



IUSS

Scuola Universitaria Superiore Pavia

WELCOME

INTERNATIONAL STUDENT

USEFUL INFORMATION

[www.iusspavia.it](http://www.iusspavia.it)

# FIRST RESIDENCE PERMIT

## NON-EU CITIZENS

- Within 8 working days from your arrival to Italy, you have to fill in and sign the so-called “kit” to apply for a residence permit in the city where you will be living. The kit is available at all the post offices bearing a “Sportello Amico” sign.
- The kit has to be filled in and accompanied by copies of the following documents:
  - copy of your passport with visa and personal data page.
  - copy of your health insurance policy; health insurance bought abroad must be validated by the Italian Embassy in your country (if not already in English). You can also buy health insurance upon your arrival in Italy.
  - letter of acceptance to the IUSS Study Programme.

Once you submit the kit, at the Post office you will receive a postal receipt confirming that you have requested a residence permit.

In order to check if your residence permit is ready to be collected at the Police Headquarters' Immigration Office, you can check either the [website of the Police](#) or the [Immigration portal](#).

In addition to the notice displayed by this system on the status of your application, you will be able to ask for information writing to your Reference University Secretariat (if your University is Università di Pavia, the address is [permesso.soggiorno@unipv.it](mailto:permesso.soggiorno@unipv.it)) specifying your name, surname and attaching copy of your postal receipt, first page of your passport and IUSS enrollment letter.

**IMPORTANT:** the postal receipt allows students to live legally in Italy BUT it does not allow them to travel abroad in the Schengen area.

International students with a valid permit of stay are allowed to work for a maximum of 20 hours per week and 1,040 hours per year.

DOWNLOAD

[sample-how-to-fill-out-the-kit](#)

# RESIDENCE PERMIT RENEWAL

In case of renewal of the residence permit, you will be asked to fill out the kit to apply for a residence permit (module 1 only), which is available at the Post Office. The Kit must be handed in at the Post Office together with the following documents:

- Copy of a valid passport with visa page + copy of the page with personal data and dates of validity and expiration of the document
- copy of your stay permit
- copy of the documentation certifying the availability of adequate financial resources: about € 5825 (e.g., scholarship certification and print out of your bank account)
- your transcript of records.
- **If you are asking for a renewal after having completed all your exams, in the notes of your certificate you should also include the dates of your final degree presentation sessions.**
- Copy of your health insurance

## COST OF THE RESIDENCE PERMIT

- € 16,00 “*marca da bollo*” (a stamp that can be purchased at any tobacconist with a “T” sign out of the shop) to put on the residence permit application form
- € 30 to be paid at the second step of the procedure, when handing in the Kit to the Post Office
- € 70,46 to be paid at the Post Office to get the Electronic Residence Permit

# RESIDENCE PERMIT WHILE AWAITING EMPLOYMENT

Non-EU students who have obtained their *Laurea* (equivalent to Bachelor of Science), *Laurea Magistrale* (equivalent to Master of Science), a level 1 or 2 Specializing master's degree or a PhD, will be able to convert their study permit into a one-year residence permit while awaiting employment (looking for a job- "*attesa occupazione*"). Before doing so, they have to register in the jobseeker's list of the "*Centro per l'Impiego*" (Job Centre) in the city/town where they live. This permit can be changed (during its year of validity) into a residence permit with a right to work.

## DOCUMENTS NEEDED:

- Application filled in and signed by the interested party (Modules 1 and 2);
- Complete photocopy of passport or other equivalent document;
- Certificate of the statement made to the employment office (formerly registration on employment lists)
- Copy of Master Degree/PhD diploma

## EU CITIZENS

If you are an EU citizen or come from EFTA countries (Iceland, Liechtenstein, Norway and Switzerland), you do not have to apply for a residence permit. However, if you are going to stay in Italy **for more than 3 months**, you should register to the “*Anagrafe*” (Register office) at your residence’s municipality .

In order to register a temporary residence in Italy, you need to submit the following documents to the Register office:

- Passport or ID card and its copy
- Original fiscal code and its copy
- University enrollment certificate in Italian (to be requested to the Postgraduate Office)
- European Health Insurance Card issued by your country of residence and its copy
- Proof of sufficient resources (minimum € 5825 for students with no family members to support), provided through “[modello self-certification](#)” (fill out point "b" only if with family members to support).

The temporary residence has a validity of 12 months.

# PERSONAL TAX CODE

Personal Tax Code, in Italian “*codice fiscale*”, is an alphanumeric code of 16 characters issued for free by the “*Agenzia delle Entrate*” (Revenue Agency) to identify Italian citizens and foreign residents.

You need to have your own “*codice fiscale*” to:

- open a bank account
- sign any type of contract (rental, phone line, ...)
- register at the National Healthcare Service (SSN)

You can refer to the Italian Representative in your Country in order to [obtain your tax code](#).



# HEALTH INSURANCE

If you are an international student, you can choose among different options of health insurance. Please check the options listed below and choose the one that fits you best according to your nationality and needs. **In case you are in an emergency situation you can dial 112 to call an ambulance or directly go to the “*Pronto Soccorso*” (Emergency room) of the closest hospital.**

Registering with the **SSN** is warmly suggested, because it entitles you to the same treatment offered to Italian citizens. This includes: choice of a general practitioner, who can visit you free of charge, and who will refer you to specialists (dentists, orthopaedics, etc.); admission to public or certified private hospitals free of charge; doctor on duty-continuous assistance service (*guardia medica*) free of charge; lower fees for tests (blood tests, radiological tests, etc.); medical fees exemption for chronic diseases.

Please note that registration with the SSN is valid for one calendar year, from 1<sup>st</sup> January until 31<sup>st</sup> December.

# Non-EU citizens

Please, note that if you are a non-EU student, it is compulsory for you to have health insurance (or a health insurance payment receipt) in order to apply for the residence permit. The residence permit will be valid for the same period as the health insurance and vice versa (the residence permit has a maximum validity of 12 months). Non-Eu students can choose among three alternatives to obtain a health coverage:

## 1. **Subscribe a private health insurance policy abroad:**

You can decide to purchase a private health insurance in your own country before departure. It is always advisable that the insurance policy is validated by the Italian embassy and translated into Italian or English.

If there is a health assistance agreements between your country and Italy that entitles you to access the Italian National Health Service for free, acquire the agreement documentation from the Italian embassy/consulate and, once in Italy, submit it to the closest ATS office.

## 2. Register to the Italian National Service SSN

This insurance is valid one calendar year (January 1st – December 31st ). If you enrol in September, you should first purchase a private health insurance for the same length of time as that of the residence permit needed (maximum 12 months). You can subscribe to the SSN later on. In order to register with the SSN, it is necessary for you to go to any post office and pay fill out a [postal payment slip](#) with the following data and amount of € 149,77:

c/c postale n.: 379222 - Intestato a:

Amministrazione P.T. Regione Lombardia - Causale: iscrizione volontaria S.S.N.

Registration by National Health Service (SSN), although not compulsory, is warmly suggested because it entitles you to the same treatment guaranteed to people officially resident in Italy, on all the national territory, including the direct choice of a doctor (general practitioner).

Once you have paid, you can use the payment receipt to apply for the residence permit. After applying for the residence permit, you have to go to the ATS (local health office) of your town with the following documentation:

- self-certificate of enrolment at IUSS Pavia (downloadable from the ESSE3 platform)
- residence permit postal receipt
- "codice fiscale"
- copy of your passport
- receipt of the payment for the SSN subscription

You will then receive a temporary health coverage lasting 6 months. Once you received the residence permit card, you will have to submit a copy to the ATS office to get the health coverage valid until December 31<sup>st</sup> .

### 3. Purchase and subscribe a private health insurance policy in Italy

You can also purchase a private health insurance upon arrival. At the time being, the most convenient private health insurance for international students is provided by INA ASSITALIA insurance, available in Italy by paying a fee of € 49.00 (6 months) or € 98.00 (1 year).

You can pay the amount at the post office by [postal payment slip](#) to the following account No. 71270003 - INA ASSITALIA - Agenzia Generale di Roma - Account 20, Via del Tritone, 181 - 00187 Rome.

# HOW TO OPEN A BANK ACCOUNT

Most of the banks are open **from Monday to Friday**, from 8:30 am to 1:30 pm and from 3:00 pm to 4:30 pm.

To open a bank account, it is necessary:

- To be of legal age (at least 18);
- Have a valid ID/passport;
- Have a tax code (codice fiscale);
- Not to have previously declared bankruptcy.

After signing the contract, the bank will supply you with all the information related to the terms and conditions of service and the following bank coordinates, which are necessary in order to make an international wire transfer:

- IBAN, International Bank Account Number (also known as Clabe or Aba depending on your country), which is an alphanumeric code identifying your bank account (check char + national bank code + branch number + the account number);
- BIC, Bank Identifier Code/SWIFT, which is necessary to send money worldwide.

Before being able to make any transaction, it is necessary to make an initial deposit to your bank account. Traveller's checks, checks and foreign currency can be exchanged at banks, exchange offices, railway stations and/or airports.

## Contact for information on Ph.D. Programmes

- Post graduate Office: [postlaurea@iusspavia.it](mailto:postlaurea@iusspavia.it)

## Contact for International mobility opportunities

- Erasmus+ Office: [erasmusplus@iusspavia.it](mailto:erasmusplus@iusspavia.it)
- [international.relations@iusspavia.it](mailto:international.relations@iusspavia.it)





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