampatello

C.S.A. per conto della Questura di

COGNOME			
Viale Trastevere		191	N° CIV.
VIA/PIAZZA			
00153	ROMA	RM	PROV.
C.A.P.	COMUNE		
COGNOME			
NOME			
VIA/PIAZZA			N° CIV.
C.A.P.	COMUNE		PROV.

Q: What can I do with the receipt?

A: You can:

1. get residency in your municipality.
2. ask for the national health card/tessera sanitaria.
3. travel in Italy and to your country of origin **with the direct flight**, excluding the Schengen Area.
4. have a part-time work contract. Maximum 20 hours per week.

Q: I am a student, can I work also?

A: Yes, it is permitted to work a maximum of 20 hours per week or 1040 hours maximum a year within your duration of Residence Permit. You **can't** be registered as self-employed/partita IVA.

Q: Can I convert my residence permit from student to worker?

A: There are 2 possibilities:

1. If you graduate from the University, you can renew your residence permit from student to work/job-seeking. For this you can take an appointment from us.
2. If you are not a graduate student yet, you have no interest in finishing your course and you have a work contract you can apply for the conversion of your student permit to work permit. Contact us to learn more about it.