Steps to Complete Following Your Arrival in Italy:

Undergraduate and Master Students

(1) **All non-Italian students: REQUEST A “CODICE FISCALE”**

All non-Italian students must apply for an Italian fiscal code or *codice fiscale* at the Agenzia delle Entrate (Italian Revenue Agency) located in Via Monte di Pietà 5 in Bra (Opening hours: Monday to Friday: 8:30 - 12:30). The *codice fiscale* will allow you to open a bank account and set up your internship, along with other important services. You do not need an appointment. Bring your passport and indicate a living address. As you will receive all important legal documents at this address, we encourage students to indicate the UNISG Registrar Office (Via Amedeo di Savoia, 8 12042 Pollenzo, Bra (CN)) as their mailing address. That way, we can make sure all important documentation arrives in your hands, safe and sound, even when you are away from Bra.

**NOTE:** all information presented on your *codice fiscale* must correspond exactly to your legal name as indicated on your passport (e.g. first and last name(s), date and place of birth). As the Agenzia delle Entrate has sometimes been known to make mistakes, we ask that you double-check that this information is correct.

(2) **EU/EEA/UK students only: REGISTER AS PART OF THE TEMPORARY POPULATION OF BRA**

All EU students living in Bra or Pollenzo must inform the Hall of Records (*Ufficio Anagrafe*, located in via Barbacana 6) that they live in Bra **within 3 months of their arrival in Bra**. To this end, the University has created a special legal status together with Bra city hall, known as the “temporary population” of Bra or *popolazione temporanea*. You will need to provide them with a certificate of enrollment, which you may pick up at the Registrar Office, or have sent to you via email. The Hall of Records is open from 8.30 A.M. to 12.45 P.M. Monday through Friday, Tuesday or Thursday from 3 P.M. to 4 P.M., or Saturday from 9 A.M. until noon.

(3) **For non-EU/EEK/UK students only: APPLY FOR YOUR PERMIT OF STAY**

**NOTE:** We strongly suggest you **purchase an Italian SIM card upon your arrival** in Bra as you will need to provide a valid Italian contact number for updates regarding your permit of stay application which must be mailed off within 8 working days of your arrival in Italy. Do note, however, that you will need to have a fiscal code or *codice fiscale* and an I

Within 48 hours of your arrival in Italy you will need to begin obtaining the following **documents** in order to apply for your permit of stay, a document issued by the Immigration Authority or *Questura* which allows you to legally reside in Italy for the duration of your studies. Note that you **must mail off your permit of stay application within 8 working days of your arrival in Italy**.

(3.a.) **OBTAIN YOUR DICHIARAZIONE DI OSPITALITÁ**

The Declaration of Hospitality or *Dichiarazione di Ospitalità* (DdO) is a document that must be requested from the person hosting you **during the first 48 hours of your arrival in Italy** (e.g. your hotel, B&B, landlord, or informal couchsurfing / student host). For more information, including a printable DdO form for the city of Bra, please see **this link**.
We suggest you bring 2 completed DdO forms, together with 2 copies of your host’s *Carta d’Identità* or passport (and not any other form of ID) to the Polizia Municipale, located in *Via Moffa di Lisio, 24* (Opening hours: Mon. through Fri. from 8.15 to 12.15), to have stamped, as they will keep one copy for their records. Be aware that the DdO must be stamped by the police before it can be utilized as an official document. Your host does not have to be the apartment owner, nor does he have to accompany you to the Polizia Municipale. That said, if your host is not an EU citizen, you will need to obtain a copy of his permit of stay card for your *Al Elka* appointment.

All hotels and B&B's in Bra have been reminded of the law surrounding the DdO. However, should you encounter resistance to the aforementioned procedure, please feel free to reference the following text in Italian (which has been sent out to hotels in Bra):

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**Gentili Hotelier, Proprietari di Alloggio o Persona che Ospita,**

innanzitutto grazie da parte di UNISG per accogliere i nostri studenti nelle vostre strutture. A seguito di segnalazione dalla Questura, vorremmo informarvi circa l’importanza della Dichiarazione di Ospitalità, quale documento obbligatorio da produrre in caso uno studente straniero soggiorni presso di voi. Vi invitiamo pertanto a leggere attentamente le indicazioni che seguono.

E’ obbligatorio ai fini delle legge di compilare e presentare la Dichiarazione di Ospitalità per qualsiasi soggetto si voglia ospitare nella propria struttura alla Polizia Municipale di Bra entro le 48 ore dall’arrivo. Per gli hotelier è importante prendere atto che per i soggetti internazionali non è sufficiente comunicare il loro arrivo alla Questura di Cuneo, ma, essendo l’autorità locale di Bra il sindaco, è necessario anche presentare la Dichiarazione di Ospitalità alla Polizia Municipale di Bra. Rispettare questa legge D.lgs. n. 286/98 L’art. 7, è molto importante soprattutto per i nostri studenti non-Europei che devono richiedere il permesso di soggiorno per motivi di studio. La Dichiarazione di Ospitalità va presentata, firmata e timbrata alla polizia municipale di Bra entro e non oltre i 48 ore dell’arrivo dello studente internazionale in Italia. Una copia della Dichiarazione di Ospitalità firmata e timbrata dalla polizia municipale deve essere conseguita allo studente, praticamente in tempo reale, perché lo deve includere nella sua pratica della richiesta del permesso di soggiorno per studio.

In caso di non ottemperanza il rischio di sanzioni può riguardare sia il proprietario di casa sia lo studente ospitato.

Maggiori informazioni e il modulo da compilare al seguente link:


Ricordiamo che il semplice modulo compilato non è sufficiente, ma deve essere presentato, firmato e timbrato presso la polizia municipale entro le 48 ore.

Resto a disposizione per ulteriori domande o chiarimenti al riguardo.

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**Best regards / Cordiali saluti,**

*Charles Wolinsky*

Registrar Office / Segreteria Studenti
(3.a.) For those with a stopover in a **Schengen country** prior to arriving in Italy: FILE A DICHIARAZIONE DI PRESENZA:

Within 8 days of your arrival, the Dichiarazione di Presenza (DdP) must be filed with the immigration authorities or Questura in Via Guala 2 in Bra. You will need to bring:

- The DdP Form (downloadable [here](#), write “90 giorni” for “duration of stay”, and “per studio” for “kind of visa”)
- 4 passport-sized photos (these can be taken at the photo booth on platform 1 at the station);
- A photocopy of all pages of your passport, including cover page. **If possible, please prepare this prior to departure;**
- 1 copy of your Dichiarazione di Ospitalità;
- 1 copy of your host's Carta d'Identità or passport (and no other form of ID)

You will need to bring the Dichiarazione di Presenza to your Al Elka appointment.

(3.b.) PREPARE FOR YOUR PERMIT OF STAY APPOINTMENT AT AL ELKA

The entrance to the Al Elka Foreigner Services Center is accessed through the courtyard next to Palazzo Garrone in Piazza dei Caduti 18 in Bra (adjacent to the Tourist Information Center). They receive clients on Wednesdays at 2 P.M. **by appointment only.** Contact Charles Wolinsky at c.wolinsky@unisg.it for an appointment.

Bring the following documents with you to Al Elka:

- **For those with a stopover in a **Schengen country** prior to arriving in Italy: Dichiarazione di Presenza**
- A photocopy of all pages of your passport (cover page, photo page and all subsequent pages, both stamped and blank) **If possible, please prepare this prior to departure.**
- A photocopy of your codice fiscale
- Dichiarazione di Ospitalità
- Photocopy of host's Carta d'Identità or passport (and no other form of ID) (note: if your host is not an EU citizen, you will need to also include a photocopy of your host’s permit of stay)
- Admission letter stamped and signed by the consulate (you received this by mail)
- Enrollment letter containing proof of health insurance prepared by the Registrar Office; **come by our office before your appointment to pick it up.**
- Proof of economic self-sufficiency:
  (a) proof of scholarship status and Registrar document or bank statement indicating means of support for living expenses or;
  (b) an original bank statement; demonstrating funds sufficient to cover your living and university costs for the duration of the program
- €5 cash Ál Elka processing fee
Permit of stay kit (You can pick one up for free at the central post office in Bra in Piazza Carlo Alberto 28, or the secondary one in Via Adua 6/A. Find their opening times here. The central post office is open until 7:05 P.M. on weekdays. Leave the contents of the kit untouched; do not attempt to fill it out yourself.)

- €16 tax stamp or marca da bollo purchased in most shops displaying a large blue "T" above its entrance

(3.c.) MAIL YOUR PERMIT OF STAY APPLICATION AT THE CENTRAL POST OFFICE in Piazza Carlo Alberto, 28 in Bra. You will need to provide the following:

- €101,96 in cash
- your passport (to verify your identity)
- a return mailing address (your long-term apartment address if you already have one, or Via Amedeo di Savioa 8, 12042 Pollenzo, Bra CN)
- Italian mobile contact number

IMPORTANT: Please remember that you will be automatically scheduled a fingerprinting appointment in Bra approx. 15 business days following the moment of mailing your PdS kit. Therefore, plan on being physically present in Bra during that period.

You will receive a confirmation slip for your follow up fingerprinting appointment along with the mailing receipt or ricevuta. Please bring these to our office so that we may scan them for our records.

Please note that the ricevuta confirms you are in line with Italian law and therefore should be kept on you at all times. The receipt allows you to keep track of the status of your application through the User ID and password indicated on it either by consulting Poste Italiane’s permit of stay tracking site or with the filing number or numero assicurata by checking the Immigration Authority or Questura tracking site.

IMPORTANT: As soon as you have your permit of stay postal receipt, make sure you have it photocopied or scanned by the Registrar Office.

(3.d.) ATTEND THE ITALIAN CIVICS CLASS
This civic class is a required component of your permit of stay application. The date and time for this class will be announced during your orientation day. You must attend this class in order for your permit of stay to be successfully processed.

(3.c.) GO TO YOUR FINGERPRINTING APPOINTMENT
Before your permit of stay can be issued, you must present yourself at the Immigration Authority or Questura to have your fingerprints taken. The date and time of your fingerprinting appointment can be found on your postal receipt. Bring the following documents with you:

- Passport
- Postal receipt or ricevuta
- 4 identical colour passport photos (these can be taken at the photo booth on platform 1 of the Bra train station)
- Fiscal code or codice fiscale
- Photocopy of your civics class attendance sheet (you will receive this in person from the Registrar Office)
- Dichiarazione di Ospitalità for your long-term apartment
- Photocopy of your host's Carta d'identità or passport (and no other form of ID) for your long-term apartment
o A copy of your lease agreement or *contratto di locazione* for your long-term apartment
o Any other documents you may have been missing from your application at the time you mailed off your original permit of stay application

(3.f.) **PICK UP YOUR PERMIT OF STAY**
When your Permit of Stay is ready, you will receive a text message at the number you indicated when applying for your permit of stay (e.g. your Italian cell phone). Usually the message comes in two parts and starts with "Long1/2..." and a second one starting with "Long 2/2...". Read it carefully as it contains your appointment date and time for picking up your Permit of Stay. Alternatively, you can also verify the state of your permit either by consulting [Poste Italiane’s permit of stay tracking site](#) or by checking the [Immigration Authority’s permit of stay tracking site](#). Once indicated as ready, go to the Immigration Authority or * Questura* in Via Guala, 2 in Bra (unless otherwise specified on the text message or website) from 9 AM to 12 PM, Monday through Friday to pick it up. You do not need an appointment. Be sure to **bring your passport and original postal receipt with you**.

Remember to either **stop by our office to have your permit of stay scanned or send us a high-quality photo** of both the front and back side of your card.

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