

# Residence Permit Guide for Exchange Students

## What is the residence permit?



The **residence permit** is an official document given by a country's government to a foreign person. This document will allow you to stay legally in Italy for a specific period.

Are you a non-EU student staying in Italy for more than 90 days?

**Apply for a Residence Permit within 8 days of arrival.**

It is mandatory for you to have it.

## Step 1: Prepare Documents and schedule an appointment at the Erasmus office for assistance

### **Where do you need to go?**

Erasmus - Incoming Office - Administrative Staff

[via San Bernardino 72/E](#) (2nd floor - room 3)

+39 035 205 2428/2293

[incoming@unibg.it](mailto:incoming@unibg.it)

 Please arrange an appointment in advance

### **What documents do you need for this appointment?**

- **Copy of your Italian Tax Code** (Codice Fiscale – Don't have a Tax Code? Follow the instructions at <https://en.unibg.it/global/students-exchange/erasmus-incoming-students/on-your-arrival>)
- **Copy of your Passport** (personal data + Visa + all stamped pages)
- **Certificate of Enrollment at the University** (you will receive it at the Erasmus office)
- **Health Insurance Policy valid in Italy**
- **Declaration of Hospitality** (ask your landlord or the accommodation office [accommodation.service@unibg.it](mailto:accommodation.service@unibg.it) to give you a copy of the Declaration of Hospitality)
- **Duty Stamp** (Marca da Bollo) - €16 (You can buy it at the Tabacconist)

## Step 2: Residence Permit Kit

### **Where do you need to go?**

#### **Patronato UIL office**

*Immigration Office Patronato UIL*

*Via San Bernardino, 72/e (underground floor)*



Please arrange an appointment in advance: [immigrati.bergamo@italuillombardia.it](mailto:immigrati.bergamo@italuillombardia.it)

### **What documents do you need for this appointment?**

You will need to bring all documents checked with the International Office (step 1)

### **What do you need to do at the post office?**

At Patronato you need to submit all the documents checked with the International Office (step 1) and at the end, you will receive a Yellow Kit.

## Step 3: Submit the Yellow Kit at the Post Office

### **Where do you need to go?**

Go to an authorized Post Office in Bergamo:

- VIA ANTONIO LOCATELLI, 11 (Monday to Friday 08:20 a.m. – 07:05 p.m. / Saturday 08:20 a.m. to 12:35 p.m.)


VIA MALJ TABAJANI, 1 (Monday to Friday 8:20 a.m. – 1:35 p.m. / Saturday 8:20 a.m. – 12.35 p.m.)

VIA BRIGATA BERGAMO, 2 (Monday to Friday 8:20 a.m. – 1:35 p.m. / Saturday 8.20 a.m. – 12:35 p.m.)

 Please arrange an appointment in advance by registering at <https://www.poste.it/>

### **What documents do you need for this appointment?**


- Your passport
- The yellow kit you get from the Patronato Office

 Steps at the post office:

 Pay fees (€30.46 + €40.00)

 Submit the Yellow Kit with Duty Stamp

 Fill out a registered letter form (€30 fee)

 Receive an appointment at the Immigration Office (Questura)

### **What do you need to do after your post office appointment?**

- Keep the application receipt they will give you and make a copy of it to always carry with you
- Send a copy of the receipt via email to [incoming@unibg.it](mailto:incoming@unibg.it)

## Step 4: Appointment at Questura

- ✓ Attend the assigned appointment for fingerprint and photographic registration.

### ✦ **Where do you need to go?**

Immigration office – Questura di Bergamo

[Via Alessandro Noli, 26, 24124 Bergamo BG](#)

### ➡ **What documents do you need for this appointment?**

- Passport
- 4 passport-size photos (white background)
- Application receipt from Post Office
- Copies of Original documents submitted in the Yellow Kit
- The letter issued by Post Office (confirmation of your appointment at Questura)

## Step 5: Collect Your Residence Permit Card

- ✦ Processing takes about 40 days.
- ✉ You will receive an SMS notification when your card is ready to pick up at Questura.
- ✓ Bring your passport and application receipt to collect it.
- ✦ Make a copy of your permit and store it safely.

### *Important Notes*

#### ✈ *Traveling While Applying:*

- ➡ Type D visa holders can visit Schengen countries for up to 90 days.
- ➡ Always carry your passport and receipt of the application.
- ➡ For temporary return home, take a direct flight or stop outside Schengen.

#### ! *Lost Residence Permit:*

- ➡ Report it at Questura.
- ➡ Request a duplicate at the Post Office with Form 209.
- ➡ Pay €16 for a new Duty Stamp and €30 processing fee.