



Sportello PER-Università

STUDY RESIDENCE PERMIT (PERMESSO DI SOGGIORNO)

PROCEDURE

Make an **appointment** at Sportello PER-Università through the **[U-FIRST APP](#)**:

Address: % Unifi Include – Novoli Campus, Building D1, via delle Pandette n. 32 – Florence

A. POST-OFFICE KIT + attachments

The Postal Kit for the residence permit will be handed to you directly at our Desk during your appointment.

IMPORTANT: Include a COPY of the documents in the kit, **NOT the original**.

LIST OF DOCUMENTS:

1. Filled **Form 1** (inside the postal kit)
2. Copy of the **passport**
3. Copy of the **entry visa** with **entry stamp** into Italy (**or copy of residence permit in case of renewal**)
4. **Duty stamp** (marca da bollo) to the value of **16 euro**
5. Italian **tax code (codice fiscale)**, *if available*
6. Copy of the **health insurance** valid in Italy, for the duration of the stay:
 - a) voluntary registration with the National Health Service (€ 700 for one calendar year - from 1 January to 31 December)
 - or
 - b) private health insurance policy

7. Copy of the documents proving you have the **funds needed to cover living** in Italy (e.g., the same documents you provided for the visa application or a bank account statement or, if you have been assigned a scholarship, an official letter detailing its amount/duration/ issuing body)
8. Copy of **pre-enrolment certificate** at the University of Florence ([Universitaly.it](https://www.universitaly.it) portal) ([enrollment certificate with examinations in case of renewal](#))

*N.B. for **Questura di Firenze** no stamped certificate is needed, pre-filled [self-certification](#) is sufficient*

9. Copy of **proof of accommodation**:

- c) If you live in a private flat: it must be registered at the Tax Office (Agenzia delle Entrate). It must include your name and surname, tax code (codice fiscale). Remember, it's your landlord's duty to register the contract.
- d) If you are hosted by a friend or a family member: *declaration of hospitality*.
- e) If you live in a university residence: the declaration issued by the residence stating that you live there.
- f) If you are temporarily staying in a hotel or B&B: receipt on headed paper including your name and surname and the start and end date of your stay in the establishment.

IMPORTANT: Should you change accommodation; you must bring your current accommodation certificate to the fingerprint appointment at the Questura.

B. Delivery of documents and payment at the Post Office

The application must be submitted in the postal envelope (keep it open) at the authorized post offices (Sportello Amico) presenting your passport or other identity document. The receipt for submitting the application consists of 3 sheets, which must be kept carefully and which can be used to register with the Municipal Registry Office and the Health Service.

The Post officer will give you:

1. Postal receipt (**ACCETTAZIONE ASSICURATA**), with two barcodes.

This document is valid as a temporary residence permit until you receive your card.

The **two codes (user ID e password)** can be used on www.portaleimmigrazione.it to check the status of your file.

2. Notification of the **date and time of the appointment** for fingerprinting at the Questura.
3. Postal bulletin as **proof of payment**.

Payment:

- 70,46 € for the residence permit electronic card application
- 30,00 € for the delivery of the kit

IMPORTANT: Remember to upload **the postal receipt** (and then the residence permit) in your personal Unifi student area on [GCS Student Career Management](#). Failure to upload the documentation will not allow you to benefit from the services and facilities provided.

C. Appointment at the Questura (Police Station – Immigration Office) for fingerprints

You will have to take with you:

- All the documents given by the Post officer (Accettazione Assicurata and the sheet with the appointment)
- All the original documents listed under point A
- Additions, if any: copy and original of the documents you did not attach to the application when you sent the kit
- Four (4) ID photos (in passport format – white background)

D. How to get to Questura di Firenze

For students applying for a residence permit in the Province of Florence, la Questura (ufficio Immigrazione) is located in **via della Fortezza n.17**, 50129 Firenze.

IMPORTANT: If you do not live in the Province of Florence, you will necessarily have to go to the relevant Questura: you will find the address, date and time of the appointment on the sheet you received at the Post Office.

E. Collect your residence permit card

After the fingerprinting appointment, you will receive an **SMS** on your **Italian mobile phone number** informing you that your residence permit is ready and can be picked up.

When you receive the SMS from the Questura offices, you can go and collect your permit.

Bring with you:

- Valid passport
- Postal receipt
- Expired residence permit (in case of renewal).

Please note that the appointment is personal, you cannot send other people in your place!