INSTRUCTIONS TO APPLY FOR THE ITALIAN PERMIT OF STAY
“PERMESSO DI SOGGIORNO” FOR STUDY PURPOSES (AND FOR THE RENEWAL OF THE “PERMESSO DI SOGGIORNO” FOR STUDY PURPOSES)

According to Italian Law (D. Lgs. 286/98) non E.U. citizens planning to stay in Italy longer than 3 months (90 days) must apply for a Residency permit within 8 working days after arrival.

Please note, if you have a Type ‘D’ visa you must apply for the Residency Permit.

In order to apply for the Residency Permit you have to go to the post office (via Vittorio Emanuele n. 33) and ask for the “plico per la richiesta di permesso di soggiorno”. The “plico” contains the necessary papers to apply: Mod. 209 – Form 1 and 2. You have to fill the form number 1, while the form number 2 has to be filled out only in case you receive an extra income out of GSSI scholarship.

Please bring with you the following document:
1. Your passport;
2. A copy of your passport (all the pages);
3. A special stamp (marca da bollo) which costs 16,00 € (you can buy it at any Tabacco Shop - Tabaccheria);
4. Enrolment certification issued by GSSI;

Please be aware that, the Post Office clerk will give you a special Receipt and a fingerprinting appointment at the Questura (Local Police Headquarters in Via Strinella n.1).

The receipt is extremely important and should be kept safe as it is proves that you have applied for a Residency Permit before you actually receive one.

N.B.: the Permit of Study for study purposes is valid for 1 year.
Below you can find the instruction to apply (or renewal) for the Permit of stay

1. go to the post office and ask for the kit to apply for the permesso di soggiorno/renewal of the permesso di soggiorno “Mod. 209 - Form 1 and 2”;

2. fill out the forms in the kit.

Instructions for completing “Mod. 209”:

N.B.: You must fill in only form n. 1, while you can ignore form n. 2 (form 2 is to be filled only in case you receive extra-income from work).

- 1: L’Aquila;
- 2: AQ;
- 3: Surname
- 4: Name
- 5: AQ
- 6: L’Aquila;
- 8: “Rilascio” if you are applying for the permesso di soggiorno for the first time;
- 9: “Rinnovo” if you are applying for the renewal of the permesso the soggiorno
- 14: permesso di soggiorno
- 18: (only for the renewal) number of the expiring permesso di soggiorno;
- 19: enter the number 24
- 20: (only for the renewal) expiration date of the permesso;
- 22: enter the code 01;
- 23-24: check “Modulo 1”;
- 25: you must write here the number of sheets you are including in the envelope. Gather all the documents and count them.
- 26: number of children, if you have;
- 28: date;
- 29: signature;
- 31: Italian fiscal code “codice fiscale” (if you have);
- 32: A: not married; B: married;
- 33: M:male F: female;
- 34: birthdate;
- 35: code of your Country (attachment 3 “Codici Stato” - it is the same code as on your passport;
- 36: your citizenship (attachment 3 “Codici Stato” - it is the same code as on your passport;
- 37: Are you a refugee? Yes – No
- 38: birthplace (city);
- 40: Passaporto
- 41-42-43: leave blank (only for ID documents different from the passport);
- 44: passport number;
- 45: expiration date of the passport;
- 46: write 01 (if the passport has been released by the Government; if your document has been released by some other office check the code number in the Instructions that you can find in the kit - see “Tabella allegata 5”);
- 55: 365
- 56: valid from
- 57: expiration date of the VISA
- Sezione 6: blank
- Sezione 7: mailing address in Italy. You can fill it with the address of GSSI students house and your contacts:
- 66: AQ;
- 67: L’Aquila;
- 68: Corso Federico II;
- 69: 4;
- 70-71: blank;
- 72: 67100;
- 73: write your e-mail address;
- 75: Italian mobile phone number (if you have);
- 68: Corso Federico II;
- 69: 4;
- 70-71: blank;
- 72: 67100;
- 73: write your e-mail address;
- 75: Italian mobile phone number (if you have);
- All the rest must be left empty.
On the pre-printed paying-in slip you must write: Eur 70.46 (for the permesso di soggiorno release/renewal, that is: Eur 40.00 for the contribution + 30.46 for the print of the electronic permesso di soggiorno "PSE").

Consider that the total amount that you have to pay is: Eur 116.46 (Eur 70.46 using the pre-printed paying-in slip “bollettino postale” + Eur 30.00 to send your application by mail + Eur 16.00 for the revenue stamp “marca da bollo”).

N.B. Taxes may change from year to year.

- put the following documents in the envelope of your application kit:
  
  • application filled in and signed (form 1)  
  • copy of your passport (all the pages);  
  • copy of your old permesso (in case of the application for the renewal of the permesso);  
  • copy of your Italian fiscal code (codice fiscale);  
  • revenue stamp (called Marca da bollo) of Eur 16.00;  
  • receipt of your payment, released by the Post office;  
  • certificate of enrollment from the GSSI

- submit your application to the Post Office.

The Post Office clerk will give you a special Receipt and a fingerprinting appointment at the Questura (Local Police Headquarters) in Via Strinella n.1.

The post office receipt is extremely important and should be kept safe as it is proves that you have applied for a Residency Permit before you actually receive one.
30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO) [FISCAL CODE]

32. STATO CIVILE (i) [M: male; F: female]

33. SESSO (i)

34. NATO/A IL (a)

35. CODICE STATO NASCITA (k)

36. CODICE STATO CITTADINANZA (k)

37. RIFUGIATO (c) SI [X] NO

38. CITTÀ DI NASCITA

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITÀ

40. PASSAPORTO (c) [X]

41. O ALTRO TIPO DI DOCUMENTO (c)

42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (l)

43. ALTRO

44. NUMERO [PASSPORT NUMBER]

45. VALIDO SINO AL

46. RILASCIATO DA (m)

Enter the code 01 if the passport has been released by the Government

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA

49. FRONTIERA [ARRIVAL AIRPORT]

50. NUMERO VISTO (n) [VISANUMBER]

51. TIPO VISTO (n) [D]

52. INGRESSO SINGOLO (c)

53. INGRESSO MULTIPIO (c) [X]

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n)

STUDIO

55. DURATA DEL VISTO (n) [365]

56. VALIDO DAL (n)

57. SINO AL (n) [mm / aaaa]

48. Date of your arrival in Italy

49. Airport of arrival (e.g. Roma Fiumicino, Roma Ciampino)

50. Enter the Visa number (without the first zero)

56. Issue date of Visa

57. Expire date of Visa
58. SEZIONE 6 - RICHIESTA RINNOVO TITOLO / DOCUMENTO DI VIAGGIO

59. TITOLO DI VIAGGIO PER STRANIERO (c)
60. TITOLO DI VIAGGIO PER APOLIDE (c)
61. DOCUMENTO DI VIAGGIO PER RIFUGIATO (c)
62. PERIODO PER IL QUALE SI CHIEDE IL RINNOVO (c)
63. 1 ANNO (c)
64. 2 ANNI (c)

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

66. PROVINCIA (b) AQ
67. COMUNE L'AQUILA
68. INDIRIZZO CORSO FEDERICO I
69. NUMERO CIVICO 4 / lettera
70. SCALA
71. INTERNO
72. CAP 67100
73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)
74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)
75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)
76. Italian mobile Phone

NOTE:
68. If you no longer stay at GSSI student house, please enter your address

76. SEZIONE 8 - RECAPITO PER EVENTUALI COMUNICAZIONI (q)

77. PRESSO (r)
78. PROVINCIA (b)
79. COMUNE
80. INDIRIZZO
81. NUMERO CIVICO numero / lettera
82. SCALA
83. INTERNO
84. CAP
MEF DIP. TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG. NO ELETT.CO

Importo per il rilascio del permesso di soggiorno elettronico

510393133021161921

IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE

000067422402< 674>