



## IMMIGRATION PROCEDURES

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### 1. EUROPEAN COMMUNITY CITIZENS:

EC citizens no longer require a permit of stay.

For stays less than 3 months no formal documents are necessary. **For stays longer than 3 months in Italy they must register at the office of the "Anagrafe" – Registry Office.**

The address of the "Anagrafe" is: Passo Costanzi 1, Trieste – "Ufficio residenza" Residence Office

Working hours: Monday to Friday 8.30am-12.00pm; Monday and Wednesday as well 2.00pm - 4.00pm

#### Required documentation:

1. passport
  2. certificate of attendance issued by MIB School of Management
  3. fiscal code "codice fiscale" (see last paragraph – additional information)
  4. proof of sufficient financial coverage for the period of study
  5. valid health insurance:
    - module E106 issued by your national health service and valid for one year. After you have it you can register at the Italian Health Service (address: Via Stuparich 1 (3<sup>rd</sup> floor. working hours: Monday – Friday 10.00am to 1.30pm);
- OR**
- INA ASSITALIA health insurance which can be paid through post office (insurance details: "ASSICURAZIONE PER STUDENTI STRANIERI", INA ASSITALIA Via del Tritone 181, 00100 Roma n. account: 71270003 (for 12 months: Euro 98.00).



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### 2. NON-EUROPEAN COMMUNITY CITIZENS:

**Non EC citizens must request the permit of stay "permesso di soggiorno" within 8 working days of arrival in Italy.**

The non EC citizens must go to the post office and get the kit with forms for requesting the permit of stay. Forms must be filled in and the required documentation attached. Everything must be delivered to the post office and sent within 8 working days from the arrival in Italy. (*find attached a translated sample of the part of the forms that you must fill in*)

#### **Total cost of the request:**

Euro 72.12 (30.00 Euro taxes for the request; 27.50 Euro in order to cover the cost of the final plastic card which will represent the permit and 14.62 Euro revenue stamp)

#### **Post offices in Trieste where it is possible to request the documentation kit:**

Post Office in PIAZZA VITTORIO VENETO, 1

Post Office in PIAZZA XXV APRILE, 5

Post Office in VIA CABOTO, 14

Post Office in VIA COLOMBO, 16

Post Office in VIA DI PROSECCO, 1

Post Office in VIA GIULIO CESARE, 1

Post Office in VIA MAURONER, 2

Post Office in VIA MORERI, 5

#### **Required documentation:**

1. Photocopies of all pages of the passport (even the one without the stamps)
2. Photocopy of the statement certifying the course of study to be taken, certified by the Italian Embassy/Consulate which issued the entry visa (presentation letter written by the School in order to support your visa application **with the stamp of the Italian Consulate/Embassy** where was issued the visa) **OR** certificate prepared by the School
3. A revenue stamp ("marca da bollo") of € 14.62. It can be bought in the "tabacchino" tobacco shop where cigarettes are sold.



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4. Health insurance valid throughout the country and for the entire period of validity of the residency permit, against the risk of illness and injury.

For example: the amount can be paid at the post office to the following insurance company: INA ASSITALIA, Via del Tritone 181, 00100 Roma  
n. account: 71270003

COST: for 6 months: Euro 49.00; for 12 months: Euro 98.00

5. Filled MODULE 1 ("modulo 1") which can be found in the documentation kit from the post office (*find attached a translated sample of the part of the forms that you must fill in*)

### NOTE:

**ALL OF THE ABOVE MENTIONED DOCUMENTATION MUST BE PUT IN THE ENVELOPE FROM THE POST OFFICE AND SENT WITHIN 8 WORKING DAYS FROM THE ARRIVAL IN ITALY.**

**THE SENT DOCUMENTS SHOULD ALL BE COPIES (YOU MUST KEEP THE ORIGINALS) EXCEPT FOR THE MODULE 1 ("modulo 1").**

Once you deliver the above mentioned documentation at the post office you will be given a receipt. Keep it for your records, as this is proof that you have completed the request.

You may leave the address of the School as the address where you want to receive the communications (fill in the section: "recapito per eventuali comunicazioni"):

MIB School of Management  
Largo Caduti di Nasiriya 1  
34142 Trieste

Later, the applicant will receive a registered letter inviting him/her to the Immigration Office "**Questura – Ufficio Stranieri**" in Trieste (address: Via Tor Bandena 6) where he/she will be fingerprinted and will have to deliver 4 passport size photos for his/her permit of stay.

Once you present yourself at the Immigration Office please be aware that you take with you the following documentation:

1. passport
2. 4 passport size photos
3. all the originals of the documents which copies you have submitted through post
4. invitation letter sent you by the police



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The permit of stay "permesso di soggiorno" is normally issued within 60-90 days.

### NOTE:

You can call the following number: 848.855.888 in order to check at which point is your request of permit of stay. In that case you will be asked the user name "nome utente" and the "password". Both these information you can find on the receipt that you have been given at the post office once you have submitted the request for the permit.

You can gain the same information if you go on the following web page: <http://www.portaleimmigrazione.it> and Click on the part on the right hand side where is written: "area riservata stranieri".

**In case you find on internet the information regarding the time and date of your appointment at the police and you do not receive the register letter in the meantime you can print out this communication and go with it to the police.**

In case the web page or the telephone operator informs you that the submitted documentation is incomplete "documentazione non completa" or that it was wrongly filled in "documentazione non completata correttamente", DO NOT WORRY about this because when you will be invited to the Immigration Office (police station in Trieste - "questura") you will have the opportunity to bring the missing documentation or do the corrections.

### FURTHER HEALTH INSURANCE POSSIBILITES FOR NON EC CITIZENS:

Once you have the receipt of the delivered request of the permit of stay from the post office you can join to the Italian Health Service.

In order to do so you have to submit the following documentation:

1. copy of the permit of stay or the receipt from the post office;
2. fiscal code "codice fiscale" ;
3. copy of the paid subscription form which must be done through the post office (n. Account 181347; paid to: "S.S.R. Friuli Venezia Giulia – Assessorato alla Sanità"; motive: "contributo SSR per l'anno **indicate the year**"). The amount is Euro 149,77;
4. declaration of residence in Italy/Trieste. You can write the declaration once you present the request to join the Italian Health Service;

This can be done at the following address: Via Stuparich 1 3<sup>rd</sup> floor (working hours: Monday – Friday 10.00am to 1.30pm);

**Please note that the fee paid is valid for 12 months (e.g. always from 1 January until 31 December) or until the expiry date of the permit of stay during the solar year.**



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### 3. ADDITIONAL INFORMATION

#### **Tax code "codice fiscale"**

The tax code ("codice fiscale") is needed in order to open a bank account, for rent contracts or similar.

The tax code must be requested at the "**Agenzia Delle Entrate**" (Revenue Agency).

The address is: Via Stock 2/3 (bus n.5,6,8,42,44 direction Roiano)

Working hours: Monday to Friday from 9.00am to 1.00pm  
Monday and Wednesday from 3.00pm to 5.00pm

In order to request the tax code the following documentation must be presented: copy of the permit of stay or copy of the receipt that the permit of stay was requested, copy of passport (with the personal data and copy of the visa), passport (for verification).

The tax code is issued immediately and is free of charge.