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 scientific 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 applying for a residence permit.

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.
- Contact the PhD Unit (udottricerca@unibo.it) to request a certificate of enrolment, using the certificate request form available on the Certificates for PhD candidates page.
- 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: €5,889.00 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 cannot make copies of your documents. You have to provide your contact details and address in Italy (a mobile phone number, street, city where you live and the name written on the mail box): if there are any problems or questions, the Police station (Questura) might contact you there.

Important! If you do not have a long-term accommodation yet, do apply for the residence permit anyway. If the Questura asks for more information, you will be able to provide them with it later.

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 application receipt with you, as evidence that you have duly requested your residence permit.

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

6. THE APPOINTMENT IN 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 should have put photocopies of your documents, but the Questura might need to verify the original documents: don’t forget to bring them.

Important! If during the appointment in 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 come to the International Desk during office hours.

To track the status of your application, after the appointment in Questura you can enter the code allocated to the file during the appointment or the registered mail number (the password written on the receipt given by 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 site that the residence permit is available, you have to:
- book online the appointment in 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 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 - udottricerca@unibo.it
For Bologna and the surrounding area: International Desk: Via Filippo Re 4, 40126 Bologna, Italy
Tel: +39 051 2088101; internationaldesk@unibo.it
Office hours (until 31 July 2018): Monday, Tuesday, Wednesday, Friday: 9.00 – 11.15 am Tuesday and Thursday 2.30 – 3.30 pm
Office hours (after 1 August 2018): Monday, Wednesday, Friday: 10.00 am – 12.00 pm; Tuesday and Thursday 2.30 – 4.00 pm

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

For Cesena and the surrounding area
Cesena | Ufficio Relazioni Internazionali
Via Montaldi, 69 - 47521 Cesena (FC) - Italy
T +39 0547 339006 F +39 0547 338903
E campuscesena.uril@unibo.it
O.hours: Mon, Tue, Wed, Fri 9.00-11.15 am - Thu, Thu 2.00 - 3.00 pm

For Forlì and the surrounding area
Forlì | Ufficio Relazioni Internazionali
Padiglione Melandri - Piano Terra - Piazzale Solieri, 1 - 47121 Forlì (FC) - Italy
T +39 0543 374847 - 0543 374835 F +39 0543 374801
E campusforli.uril@unibo.it
O.hours: Mon, Tue, Wed, Fri 9.00-11.15 am - Thu, Thu 2.30-3.30 pm

For Ravenna and the surrounding area
Ravenna | Ufficio Relazioni Internazionali
Via Baccarini, 27 – 48121 Ravenna (RA) Italy
T +39 0544 936258 F +39 0544 936264
E campusravenna.relazioniinternazionali@unibo.it
O.hours: Mon, Tue, Wed, Fri 9.00 am-12.30 pm - Thu, Thu 2.30-4.30 pm

For Rimini and the surrounding area
Rimini | Ufficio Relazioni Internazionali
Via Cattaneo, 17, piano 1° - 47921 Rimini (RN) - Italy
T +39 0541 434101 F +39 0541 434271
E campusrimini.relint@unibo.it
O.hours: Mon, Tue, Wed, Fri 9.00-11.15 am - Thu, Thu 2.30-3.30 pm
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 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 in local branches called Aziende Unità Sanitarie Locali (AUSL).

Every person registered with the SSN is entitled to choose a general practitioner, also called family doctor. Each practitioner has an outpatient department where he guarantees free general medical examinations at the fixed hours. You can also refer to the family doctor for prescription of medicines and specialist or diagnostic examinations.

For some specialist examinations 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 costs about 150 € per year.

The registration can be made only for solar year (i.e. from 1/01/18 to 31/12/18) and it is not possible to pay reduced fees for shorter durations.

Find out how to register with SSN in attachment 2

If you’re interested in this option:
- You can register with the SSN for 2018 paying however the full annual fee or purchase a health insurance (see paragraph on the right), covering you up to the end of December 2018. Attach the relevant documents to your residence permit application and you should receive a short residence permit (valid until the end of December 2018).
- In December 2018, register for the SSN for 2019. Before the expiry of the residence permit, apply for the renewal attaching the confirmation of your registration with the SSN up to 31/12/2019.

For more information about the SSN:
http://tinyurl.com/GuidaInformasalute
http://tinyurl.com/IscrizioneSSN

Health insurances

As an alternative to the registration for 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 family doctor; usually the student must pay for the services received (general and specialist medical examinations, purchase of medicines, hospital admission) and then they can 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?

If you bought the health insurance in your country, you have to get it stamped by the Italian Embassy to confirm its validity in Italy. Without this stamp, the insurance may be not accepted for the release of the residence permit.

If you’re in Italy, you can buy a health insurance from various private companies. Compare more options, to understand which one meets your needs.

This leaflet only provides general information and guidance: the University of Bologna is not responsible for the services and products offered by the National Health Service (SSN) or private insurance companies. Check with them directly before purchasing the service.
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
2. Pay 149,77 € at the Post Office and keep the payment receipt
3. Make a copy of the payment receipt and attach it to your application for the residence permit
4. After applying for the residence permit, go to an AUSL office offering the service CUP-Anagrafe sanitaria, and bring with you: the receipt of the payment of 149,77 €, the receipt of the residence permit application, your passport. You can find a list of CUP here: https://tinyurl.com/anagrafeSSN
5. At the CUP you’ll need to choose a family doctor; the CUP officers will activate your registration.

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

This leaflet only provides general information and guidance: the University of Bologna is not responsible for the services offered by the National Health Service (SSN)
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 registered email (PEC) to immig.quest.bo@pecps.poliziadistato.it, via fax to 051/6401691 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 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

You can use online platforms for searching accommodation offering students of the University of Bologna discounted service charges.

For further details: www.unibo.it/en/international/online-platforms-to-offer-and-find-student-accommodation

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: https://tinyurl.com/saisadvice

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

This sheet provides guidance and general information: the University of Bologna is not responsible for the services offered by ER.GO, SAIS or online platforms