

FAQs about the Residence Permit

Q: I am a new student at the University of Pavia, should I apply for the residence permit?

A: If your stay in Italy is longer than 150 days as stated in the visa you are required by law to apply for the Residence Permit. This is also valid for Erasmus students.

Q: How is the process to apply for a Residence Permit?

A:

1. You can [book an appointment](#) to apply for the residence permit.
2. When you visit the Help Desk we will fill a form of application. You should bring with you your passport and your old Residence Permit if it's a renewal application.
3. You will go to a Post office to do the payment, but before you should buy a "MARCA DA BOLLO 16€" from a tobacco shop/tabaccheria. The total cost with marca da bollo is 118,46€.
4. After sending your application at the Post office, you will be given your receipt/ricevuta. On your receipt you will see the date of your fingerprints appointment in the police station/Questura.
5. At that date you are expected to be in the police station (Immigration Office) with your documents: receipt, passport, old residence permit card and a new health insurance that covers 1 year from the day of the appointment, min coverage 30.000€. You should wait in the waiting area until your name and surname is called by an officer.
6. When your residence permit is ready you will receive an SMS about it. This usually takes around 40 days. At the date of collection, you should bring your passport, receipt and old Residence card.

Q: What is the duration of a student Residence Permit?

A: It could be a maximum of 1 year. It is calculated starting from the day of the fingerprint appointment if you have an insurance that starts at this date and is valid for a year. Otherwise the date of expiry of your Resident Permit is the expiry date of the insurance.

Q: When should I apply for the renewal?

A: You can apply 2 months before the expiry date. Please be noted that it is allowed to apply for the renewal within 6 months after the expiry. However, we recommend that you apply before the expiry.

Q: I missed my appointment at the police station, what should I do?

A: To reschedule it, contact us through mail or WhatsApp.

Q: My residence permit is ready! But the date of collection isn't suitable for me. What should I do?

A: To reschedule it, please contact us through mail or WhatsApp.

Q: Can I take an earlier fingerprint appointment?

A: Unfortunately, no. It is not possible whatever the reason is.

Q: How can I check the status of my application?

A: You can check it through these websites.

<https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx>



You can login with your UserID and Password

written on your receipt.

<https://questure.poliziadistato.it/stranieri>

FILE NUMBER OR REGISTERED MAIL CODE

File number or registered mail code = **PASSWORD** on your receipt

Submit

For further information, you can contact us.

Q: I didn't pass many exams, is there a minimum CFU required for the renewal?

A: No, you only need to bring new health insurance and self-certification of your enrolment at the University of Pavia..

Q: Where can I find my "numero assicurata"?

A: It is on the left upper corner of the receipt below the BARCODE.



Q: What can I do with the receipt?

A: You can:

1. get residency in your municipality.
2. ask for the national health card/tessera sanitaria.
3. travel in Italy and to your country of origin, excluding the Schengen Area.

4. have a part-time work contract. Maximum 20 hours per week.

Q: I am a student, can I work also?

A: Yes, it is permitted to work a maximum of 20 hours per week or 1040 hours maximum a year within your duration of Residence Permit. You can't be registered as self-employed/partita IVA.

Q: Can I convert my residence permit from student to worker?

A: There are 2 possibilities:

1. If you graduate from the University, you can renew your residence permit from student to work/job-seeking. For this you can take an appointment from us.
2. If you are not a graduate student yet, you have no interest in finishing your course and you have a work contract you can apply for the conversion of your student permit to work permit. Contact us to learn more about it.