

DURING YOUR STUDIES: **Renewing your Permit of Stay**

DISCLAIMER: The University is not responsible for ensuring the absolute veracity of this document. Rather, it is the student's responsibility to verify the information provided directly with the relevant authorities.

While we are happy to assist you in this process, it is your responsibility to ensure that your permit of stay (*permesso di soggiorno – PdS*) card is issued successfully, by completing all steps of the process in a timely fashion, presenting yourself on time at your scheduled appointments, and by submitting missing documentation promptly, if necessary.

LOCATIONS TO MAKE PHOTOCOPIES IN BRA:

- Business Space (Via Principi di Piemonte, 17, 12042 Bra);
- Centro Copie Braidese (Via Guala Ernesto 4, 12042 Bra);
- Ferrera Claudio (Corso Garibaldi 12, 12042 Bra);
- Mailboxes Etc. (Via Adua, 4/A, 12042 Bra).

We suggest making double copies of all your documents, as officials may unexpectedly request more than one.

PREPARE YOUR PERMIT OF STAY KIT*

***Permit of stay kits may be obtained (for free) at the *Poste Italiane*. It is advisable to get one as early as possible, as they sometimes run out. See the permit of stay bullet point below for kit pickup locations.**

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 Thursdays from 8.45 A.M. to 12.15 P.M. for general information and to schedule appointments. They can be reached by phone (on Thursdays only) at 0172438151. Alternatively, you can also contact Charles Wolinsky at c.wolinsky@unisg.it, and he can make the necessary arrangements for you. Appointment slots are available on Thursdays from 12.45 P.M. to 4.45 P.M.

Permit of Stay Kit Checklist:

- Photocopy of your expiring permit of stay;
- Photocopies of all pages of your passport (cover page, photo page and all subsequent pages, both stamped and blank);
- Photocopy of your “*codice fiscale*”;
- Proof of housing:
(a) “*contratto di locazione*” or lease agreement in Bra valid for the whole duration of the extended residence period, or;



- (b) *Dichiarazione di Ospitalità* together with 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);
- Extended enrollment letter (provided by the UNISG Registrar's Office) containing proof of health insurance;
 - Proof of economic self-sufficiency:
 - (a) proof of scholarship status and, for living expenses, a Registrar document or bank statement indicating some means of financial support (any value, any currency), your last name, and a recent date (within the last month), or;
 - (b) bank statement indicating means of financial support (any value, any currency), your last name, and a recent date (within the last month) for study and living expenses;
 - **Only necessary if filing through Al Elka:** €5 cash Al Elka processing fee (be sure to bring the exact amount, as employees may not be able to make change);
 - €16 tax stamp or marca da bollo - purchased in most tobacco shops (*tabaccheria*) displaying a large blue "T" above its entrance. Tax stickers may not be purchased at the post office;
 - Permit of stay kit (You can pick one up for free at the central post office in Bra in Piazza Carlo Alberto 28, the secondary one in Via Adua 6/A, or the Pollenzo post office in Via Regina Margherita 50. Find their opening times [here](#). The central post office is open until 7.05 P.M. on weekdays.

IMPORTANT: make sure that the employee at Al Elka has filled in all documents of the permit of stay kit, including the postal slip with the amounts (in €) required to mail off the kit. Furthermore, **the envelope of the PdS kit and its contents must match**. Do not switch the envelope for a new one if damaged; if need be, obtain a new kit altogether.

Once you have been to your Al Elka appointment, mail off your PdS at the main post office in Piazza Carlo Alberto, 28 in Bra.

For those who are filling out the kit themselves, the following elements must be filled out prior to mailing:

1. "Mod. 209 Modulo 1". "Mod. 209 Modulo 1". Please see the document entitled "TEMPLATE_PdS_Kit_RENEWAL" [here](#) (<https://www.unisg.it/en/services/bureaucratic-procedures-student-health/>) on the Bureaucratic Procedures page of our website for indications on completing the form;
2. Mailing slip with "CONTI CORRENTI POSTALI – Ricevuta di accredito" written in the red band at the top;
3. The envelope itself.

Once completed, insert the "Mod. 209 Modulo 1" together with the mailing slip in the envelope, together with copies (no originals) of all the aforementioned supporting documentation.

Any other papers found in the kit that are not among those indicated above, such as "Mod. 209 Modulo 2" or those containing the general instructions and country codes, should be removed from the envelope and discarded prior to mailing.



You will need to provide the following at the moment of mailing:

- €101,96 in cash;
- your passport (to verify your identity);
- a return mailing address (your long-term apartment address, or Via Amedeo di Savoia 8, 12042 Pollenzo, Bra CN);
- Italian mobile contact number.

IMPORTANT: Please remember that you will be automatically scheduled a fingerprinting appointment in Bra approx. 3 weeks 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 (*numero assicurata*) by checking the Immigration Authority (*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.

GO TO YOUR FINGERPRINTING APPOINTMENT

Before your permit of stay can be issued, you must present yourself at the *Questura* located in via Guala 2 to have your fingerprints taken. **Be aware that you must arrive at the start of the hour in which your appointment takes place (e.g. 10 A.M. for a 10.47 A.M. appointment) in order to be let in to the building.** The date and time of your fingerprinting appointment can be found on your postal receipt. Bring the following documents with you:

Essential:

- Passport;
- Postal receipt or *ricevuta*;
- 4 identical colour passport photos (these can be taken at the photo booth in the lobby of the Bra train station);
- Fiscal code or *codice fiscale*;
- *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*.
- Original copy of your apartment contract, or a Declaration of Hospitality, and a photocopy of said document. **Be advised:** if your apartment contract or Declaration of Hospitality has expired or is no longer valid, you will need to provide a new one.

Suggested:

- A copy of your lease agreement or *contratto di locazione for your long-term apartment*;



- Any other documents you may have been missing from your application at the time you mailed off your original permit of stay application.

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 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 (*numero assicurata*) by checking the Immigration Authority (*Questura*) [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**.

Be aware that you must arrive at the start of the hour (i.e. 9.00 – 9.05; 10.00 – 10.05; 11.00 – 11.05) in order to be let into the building.

Be advised that your PdS may only be available for pick up beginning several days following the date indicated in the *Questura's* SMS message, as the SMS date sometimes refers to when the PdS is being transferred from Cuneo to Bra.

Double-check that your personal details (e.g. first and last name) are correct on your PdS card. If not, tell immigration staff immediately. Otherwise, you will have to request a new PdS permit in order to have the information corrected.

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.

Be strongly advised: You can expect your PdS card to be issued in roughly 5 months' time from the moment of mailing, provided all your documentation is in order and there are no unexpected bureaucratic delays. By law, the *Questura* has at least 90 days to process and issue your PdS.

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