

NON-EU PhD STUDENTS: THE STUDY RESIDENCE PERMIT FOR ITALY

If you are a PhD candidate and a non-EU citizen, you must apply for a residence permit for study purposes within 8 working days of your arrival in Italy*.

The permit is required to regularly reside in Italy and to enrol at the University.

Read these instructions if you are going to live in **BOLOGNA and its surroundings**.

If you are going to live in Rimini, Ravenna, Forlì or Cesena, you should contact the International Relations Offices on Campus (see the box at the bottom of this flyer 'IF YOU ARE NOT GOING TO LIVE IN BOLOGNA, PLEASE CONTACT').

1. ENTRY VISA VERIFICATION

This flyer is intended for students who must apply for a residence permit for **study purposes**.

If, on the basis of the rules for enrolment in your PhD programme, you have obtained a visa for research, please contact diri.visiting@unibo.it.

If you have not yet received a D visa for STUDIO, valid for more than 90 days, you must obtain one from the Italian Embassy in your country before entering Italy and applying for a residence permit.

Covid-19 emergency: don't forget to verify the procedures for entering Italy from your Country on www.esteri.it/mae/en/ and check the need of a period of fiduciary isolation.

(*) You can apply for the residence permit only after completing the period of fiduciary isolation.

2. WHAT DO I NEED TO DO TO APPLY FOR THE RESIDENCE PERMIT?

- After obtaining the visa, contact the International Desk (internationaldesk@unibo.it) indicating in the subject: "PhD - Permit appointment" to request an appointment at an immigration support service center in Bologna: the Patronato ACLI in Via Lame 118/a (Bologna), the CGIL foreign workers center in Via Del Porto 16/C (Bologna) or others.
- Complete the matriculation process at the PhD Unit and collect a certificate of enrolment.
- Go to the support service on the day and at the time you will be notified, to be assisted free of charge in completing the request.

3. WHAT SHOULD I BRING TO THE APPOINTMENT AT THE SUPPORT SERVICE?

Before going to the appointment with the immigration support service, make sure you are either registered with the Italian National Health Service (SSN) or have a health insurance policy (covering illnesses, accidents and maternity) valid in Italy. For more information check **attachments 1&2**.

You must bring the following documents to the appointment:

- a copy of your **passport** (blank pages not included), visa included
- a copy of your registration with the National Health Service (SSN) or your **health insurance** policy
- a copy of the **certificate of enrolment** in the PhD programme with start and end dates
- a copy of the documents proving you have the **funds** needed to cover living cost in Italy (minimum required: € 5.977,79 per year). If you have been assigned a scholarship, you can submit an official letter detailing its amount, duration and issuing body.
- documents proving your **accommodation** in Italy: see **attachment 3**.

Please note: copies must be made before the appointment. The support service personnel cannot make copies of your documents. You have to provide the support service personnel with your contact details where to receive any notifications from the Police station (Questura): you must indicate the city, the street, the name on the bell and mailbox of your accommodation in Italy and your Italian mobile number.

Important! If you later need to add documents to your application, you must send them to the Immigration Office by PEC (you have to open a certified e-mail account – Posta Elettronica Certificata); we advise you to contact the International Desk for more information.

4. WHERE SHALL I GO AFTER THE APPOINTMENT AT THE SUPPORT SERVICE?

Go to a tobacco shop (*tabaccheria*) and buy a € 16 duty stamp (*marca da bollo*).

Next, go to any of the Post Offices offering the service "Sportello Amico" (the main post office in Bologna is in Piazza Minghetti; opening hours: Mon to Fri 8.20 am – 7.05 pm, Sat 8.20 am – 12.35 pm).

You must bring the following items to the Post Office:

- the application form and the payment slip (*bollettino*) duly filled in provided to you by the support service
- a duty stamp (*marca da bollo*) worth € 16
- your original passport.

5. WHAT SHALL I DO AT THE POST OFFICE?

- You have to pay the payment slip for the fee and production cost of the residence permit (€ 30,46 + € 40)
- You have to hand in the envelope containing your application, and the duty stamp (*marca da bollo*, € 16).
- You have to fill in a registered letter form (*posta assicurata*) with your data and pay the service charge of € 30.

The Post Office staff will verify your identity (via your passport) and you will sign the completed form in front of them. Important: do not sign the form before standing in front of the Post Office staff.

The Post Office staff will give you:

- an appointment at the Immigration Office (Ufficio Immigrazione) of the Questura, for photographic registration;
- a receipt of your residence permit application: **please always keep the receipt with you, as evidence that you have duly requested your residence permit.**

Send a scan of the receipt to the PhD unit aform.udottricerca@unibo.it.

6. THE APPOINTMENT AT THE QUESTURA AND THE RELEASE OF THE RESIDENCE PERMIT

It is important that you **go to the Questura on time for the appointment** assigned to you at the Post Office for photographic registration. You must bring the following items to the Questura:

- the certificate of enrolment to the PhD programme, the health insurance and the documents about your accommodation (original documents)
- your original passport
- 4 identical passport photos. They must be recent and they must have a white background
- the original application receipt you got from the Post Office
- the document issued by the Post Office confirming your appointment at the Questura

In the residence permit application you have included photocopies of your documents, but the staff at the Questura might need to verify the original documents: don't forget to bring them with you.

Important! If during the appointment at the Questura you receive a document with a Subject (Oggetto) containing the text: (art.10 bis Legge nr. 241/90), you have to submit other documents, so please contact the International Desk.

To track the status of your application, after the appointment at the Questura you can enter the code allocated to the file during the appointment or the registered mail number (the password is on the receipt you are given at the Post Office) on questure.poliziadistato.it/stranieri/

Only for the Questura in Bologna, when the residence permit is available you can check the collection methods on www.questura.bologna.it/. The Questura in Bologna is not going to notify you when your permit is ready.

When you see on the website that the residence permit is available, you have to:

- book online the appointment at the Questura for collection and print the receipt
- go to the Questura on the day and time indicated, with the required documents
- send a scanned copy of the residence permit to aform.udottricerca@unibo.it.

Make a copy of the residence permit for yourself as well and keep it in a safe place.

CONTACTS

For information on PhD programmes: Settore Dottorato / PhD Unit - aform.udottricerca@unibo.it.

For Bologna and the surrounding area: International Desk: Via Filippo Re 4, 40126 Bologna, Italy

You can reach the International Desk via Zoom, telephone and in person in Bologna: [check here the International Desk contacts](#).

IF YOU ARE NOT GOING TO LIVE IN BOLOGNA, PLEASE CONTACT:

For Cesena and the surrounding area Cesena Ufficio Relazioni Internazionali Check contact details	For Forlì and the surrounding area Forlì Ufficio Relazioni Internazionali Check contact details
For Ravenna and the surrounding area Ravenna Ufficio Relazioni Internazionali Check contact details	For Rimini and the surrounding area Rimini Ufficio Relazioni Internazionali Check contact details



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ATTACHMENT 1: HEALTHCARE IN ITALY

In order to apply for the residence permit in Italy, you need to demonstrate that you registered with the Italian National Health Service (Servizio Sanitario Nazionale SSN) or you have a health insurance (covering illnesses, accidents and maternity) valid in Italy.

The length of the residence permit for study purposes is of maximum one year. A shorter permit may depend on a number of different factors, including the period of validity of the health coverage: **the residence permit cannot be issued for a period exceeding your registration with the National Health Service (SSN) or health insurance coverage period.**

THE NATIONAL HEALTH SERVICE (SSN)

Italy has a national health system called Servizio Sanitario Nazionale (SSN), divided into local branches called Aziende Unità Sanitarie Locali (AUSL).

Every person registered with the SSN is entitled to choose general practitioner ("medico di base" also called "medico di famiglia").

Each practitioner has an outpatient department where he guarantees free general medical examinations during fixed hours. You can also refer to the family doctor for prescription of medicines, specialist examinations or diagnostic tests.

For some specialist health services you will need to pay a co-pay fee to cover part of the cost of the service, called "ticket".

Registration with the National Health Service (SSN)

For those applying for a residence permit for Study, the registration fee is 149,77 € per year.

The registration can be made only per calendar year (i.e. from 1/01/20 to 31/12/20) and it is not possible to pay reduced fees for shorter periods.

Find out how to register with SSN in attachment 2

If you're interested in this option:

- pay two separate payment slips at the Post Office: one for the 2020 fee and one for the 2021 fee
- attach the copies of both receipts to the application for a residence permit
- go to an AUSL office as soon as possible to activate the coverage until 31/12/2021 (or, if this is not possible, activate it until 31/12/2020, and then don't forget to go back to the AUSL in December to activate the service for 2021)

ATTENTION: the only payment does not imply the activation of the coverage! **You must complete your registration** at an AUSL office and choose a general practitioner.

For more information about the SSN:

<http://tinyurl.com/Guidainformasalute>

Informazioni sul sito del Ministero della Salute

HEALTH INSURANCES

As an alternative to the registration with the SSN, you can demonstrate that you have a health insurance (covering illnesses, accidents and maternity) valid in Italy.

Health insurances do not comprise the selection of a general practitioner ("medico di base" also called "medico di famiglia"); usually you must pay for the services received (general and specialist medical examinations, purchase of medicines, hospital admission) and then apply for a reimbursement from the insurance company.

Carefully read the contract to understand which expenses can be reimbursed and how (costs for hospitalisation can be quite high, and the time needed to get a reimbursement can be very long).

If your insurance policy has a duration of 12 months you may get a first residence permit of the same duration.

How do I buy a health insurance?

You can buy a health insurance from various private companies. Compare more options to understand which one best meets your needs.

Among the different options you can check:

AON International Student Insurance

www.aonstudentinsurance.com



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ATTACHMENT 2: REGISTERING WITH THE NATIONAL HEALTH SERVICE (SSN)

1. At a Post Office ask for a blank payment slip (bollettino) and fill it in as shown below. The beneficiary is: AMMINISTRAZIONE PT.C.S.S.N. REGIONE EMILIA-ROMAGNA. Attention! You must indicate the reference year for the registration with the SSN (2020 and/or 2021 according to your needs). If you want to register for two years (2020 and 2021), you have to fill in and pay two separate payment slips (one per each year). It is also possible to fill in a payment slip (bollettino) online through the www.poste.it website or the dedicated App (you need to create username and password; the procedure is available only in Italian).
2. Pay 149,77 € for each year of registration with the SSN and keep the payment receipts.
3. Make copies of the payment receipts and attach them to your application for a residence permit. Remember to keep a copy of the enrolment certificate at the University of Bologna.
4. After applying for the residence permit, as soon as possible, go to an AUSL office offering the service CUP-Anagrafe sanitaria and bring with you: the payment receipts of 149,77 €, the receipt of the residence permit application, your passport and a copy of your enrolment certificate at the University of Bologna. You can find a list of CUP offices [at this page](#); please check online the opening hours and the information on how to access the service.
5. At the CUP you will be asked to choose a general practitioner ("medico di base" also called "medico di famiglia"). Furthermore your health coverage will be activated for the current year and, if you paid the registration, also for the following year. Always check the end date of your coverage.

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This flyer only provides general information and guidance: the University of Bologna is NOT responsible for the services offered by the National Health Service (SSN)



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ATTACHMENT 3: INFORMATION ON ACCOMMODATION

DOCUMENTS CONFIRMING THE AVAILABILITY OF ACCOMMODATION IN ITALY NEEDED TO OBTAIN YOUR RESIDENCE PERMIT FOR STUDY PURPOSES (QUESTURA OF BOLOGNA)

If you have a bed or room in a hall (e.g. ER.GO) or other residence:

a declaration from the administrator confirming that your place is **booked**.

If you pay rent for a bed, room or apartment:

a copy of the **rental contract**, which must state your name, must be signed and must be registered with the Tax Authorities; or, alternatively, a notification filed with the police confirming **transfer of use (cessione di fabbricato)** or **provision of hospitality (comunicazione di ospitalità)**.

If you are hosted for free, as a guest, with relatives, friends or acquaintances:

a notification filed with **the police confirming provision of hospitality (comunicazione di ospitalità)**.

The “comunicazione di ospitalità” or the “cessione di fabbricato” must be:

- prepared, dated and signed by the person who provided you with the accommodation;
- accompanied by a copy of the identity document of yours and the declarant and (if a non-EU citizen) a copy of their residence permit;
- accompanied by the confirmation of the delivery to the Immigration Office at the Police station (Questura) in Bologna. The delivery can be made via certified e-mail (PEC) to immig.quest.bo@pecps.poliziadistato.it or via registered mail (raccomandata A/R) to Questura di Bologna – Ufficio Immigrazione – Via Bovi Campeggi 13/3 – 40131 Bologna.

Important! If the person who provided you with the accommodation has not yet delivered the “comunicazione di ospitalità” or the “cessione di fabbricato” within 48 hours from the beginning of your stay, remind them to do so as soon as possible

USEFUL RESOURCES TO LOOK FOR ACCOMMODATION

University of Bologna webpage: www.unibo.it/CampusBologna/Accommodation

ER.GO University halls

For international students enrolling in degree programmes: the Regional Authority for the Right to Higher Education manages a number of University halls. International students enrolling in a first, second or single cycle degree programmes and who meet certain income and merit requirements may obtain accommodation at a preferential rate, if they submit an on-line application and are selected. Read the call for applications on the ER.GO website to find out the requirements and deadlines for submitting applications for accommodation. The call is not available for exchange students.

For further information: www.er-go.it/?id=6800 (in Italian)

For all international students: for short stays, ER.GO also makes accommodation available via an online booking service (borsino), which is updated regularly. For further details: <https://www.er-go.it/index.php?id=7366> You can write to ER.GO via “Scrivici”: www.er-go.it/scrivici/

To find accommodation in Bologna, you may contact the **SAIS (Student Accommodation and Information Service)**. The SAIS supports international students in finding accommodation in the university residences, colleges, short-stay accommodation or in private rented property. They can also help with negotiating rental contracts. The service is free of charge.

For further details, consult the “Finding accommodation in Bologna” section of the website www.saisaccommodation.it
Contacts: email: info@saisaccommodation.it Address: Via Zamboni 62/b, Bologna Telephone: +39 051 254423

ADVICE FOR THOSE WHO INTEND TO RENT AN APARTMENT FROM A PRIVATE LANDLORD

Make extra sure that the offer is genuine before making payments of any kind. Beware of scams!

You can find useful advice on the SAIS website (www.saisaccommodation.it/en/help/faq/?idC=62239).

Remember the importance of a proper contract. This is required to obtain your residence permit if you are a non-EU student, but also to safeguard your rights. Ask your landlord specifically for a proper contract. Contact the Rental Registration Desk at the University of Bologna if you need help with registering your contract: www.unibo.it/leasecontractregistrationdesk