# IMMIGRATION REQUIREMENTS

First steps in Turin.



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



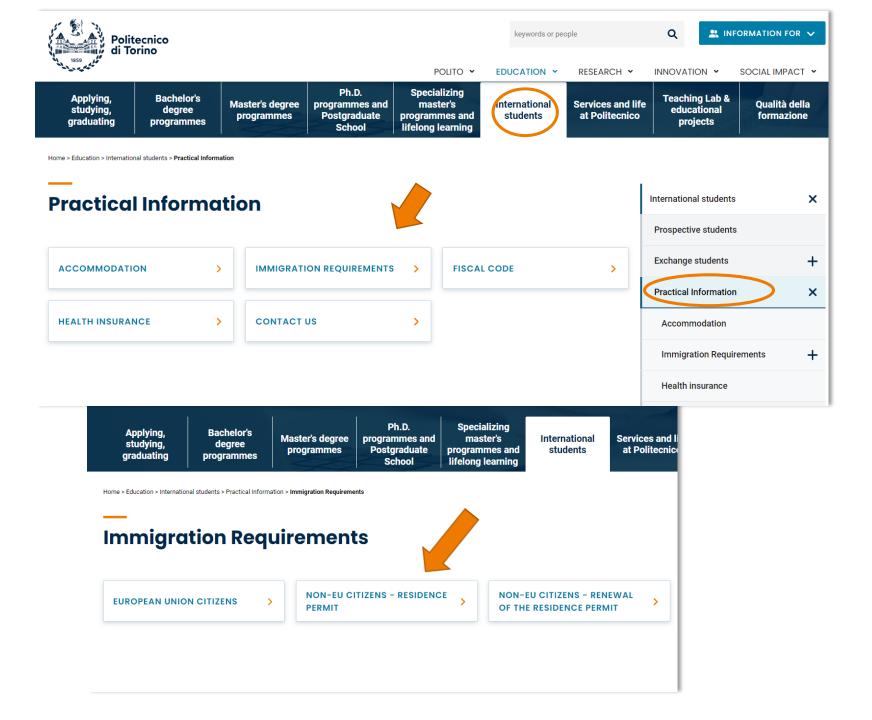
# 1. Reserve an appointment with the Immigration Desk

- 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

<u>International</u> <u>Students - Practical</u> <u>information (polito.it)</u>



# 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).



#### **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 throught 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

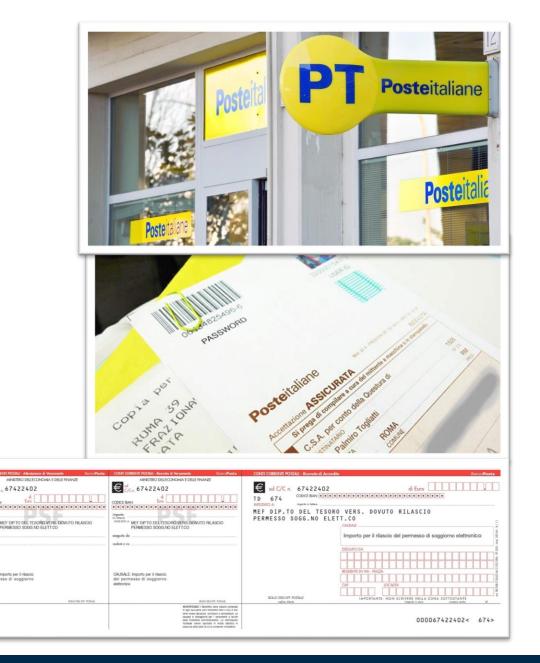


# After submitting the electronic application for the residence permit with the Immigration Desk



#### 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



#### Check your application online

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



<u>PORTALE IMMIGRAZIONE - Automazione Permessi/Carte di Soggiorno</u>



## 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!

