

RESIDENCE PERMIT FOR STUDY PURPOSES

The request for the Residence Permit must be made within 8 working days from your arrival in Italy

The Residence Permit for study purposes allows you to carry out a part-time job for a maximum of 20 weekly hours and a yearly limit of 1,040 hours.

How to apply for the residence permit

1st step: Fill out the kit and go to the Post Office.

You can take the kit for the residence permit at the Post Office:

Post Office ("Sportello Amico")

Piazza Matteotti, 37

Opening times: Monday to Saturday 8.15 am - 7.00 pm

Document which must be included in the application kit:

1. MODULO 1: remember to fill it out with a black pen
2. A copy of your passport (just the page containing your personal data + VISA)
3. Copy of the admission letter stamped by the Italian Embassy
4. Copy of your health insurance

➤ HOW TO FILL OUT THE MODULO 1

Go to the **International Desk** (incoming students): the Incoming Mobility Staff can help you to fill out the form.

Via Banchi di Sotto, 55 - Rectorate Building

Opening Hours: Monday - Wednesday - Friday: 10am - 12am; Tuesday - Thursday: 2pm - 4pm

If you don't have a permanent address right now, you can indicate the International Office Address: Via San Vigilio, 6. The most important thing is to specify an e-mail address and a phone number, to be sure you can be reached anytime for urgent communications.

➤ AT THE POST OFFICE

As soon as you have gathered all the documents required, you can go to any Post Office

There you will be asked to show your passport and Pay

- € 16,00 “ Marca da Bollo “ (a stamp that can be purchased at any Tobacco shop bearing T sign out of the shop), to be put on the residence permit application.
- € 30,00 to be paid when handing in the Kit at the post office.
- € 70,46 to be paid at the post office to obtain an electronic residence permit (amount to be paid with the payment slip)

You will get a receipt from the Post Office. Keep it always with you and always show it together with your passport.

2nd step: Immigration Office

Together with the receipt, the Post Office will also give you a letter inviting you to go to the Immigration Office in a certain date and time (usually in a couple of weeks) in order to take your fingerprints and show all the originals of the documents you put in the kit.

Questura Siena Ufficio Immigrazione

Via delle Sperandie n.43

Telefono: 0577228466

Email: immig.quest.si@pecps.poliziadistato.it

➤ AT THE IMMIGRATION OFFICE

On the day of the appointment, remember to bring with you:

1. Your passport
2. The invitation letter for the Immigration Office you obtained from the Post Office
3. The original documents you put inside the kit
4. Four passport-sized photographs with light background

Overall it takes around one month and a half to obtain the Residence Permit, from the moment you submit the kit at the Post Office.