

IMMIGRATION REQUIREMENTS

First steps in Turin.



**Politecnico
di Torino**

If you arrive in Italy with a Study Visa...

1. Reserve an appointment with the Immigration Desk

1. You can reserve your appointment through your PoliTO student page (*Portale della Didattica*) → ***La mia didattica (My academic progress)*** › ***Tool Prenotazioni (Reservation tool)*** › ***International Students Services*** › ***Residence Permit Application***
2. Within **8 working days** (Saturdays and Sundays don't count) you must submit your residence permit application.
3. Before the appointment you must prepare a list of documents (where can you find them?).



2. Check Politecnico Website – International Students

[International Students – Practical information \(polito.it\)](https://polito.it)

The screenshot shows the Politecnico di Torino website. The top navigation bar includes the university logo and name, a search bar, and a menu with categories: POLITO, EDUCATION, RESEARCH, INNOVATION, and SOCIAL IMPACT. Below this is a secondary navigation bar with links: Applying, studying, graduating; Bachelor's degree programmes; Master's degree programmes; Ph.D. programmes and Postgraduate School; Specializing master's programmes and lifelong learning; **International students** (circled in orange); Services and life at Politecnico; Teaching Lab & educational projects; and Qualità della formazione. The breadcrumb trail reads: Home > Education > International students > Practical Information. The main heading is 'Practical Information', with an orange arrow pointing to it. Below the heading are five buttons: ACCOMMODATION, IMMIGRATION REQUIREMENTS, FISCAL CODE, HEALTH INSURANCE, and CONTACT US. On the right, a dropdown menu is open, listing: International students (with an 'x' icon), Prospective students, Exchange students (with a '+' icon), **Practical Information** (circled in orange and with an 'x' icon), Accommodation, Immigration Requirements (with a '+' icon), and Health insurance.

The screenshot shows the 'Immigration Requirements' page on the Politecnico di Torino website. The breadcrumb trail reads: Home > Education > International students > Practical Information > Immigration Requirements. The main heading is 'Immigration Requirements', with an orange arrow pointing to it. Below the heading are three buttons: EUROPEAN UNION CITIZENS, NON-EU CITIZENS – RESIDENCE PERMIT, and NON-EU CITIZENS – RENEWAL OF THE RESIDENCE PERMIT. The top navigation bar is partially visible, showing links for Applying, studying, graduating; Bachelor's degree programmes; Master's degree programmes; Ph.D. programmes and Postgraduate School; Specializing master's programmes and lifelong learning; **International students**; and Services and life at Politecnico.

3. Required documents for the first permit

- 2 copies of your passport (personal data)
- 2 copies of your visa + entry stamp
- 1 copy of Politecnico admission/eligibility letter (used to obtain the visa)
- 1 copy of your **CODICE FISCALE**
- 1 duty stamp (marca da bollo) of 16€
- 1 copy of your enrolment in Polito
- health insurance



CODICE FISCALE

The Fiscal Code (Codice Fiscale) is a code made up of letters and numbers and it is used to identify the citizens living in Italy.

The fiscal code is needed for:

- applying for the residence permit
- enrolling at Polito
- opening a bank account
- receiveing the payment from a scholarship
- signing a rental contract

It is possible to obtain it at the Italian Embassy/Consulate of your country.

Otherwise it is possible to receive it at the local Revenue Agency (Uffici Locali dell’Agenzia delle Entrate).

Copia per il richiedente

agenzia entrate

CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

CODICE FISCALE XXXXXXXXXXXXXX	BRGJRL89L1Z21280
COGNOME XXXXXXXXXXXXXXXXXX	
NOME XXXXXXXXXX	SESSO M
COMUNE (O STATO ESTERO) DI NASCITA PORTOGALLO	PROVINCIA DI NASCITA EE
DATA DI NASCITA 12/07/1989	
DATA 31 OTTOBRE 2019	Per delega del Direttore Provinciale Funzionario XXXXXXXXXX
IL FUNZIONARIO	UT XXXXXXXXX

AVVERTENZE
Questo certificato attesta il codice fiscale e i dati ad esso associati, registrati in Anagrafe Tributaria.
La stampa del codice fiscale nel formato bar-code (codice a barre) ne consente l'acquisizione ottica, al pari del tesserino di codice fiscale e della Tessera Sanitaria.

AGE.DREFI.REGISTRO UFFICIALE.1657291.31-10-2019-U
Identificativo certificato: 20191657291

CODICE FISCALE

- **WHERE TO APPLY**

You can ask for the Fiscal Code at Politecnico di Torino (a desk of Agenzia delle Entrate is available at PoliTO) → by booking an appointment through your PoliTO student page (*Portale della Didattica*)

- **DOCUMENTS NEEDED at the appointment**

- passport/ID card and a photocopy of it
- visa (non-EU students) and a photocopy of it
- A4/8 form filled in

- **FORM AND SAMPLE ON HOW TO FILL IN IT**

You can find them here: [International Students – Fiscal code \(polito.it\)](#)

HEALTH INSURANCE

The immigration law requires you to take out a health insurance during your stay in Italy. You have three options:

-private insurance from your country (that must have these requirements):

- it has to be taken out in the holder's name (in western characters)
- it has to be written in Italian (or in English, French, Spanish)
- validity in the Schengen Area/Italy
- it states the exact coverage period (it must be not less than 6 months and maximum 1 year; notice that the duration of the residence permit will be connected to the duration of the insurance)
- it must clearly written the type of coverage for the medical expenses and it must have € 30.000 ceiling (expressed/converted in Euros)
- The whole document has to be endorsed and stamped by the Italian Embassy/Consulate in your country.

-once in Italy you can take out a private insurance through an Italian insurance company

-otherwise, upon the arrival, it is possible to subscribe to the **Italian National Health Service** (Servizio Sanitario Nazionale – S.S.N.): from January to December

After submitting the electronic application for the residence permit with the Immigration Desk

4. Poste Italiane

- You have to go to Poste Italiane – «Sportello Amico»
- Pay 70,46€ (postal slip) + 30,00€ (envelope)
- Get the **POSTAL RECEIPT**: it's also your temporary residence permit
- You will receive here your appointment for the fingerprints in Questura

Three copies of a postal receipt form for a residence permit. The forms are arranged in a row. Each form has a red header with "COMI CORRETI POSTALI" and "Banca Postale". The first two forms are identical and show the following details: "MINISTERO DELL'ECONOMIA E DELLE FINANZE", "C/C n. 67422402", "CODICE BAN", "Importo: MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG. NO ELETTO", "seguito da", "residare in:", "CAUSALE: Importo per il rilascio del permesso di soggiorno elettronico". The third form is a duplicate of the first two but includes a "CAUSALE" section with the text "Importo per il rilascio del permesso di soggiorno elettronico" and a grid for "RESIDENTI IN VIA - PIAZZA" and "COP." with "LOCALITA'". At the bottom right of the third form, it says "000067422402< 674>".

Check your application online

Using the USERNAME ID and the PASSWORD of your postal receipt you can check your application here



[PORTALE IMMIGRAZIONE - Automazione Permessi/Carte di Soggiorno](#)

What can I do with the receipt of my first permit?

- With a valid D type Visa you can stay in Italy and travel in the Schengen Country Area (passport + Visa + postal receipt) for a maximum of 90 days;
- when your Visa expires you **CAN'T** travel outside Italy with the receipt only;

What can I do with the residence permit?

- With a valid residence permit released from a Schengen country **you can travel** in the Schengen area without asking for a Visa for a maximum of 90 days;
- for non-Schengen countries → you must check if they ask for a visa to enter **before** your travel.

ABOUT THE TIMING.

- **8 days** from your arrival: you must apply for the residence permit
- **6/7 months** to attend the fingerprints appointment
- **50 days** approximately after the appointment to receive the permit card (you will receive a sms from Questura when it will be ready)
- **60 days** before your permit expires you can start the RENEWAL PROCEDURE (send an e-mail to Immigration Desk)

Contacts

immigration.desk@polito.it

**THANKS FOR YOUR ATTENTION
AND...**

WELCOME@Polito!



**Politecnico
di Torino**