

STUDENT BOOKLET

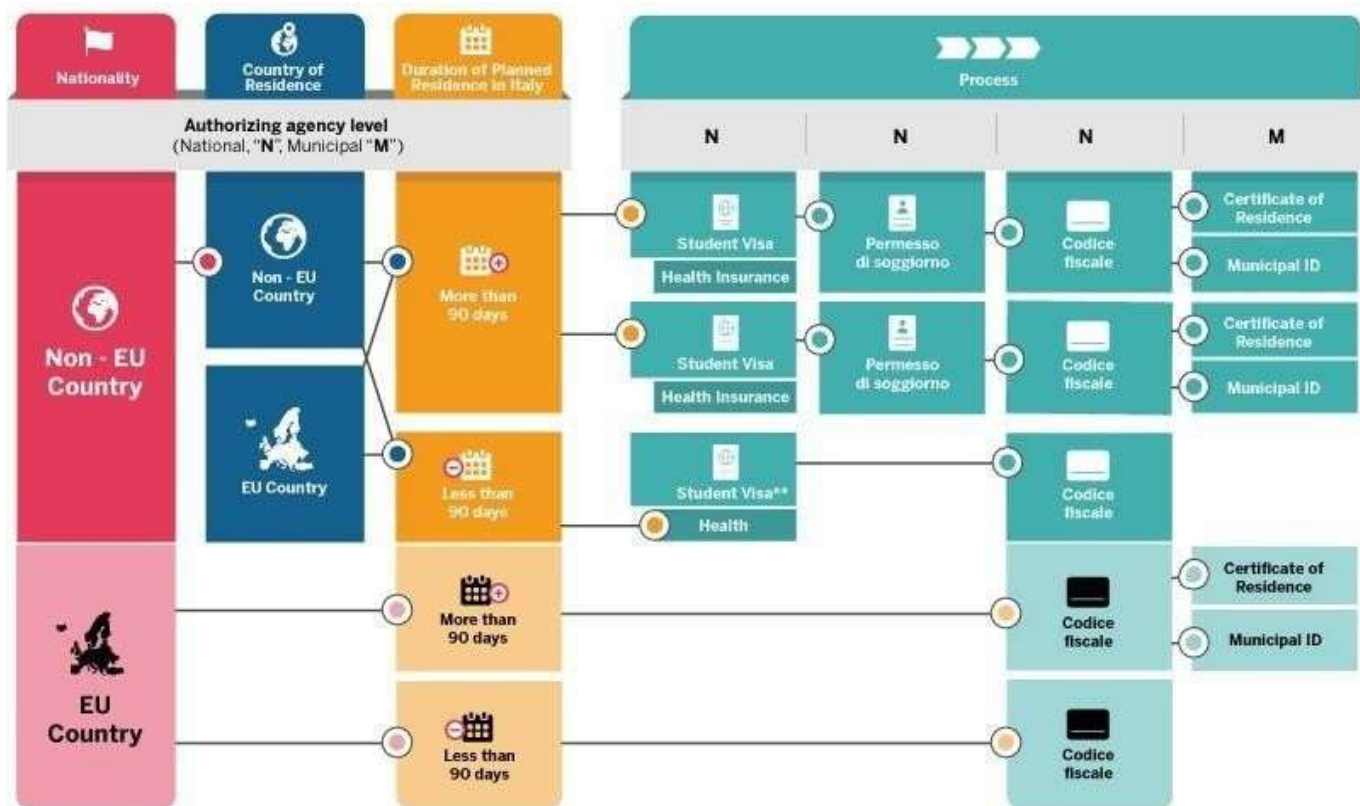


ALL THE PROCEDURES YOU NEED TO COMPLY WITH TO SETTLE IN MILANO

Prices and datas as of June 2020 and may vary.

YESMILANO

IMMIGRATION PROCESS CHART FOR FOREIGN STUDENTS (EU AND NON-EU)* IN MILANO



*Source: online government and non- government websites.

** Need for Student Visa and Health insurance for stays of less than 90 days varies by nationality (e.g. not needed for US nationals; needed for Chinese nationals).

NON-EU STUDENTS VISA AND ENTRY REQUIREMENTS

Duration of Stay in Italy: More than 90 days¹.

Step 1: Student Visa (obtained in country of residence):

a. Process:

- You may apply for a Student Visa by making an online appointment to go in person to the Italian Embassy or Consulate in your country of legal residence **not more than 90 days before the start of study term in Italy.**
 - There may be multiple Italian Embassy and Consular Offices in your country of legal residence. Please consult the [il Visto per l'Italia](#) page of the Italian Ministry of Foreign Affairs to find the location, website, and contact details for the Italian Embassy/Consulate in your assigned Consular District. You will not be able to obtain your Student Visa at other Embassy or Consulate locations.
- When booking online, an appointment may not be available for one to two months, so it is recommended that you go online to **book your in-person Visa appointment as soon as you know the dates of your stay**, allow at least a total of approximately 8-10 weeks ahead of your desired departure date.
- Some Embassies and Consulates may have differing processes and requirements for the Student Visa application process. **Please contact your designated Embassy or Consulate to verify these requirements and ensure that you have all required documentation in advance of your appointment.**



¹ Depending on your nationality, you may or may not need a Student Visa to remain in Italy for up to 90 days. Please consult the website <http://vistoperitalia.esteri.it/home/en> to determine whether you need to get a Student Visa.

• If the Visa is not required, you will be able to enter Italy with a passport valid for at least three months after your planned date of departure from the Schengen Area.

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b. Documents Required²:

- Entry Visa Application Form (see e.g. the NY Consulate [form](#); form varies by Embassy/Consulate).
- One recent passport-sized photo.
- Valid national ID document (such as a Passport) which expiration date is set at least three months later the end of your stay for which the visa is requested.
- Proof of living accommodation in Italy (e.g. a hotel booking or a [declaration of hospitality](#)).
- Document certifying adequate financial resources for the duration of your Visa term.
- Proof of health insurance valid in Italy for the duration of your planned stay (see Step 2 for further information).
- Proof of enrollment or pre-enrollment in the course of study to be followed in Italy (i.e., your university admission letter). The Embassy or Consulate will endorse this document at your in-person appointment. Please save the original document as you will be required to provide it as part of your application in Milano for the Residence Permit ("Permesso di Soggiorno"; Step 3).

c. Cost of Visa:

- € 50.00.

d. Valid For:

- There are variable options for Visa validity length; you will specify the length needed as part of your application. Please note: Passport or other valid travel document must be valid for at least three months longer than the requested Student Visa term.

Step 2: Health Insurance (valid and obtained in the country of residence before applying for the Visa):

a. Process:

- You must bring proof of internationally valid health insurance coverage, effective for the same duration as per your Visa term, to the Italian Embassy or Consulate when applying for your Student Visa³.
- If you do not have existing internationally valid health insurance, a number of private providers offer qualifying coverage for Italy that can be applied for and obtained in your home country. The price you pay will depend on your policy, but differently from the public health coverages (where you access health services without limits), the private insurance usually does not cover all conditions and has a maximum expenditure ceiling.

² If you are a non-EU citizen already legally resident in a country party to the Schengen convention, you do not need an entry visa to live in Italy. You can enter Italy with the Residence Permit issued by your country of residence and your national passport, both valid. It is recommended that you maintain photocopies of all documents that you bring to your Student Visa appointment. Please note that there may be additional documents required, depending on the specific type of study program that you will be following in Italy. Please visit [il Visto per l'Italia](#), page of the Italian Ministry of Foreign Affairs, for further details and note that the Italian Embassy or Consulate will not accept checks or credit cards: be prepared to pay in cash or by money order.

³ You may optionally seek supplemental coverage upon arrival in Milano. Options for supplemental health insurance obtained in Italy include the Italian National Health Service ("Servizio Sanitario Nazionale", aka "SSN"). The SSN covers choice of general practitioner, admission to public or certified private hospitals and emergency care (only in Italy). Voluntary subscription to SSN for students costs 149,77 per calendar year (that means, the subscription is valid from 1st January until 31st December of the year of application regardless the date of payment).

NON-EU STUDENTS VISA AND ENTRY REQUIREMENTS

Step 3: Permesso di Soggiorno (obtained in Milano):

The Permesso di Soggiorno, aka the “Residence Permit” is the document required for non-EU nationals to validate legal residence in Italy for a designated period of time.

a. Process:

- You must apply for the Permesso di Soggiorno within **eight** working days of your arrival in Italy by going in person to a [Sportello Amico Post Office](#) (one marked with a “Sportello Amico” logo) where you obtain, fill out and submit the yellow application kit.

[Application kit](#) pdf online for download. Your university may have the Permesso di Soggiorno application kit available for you in your welcome materials; or consult a university representative to see whether they have the kit.

You must fill out the application (see a guide, take it to the Post Office, and follow all other steps below:

- In order to submit the application form at the Post Office, you must also purchase in advance a revenue stamp (called “Marca da Bollo”) at a “Tabaccheria” (a Tobacconist’s shop marked with a “T” sign on the outside), located throughout the City. The “Marca da Bollo” has to be affixed to the application form to be submitted. See the correct amount below.

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Documents and items required for submission with the application form:

- Completed application form (*make sure to get a copy, as you will need it for subsequent purposes including during the fingerprinting process*). This guide may help you: [Guide](#) to filling out application kit (from Politecnico Milano).
- Revenue Stamp (a “Marca da Bollo”). See the correct amount below.
- Photocopy** of valid national ID document (such as a Passport).
- Photocopy** of admission letter **endorsed** at the Embassy or Consulate in home country during Student Visa application process.
- Photocopy** of certification print-out from your university in Italy, confirming your enrollment (provided to you in your university documentation).
- Photocopy** of health insurance policy or its payment receipt, valid in Italy for duration of your Visa term.



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- **Copy** of documentation certifying adequate financial resources for the duration of your Visa term (e.g.: a recent bank account report). This document must clearly state your name.

You must sign and date the application form in front of a post officer at the Sportello Amico Post Office that will check out your identity with the original ID and see if the original documents correspond to the copies you send in.

Upon submission of the kit, you will receive a receipt as well as the time, date and place for your fingerprinting appointment with the local branch of the Italian national police ("Questura"), which is the next stage of your Permesso di Soggiorno application⁴.

In the interim, you will continue to use your application receipt as proof of your legal immigration registration and status.

You will receive a user ID and password (they are printed on the receipt) that will enable you to check on the issuance status of your Permesso di Soggiorno online at [Immigration Portal](#) (website section "Area Riservata Stranieri") OR on the [website](#) of the Italian National Police.

After the appointment, it may take from weeks to months for issuing your Permesso di Soggiorno. You will also receive SMS notification of the date, time, and place that your Permesso di Soggiorno is ready for pickup. In the interim, you will continue to use your application kit receipt as proof of your legal immigration registration and status.

Upon notification that the Permesso di Soggiorno is ready for pickup, go to the designated location to retrieve the issued Permesso di Soggiorno.

For Questura fingerprinting appointment:

- You must go to the designated Questura office at the time and date of the appointment provided to you on the receipt you received at the Post Office upon submission of the Permesso di Soggiorno application (discussed above). At the Questura you will present the required documents, that will be reviewed in a brief interview. The officer will also take your biometric data (fingerprints).

- **Documents required for the Questura fingerprinting appointment:**

- Application kit receipt.
- Copy of application forms from the kit.
- Copy of your Passport or other valid ID.
- Four passport-sized photographs.
- Original of insurance policy valid in Italy or receipt of payment for Italian insurance policy, valid for the duration of your Visa term.
- Original of document certifying adequate financial resources for the valid for the duration of your Visa term.

- b. After the appointment, it may take from weeks to months for issuing your Permesso di Soggiorno. You will also receive SMS notification of the date, time, and place that your Permesso di Soggiorno is ready for pickup. In the interim, you will continue to use your application kit receipt as proof of your legal immigration registration and status.

NON-EU STUDENTS VISA AND ENTRY REQUIREMENTS

- c. Upon notification that the Permesso di Soggiorno is ready for pickup, go to the designated location to retrieve the issued Permesso di Soggiorno.

⁴ Please note: **until your Permesso di Soggiorno is issued, your application kit receipt will act as proof of your legal immigration registration and status, so keep it with you at all times** (you might also make a copy of it but the original one has to be shown in case of Police check). Also, obtain and keep a copy of the application kit forms, as they will be needed in the next step of the process, fingerprinting at the Questura.

NON-EU STUDENTS VISA AND ENTRY REQUIREMENTS

Cost of Permesso di Soggiorno*:

- **For submission of application kit:**
 - €16 Marca da Bollo / Revenue Stamp (to be bought in any Tabaccheria).
- **Total cost at Post Office: €100.46*, including the following⁵:**
 - €30 to submit the application kit via the Post Office.
 - €30.46 cost of the issue of physical Permesso di Soggiorno card.
 - €40 cost of Permesso di Soggiorno for students (3 months to 1 year).
- **For Questura appointment:**
 - No additional fee.
- **Total cost for Permesso di Soggiorno for Students: €116.46**

d. Valid For:

- Three months to one year⁶.

e. Resources Cited:

- [Sportello Amico Post Office](#) locations in Milano.
- A sample [Guide](#) to filling out application kit (from Politecnico Milano).
- The [Immigration Portal](#) (See website section "Area Riservata Stranieri"; please note that the English version of the website is under construction).

*Prices as of June 2020 and might be subject to change.

⁵ Please note that the Post Office will not accept foreign checks or credit cards. Please be prepared to pay in cash or by debit card.

⁶ **If you are still an enrolled student, for first renewal of the Permesso di Soggiorno, you must initiate the process at least 60 days before the expiration date of your current Permesso di Soggiorno.** The renewal process and cost are largely the same as the process to obtain the Permesso di Soggiorno in the first instance. It differs only in that you are required to present the original and a photocopy of the current, expiring Permesso di Soggiorno at the Sportello Amico Post Office and at the in-person appointment at the Questura. You are also required to provide a photocopy of your academic transcript from your university in Milano demonstrating that you have successfully passed at least one exam during the validity period of your current Permesso di Soggiorno. Upon first renewal, the new Permesso di Soggiorno is valid for one year. The process, costs, and requirements for second renewal of the Permesso di Soggiorno are the same, with the additional need to provide a photocopy of your academic transcript from your university in Milano demonstrating that you have successfully passed at least two exams during the validity period of your current Permesso di Soggiorno. **Upon second renewal, the new Permesso di Soggiorno is valid for two years.**

[Click here for detailed information on how to convert residence permit from study to work](#)

NON-EU STUDENTS VISA AND ENTRY REQUIREMENTS

Tax Identification Number (“Codice Fiscale”; obtained in Milano):

The Codice Fiscale is a 16-character alphanumeric tax code specific to an individual. It is required for many purposes in Italy, including signing a lease, opening a bank account, purchasing or renting a car or scooter, signing a utilities contract, etc.

a. **Process:**

- The pre-issuing of the Codice Fiscale before your arrival in Milano is possible through the application at the Italian Consulate/Embassy in your own country.
- Also, most of the universities in Milano have an agreement with the Italian Revenue Agency (“Agenzia delle Entrate”) to pre-issue the Codice Fiscale before your arrival. Please consult your welcome materials and university international students desk to check if your university has obtained the Codice Fiscale on your behalf.
- You may also obtain the Codice Fiscale or a stamped certification of it directly at the closest office of the Revenue Agency / Agenzia delle Entrate (please search for your address [here](#)).
- The Codice Fiscale is issued immediately.

b. **Documents required, if you are more than 18 years old**

- Completed [application form](#) and either:
 - original and one copy of your passport with valid student visa

c. **Cost of Codice Fiscale:**

- There is no cost associated with the Codice Fiscale release.

d. **Valid For:**

- There is no expiration date for the Codice Fiscale.

e. **Resources Cited:**

- Agenzia delle Entrate:
<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>

NON-EU STUDENTS VISA AND ENTRY REQUIREMENTS

Residence (“Residenza”) and ID Card issued the City of Milano’s Registry Office (“Anagrafe”) in Milano:

The Residence is the status of a person permanently living on the city territory. When appointed, the residence is transferred from your city of origin to Milano. It is not mandatory as a international student to transfer your residence to Milano.

Once obtained the Residence there are a number of benefits you are eligible to, including the possibility to require the ID Card, the possibility of participating to the local elections

How to apply for “Residenza”:

- Once in Milano, you might begin the process of registering with the City Register – “Anagrafe” of the City of Milano as a resident. As part of your application, you will be required to provide your Codice Fiscale, so you should begin the application after obtaining the Codice Fiscale (Step 4).
- To apply for Residenza you can submit your [application online](#) or by in-person appointment at an [office of the Anagrafe](#).

To book an in-person appointment, you may call the helpline 020202 (available Monday-Friday, 8 AM to 8 PM, or by accessing the [online booking service](#) The blank application form for the registration with the Anagrafe is available [here](#).



b. Documents required to apply for “Residenza”:

- Completed application form.
- Original and copy of valid national ID document (such as a Passport).
- Original and copy of Codice Fiscale.
- Original and copy of Permesso di Soggiorno OR original and copy of application receipt for Permesso di Soggiorno.
- A statement by your landlord or hosting person for the consent to reside in his/her home and copy of their ID

The receipt of your application will be handed to you in case of in-person appointment, will be ready for you to download and print from the online application platform (you will get a notice mailed to your inbox within one to two weeks in case of application submitted digitally). The registration process takes on average 2 months to be completed. An officer from the Municipality may visit you at your residence to certify that you are actually living there. At the end of the process, you will be notified that your residence application has been successfully accepted.

Tip: help the officer inspection by providing an address as accurate as possible (stair number, floor) and making sure your name is on the intercom and mailbox.

You might need to get a **residence certificate** if required by some private subject (e.g. a bank when issuing a mortgage). You can do that online or in person at Anagrafe.

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VISA AND ENTRY REQUIREMENTS

- a. **“ID card”:**
- b. **To apply for an ID card, you must have applied successfully for residence before**
- The ID card can only be issued after a in-person appointment at an [office of the Anagrafe](#).
 - The card will be issued after six working days. You can opt between receiving it at home by certified post or collect it at the Anagrafe office.
 - As a personal document, the postman or the Anagrafe officer will give it to you in person only, after checking your identity. You may designate one proxy person during your application, that will get the letter on your behalf.
- c. **Documents required to obtain the “ID card”:**
- Completed application form (might be filled during the appointment).
 - Original and copy of valid national ID document (such as a Passport).
 - Passport-size color photo.
 - Original and copy of Permesso di Soggiorno OR 1) original and copy of application for Permesso di Soggiorno and 2) original and copy of application receipt for Permesso di Soggiorno.
 - Codice Fiscale OR health insurance card.
 - The operator will take two fingerprints of you, they will be encoded and saved in the card only for secure identification purposes. You will be requested if you consent to the donation of organs in case of death (the consent is totally free and not mandatory at all).
- d. **Cost:**
- **For Municipal ID Card:** €22.20* . *Prices as of June 2020 and might be subject to change.
 - **For the Application to the Registry office:** There is no associated cost.
- e. **Valid For:**
- Residenza does not expire (you must notify the Anagrafe within 20 days if you move).
 - The Municipal ID Card is valid for 10 years for adults.
- f. **Resources/ Contact Information:**
- a. [Anagrafe office locations](#)
 - b. [Online booking service](#) for the Anagrafe
 - c. Application form for Certificato di Residenza
 - d. Example completed application form for Certificato di Residenza

NON-EU STUDENTS

VISA AND ENTRY REQUIREMENTS

Checklist: Immigration Process for NON-EU Students Moving to Milano

- Student Visa
- Health Insurance (necessary for obtaining the VISA)
- In Milano: Permesso di Soggiorno
 - Fill out/ submit application kit at Sportello Amico Post Office
 - Go to the appointment at police Go to Questura for validation appointment
- Tax identification number /codice fiscale
- Residenza and Municipal ID Card

EU STUDENTS

ENTRY REQUIREMENTS IN MILANO

Duration of Stay in Italy: More than 90 days⁷.

Step 1: Student Visa:

a. **Process:**

- As EU citizen, **you do not need any Visa to enter Italy**. You can enter Italy with a valid national ID card or Passport.

Step 2: Health Insurance (obtained in country of residence):

a. **Process:**

Health insurance coverage in Italy is not mandatory for entry for EU citizens. As an EU citizen you are covered for emergencies for 90 days by your national health system by showing your European Health Insurance Card⁸.

- If you choose to seek internationally valid health care coverage, a number of private providers offer coverage for Italy that can be applied for and obtained in your home country. The price you pay will depend on your policy, but differently from the public health coverages (where you access health services without limits), the private insurance usually does not cover all conditions and has a maximum expenditure ceiling.
- As EU citizen, you do not need any Residence Permit (“Permesso di soggiorno”). However you need to register at the City Registry either as temporary resident or by applying for residence.

⁷ For duration of stay in the Italy territory inferior to 90 days any bureaucratic step is required.

⁸ You can obtain the free Italian health care coverage upon arrival in Milano bringing the S1 form issued and completed by your home town competent authority, together with the Certificate of Temporary Residence/Certificate of Residence, to transfer your original health insurance to the Italian health service for the period of your stay (make sure you notify when you leave). In this way you will be assigned with a general practitioner in Milano and enjoy full access to all the public health services, free of charges.

In case you don't have a S1 form along with you, you can still obtain health insurance in Italy, including the Italian National Health Service (“Servizio Sanitario Nazionale”, aka “SSN”). The SSN covers choice of general practitioner, admission to public or certified private hospitals and emergency care (only in Italy but not in other country). SSN costs € 149.77 per calendar year. Other private providers can offer supplemental coverage* *Prices as of December 2019 and might be subject to change.

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ENTRY REQUIREMENTS IN MILANO

Step 4: Tax Identification Number (“Codice Fiscale”; obtained in Milano):

The Codice Fiscale is a 16-character alphanumeric tax code specific to an individual. It is required for many purposes in Italy, including signing a lease, opening a bank account, purchasing or renting a car or scooter, signing a utilities contract, etc.

a. Process:

- The issuing of the Codice Fiscale before your arrival in Milano is possible through the application at the Italian Consulate/Embassy in your own country. Also, most of the universities in Milano have an agreement with the Italian Revenue Agency (“Agenzia delle Entrate”) to pre-issue the Codice Fiscale before your arrival. Please consult your welcome materials and university international students desk to check if your university has obtained the Codice Fiscale on your behalf.
- You may also obtain the Codice Fiscale directly at the closest office of Agenzia delle Entrate (please search for your address [here](#)).
- The Codice Fiscale is issued immediately.

b. Documents required:

- Completed [application form](#):
- original and one copy of your passport or EU national ID

c. Cost of Codice Fiscale:

- a. There is no cost associated with the Codice Fiscale release.

d. Valid For:

- a. There is no expiration date for the Codice Fiscale.

e. Resources Cited:

- a. Agenzia delle Entrate:
<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>

Calcolo del codice fiscale



Example of **Codice Fiscale** digit number

EU STUDENTS

ENTRY REQUIREMENTS IN MILANO

Temporary Residence (“Dimora Temporanea”), Residence (“Residenza”) and ID Card (Items obtained from the City of Milano’s Registry Office (“Anagrafe”) in Milano:

With Temporary Residence registration a person that stays in Milano is legally registered at the Local Registry Office (“Anagrafe”), thus complying with law requirements: a **registration at the Registry Office is mandatory for EU Citizens staying for more than 90 days.**

Instead, the Residence is the status of a person permanently living on the city territory. When appointed, residence is transferred from your city of origin to Milano.

It is not mandatory as an international student to transfer your residence to Milano, but: Once obtained the Residence there are a number of effects and benefits, including the and the ID Card, possibility of participating to the local elections. EU students will be able to enlist to vote for Italian candidates to European Parliament.

a. Process:

Upon arrival in Milano, if you intend to stay for more than 90 days in Milano, you must register with the Anagrafe of the City of Milano to enlist for Temporary Residence (“Dimora Temporanea”)⁹. Alternatively, you might also apply as permanent resident, obtaining Residence (“Residenza”) and an ID Card.



- To apply for “Residenza” you can submit your [application online](#) or book an in-person appointment at an [office of the Anagrafe](#).

b. Documents required for either permanent or temporary residence registration:

- Passport (or identity card valid for foreign travel, issued by the European country of origin).
- European Health Insurance Card, or [S1 form](#), or proof of health coverage.
- Self-declaration of economic coverage, type of asset (e.g. personal assets) and where it might be checked (e.g. bank name).
- Proof of University Course enrollment.

⁹ Every EU citizen living on the Italian territory for more than 90 days, not yet registered as resident, is requested to register for Temporary Residence (“Dimora Temporanea”). Differently from the registration as permanent resident, the “Certificato di Dimora Temporanea” has a validity of one-year time and does not affect your residency in the country of origin.

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ENTRY REQUIREMENTS IN MILANO

a. Municipal ID Card:

- Original and copy of valid national ID document (such as a Passport).
- Passport-size color photo.
- Codice Fiscale OR health insurance card.

b. Cost:

- **For Municipal ID Card:** €22.20 **Prices as of June 2020 and might be subject to change.*
- **For the application as permanent resident:** There is no associated cost.

c. Valid For:

- The Municipal ID Card is valid for 10 years for adults.
- There is no expiration date for the registration as permanent resident (you must notify the Anagrafe within 20 days if you either change address or leave the city).

d. Resources/ Contact Information:

- [Anagrafe office locations](#)
- Application form for Certificato di Residenza
- Example completed application form for Certificato di Residenza
- [Online booking service](#) for the Anagrafe

EU STUDENTS

ENTRY REQUIREMENTS IN MILANO

Checklist: Immigration Process for EU Students Moving to Milano

- ~~Step 1: Student Visa~~
- Step 2: Health Insurance
- ~~Step 3: Permesso di Soggiorno N/A~~
- Step 4: Codice Fiscale
- Step 5: Certificato di Dimora Temporanea, Certificato di Residenza and Municipal ID Card