



UNIVERSITÀ
DEGLI STUDI
FIRENZE

APPLYING FOR A STUDY PERMIT



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HOW TO APPLY FOR THE PERMIT OF STAY FOR STUDY PURPOSES

The permit of stay (permesso di soggiorno per studio) is issued by [Police Headquarters](#) (Questura, Commissariato or Ufficio Immigrazione) and allows you to live in Italy for an extended period. It is required for stays of over 90 days and for anyone holding a D-type visa. Application must be filed within 8 working days of your arrival in Italy.

The procedure outlined below is for students holding an Italian D-type study visa who are domiciled in Florence.

⚠ How to apply for the residence permit

1. Visit the [Post Office¹](#) to request the kit needed for the residence permit application.
2. The Application Kit (Kit di Permesso di Soggiorno, this kit contains two forms, instructions, and a payment slip, and can be identified by its white envelope with a yellow stripe. To complete the application, you will need to fill out Modulo 1 (Form 1) and make payment using the payment slip provided.
3. Document which must be included in the application kit:
 - A copy of your passport (just the page containing your personal data);
 - Copy of your visa and copy of your entry stamp;
 - Copy of the admission letter stamped by the Italian Embassy;
 - Copy of your health insurance written in Italian or English (for more information read the Health Insurance key facts).
4. Payment Slip

¹ Not all post offices can process the permit of stay application. Those who do, have a Sportello Amico (roughly translated as 'Friendly Counter'). You can search through the filter "Servizi al Cittadino" and double-check in the details of each post office (Dettagli e orari > Servizi Ufficio Postale) that "Servizi Sportello Amico" is also listed under their services.



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How to fill out the Modulo 1

Write with a black pen in CAPITAL LETTERS. Be careful to write inside the boxes (one letter in each box) by following the template below. It is very important that you always write your FULL SURNAME and FULL NAME, exactly as they are written in your passport.



At the post Office

As soon as you have gathered all the documents required, you can go to any Post Office.

There you will be asked to show your passport and Pay:

- € 16,00 “Marca da Bollo “(a stamp that can be purchased at any Tobacco shop bearing T sign out of the shop), to be put on the residence permit application.
- € 30,00 to be paid when handing in the Kit at the post office.
- € 70,46 to be paid at the post office to obtain an electronic residence permit (amount to be paid with the payment slip)

After submitting your kit at the post office, you will receive a receipt (Assicurata) and an appointment letter with date and time of your appointment at a local Police Station (Commissariato), you should be given an appointment specifically at the Immigration Office's Student Desk. Put in your calendar the date of your police appointment.



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At the Erasmus Desk or International Desk

To enroll and obtain your Matricola Number, you must send the three receipts received from the Sportello Amico Service by email to the office responsible for your enrolment, which may be the [Erasmus desk](#) or [International desk](#). This step should be completed after receiving the receipts from the Sportello Amico Service.

Unifi Include

The office will assist international students with obtaining their study residence permit through specialized training and support from the Police Headquarters.

The Unifi Include desk is located at the Novoli Campus (via delle Pandette, 32), building D1, ground floor.

Schedule: Monday through Friday from 9 am to 2 pm

For Info: unifiinclude.accoglienzaextraue@unifi.it

Link: <https://unifiinclude.unifi.it/p83.html>

At the immigration office

On the day of the appointment, remember to bring with you:

1. Your passport
2. The invitation letter for the Immigration Office you obtained from the Post Office
3. The original documents you put inside the kit
4. Four passport-sized photographs with light background

Overall, it takes around one month and a half to obtain the Residence Permit, from the moment you submit the kit at the Post Office.



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HEALTH INSURANCE – Key Facts

Students can buy private health insurance in their own country before departure. It is always advisable that the documentation concerning insurance is validated by the Italian embassy and translated in Italian or in English.

Your health insurance document must meet the following requirements:

- It must cover you for the entire period of your stay in Italy
- It must be written in Italian or in English
- It must be valid for the entire Schengen Area

If you do not have health insurance or if your health insurance does not meet the above requirements, you will have the option to purchase insurance, through [Welcome Association Italy](#). This will ONLY cover you for emergencies involving hospitalization or hospital treatment. The price is Euro 120 for one year, or Euro 71 for 6 months. You will need to register online. Payment can be done online by PayPal, credit card or bank transfer.



MINISTERO DELL'INTERNO

Al Signor Questore di:

Firenze

(Sigla Provincia)^(b)

FI

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MARCA DA BOLLO

XXXXXX

MOD. 209
MODULO 1

This space is for a 16€
duty stamp/Marca da
Bollo

Write in a capital letters
with a black ink pen

You will need to buy a MARCA DA BOLLO
(a revenue stamp) for € 16,00 in any
tobacco shop (tabaccheria a shop
bearing a "T" sign in front the shop)

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME ^(a)

S U R N A M E

4. NOME ^(a)

N A M E

5. PROVINCIA DI DOMICILIO ^(b)

FI

Abbreviation of the town you live in (i.e. FI for FIRENZE)

6. COMUNE DI DOMICILIO

F I R E N Z E

7. RICHIEDE IL:

8. RILASCIO ^(c)

X

9. RINNOVO ^(c)

10. AGGIORNAMENTO ^(c)

11. DUPLICATO ^(c)

12. CONVERSIONE ^(c)

13. DEL/DELLA:

14. PERMESSO DI SOGGIORNO ^(c)

15. CARTA DI SOGGIORNO ^(c)

16. CODICE TIPOLOGIA PERMESSO
CARTA DI SOGGIORNO IN RICHIESTA ^(d)

2 4

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI ^(c)

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI
RIFERIMENTO ^(e)

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO ^(d)

2 4

20. DATA DI SCADENZA DEL PERMESSO

gg

mm

aaaa

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA ^(f)

22. INDICARE QUALI MODULI SONO STATI COMPILATI

0 1

23. MODULO 1

X

24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI ^(g)

0 1

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO ^(h)

0 1

27. CHIUNQUE RILASCI A DICHIARAZIONI MENDACI
N. 445, E' PUNITO AI SENSI DEL CODICE PENALE

Count the pages of this form plus those of the other form included in the
kit, then add the number of photocopies you are sending with the kit

28. DATA

gg

mm

aaaa

Put the date of submission

29. FIRMA

Sign here!!



Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO)	T	A	X		C	O	D	E									Date of birth
32. STATO CIVILE (i) <input type="checkbox"/>	A - Single B - Married		33. SPOSO (j) <input type="checkbox"/>	Gender F - Female M - Male		34. NATO/A IL (a)			/		/						gg mm aa
35. CODICE STATO NASCITA (k)				36. CODICE STATO CITTADINANZA (k)													37. RIFUGIATO (c) Si NO
38. CITTA' DI NASCITA	P	L	A	C	E	O	F	B	I	R	T	H					
(CITY)																	

For points 35 and 36, check TABLE 3 attached. The code is the same

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

[illegible]47. SEZIONE 5 - DATI VISTO⁽ⁿ⁾ (Info written on your VISA)[illegible]



Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

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)

F I

Abbreviation of the town you live in (i.e. FI for Firenze)

67. COMUNE

F I R E N Z E

68. INDIRIZZO

S T R E E T N A M E

69. NUMERO CIVICO

numero

/

lettera

Street no. and letter (e.g. Via dei Rossi, 12/A)

70. SCALA

71. INTERNO

72. CAP

Zip Code

73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)

E M A I L A D D R E S S

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)

75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)

ITALIAN MOBILE NUMBER

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



67422402

[illegible]

importo
(in lettere)
INTESTATO A: MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO
PERMESSO SOGG.NO ELETT.CO

eseguito da **Name/Surname**
residente in via **address in Florence**

CAUSALE: Importo per il rilascio
del permesso di soggiorno
elettronico

BOLLO DELL'UFF. POSTALE



67422402

[illegible]

importo settanta/46
(in lettere)
INTESTATO A: MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO
PERMESSO SOGG.NO ELETT.CO

eseguito da **Name/Surname**
residente in via **Address in Florence**

CAUSALE: Importo per il rilascio
del permesso di soggiorno
elettronico

BOLLO DELL'UFF. POSTALE

AVVERTENZE Il Bollettino deve essere compilato in ogni sua parte (con inchiostro nero o blu) e non deve recare abrasioni, correzioni o cancellature. La causale è obbligatoria per i versamenti a favore delle Pubbliche Amministrazioni. Le informazioni richieste vanno riportate in modo identico in ciascuna delle parti di cui si compone il bollettino.



sul C/C n. 67422402

di Euro 70,46

TD 674 CODICE IBAN *****
 INTERSTATO A: importo in lettere settanta/46

MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO
PERMESSO SOGG.NO ELETT.CO

CAUSALE Importo per il rilascio del permesso di soggiorno elettronico

[illegible]

RESIDENTE IN VIA - PIAZZA

a d d r e s s i n F l o r e n c e

CAP	LOCALITA'
50100	FIRENZE

BOLLO DELL'UFF. POSTALE
codice cliente

IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE

000067422402< 674>