



POST ARRIVAL: **Bureaucratic Procedures**

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.

(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). 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 photocopies of the photo page of your passport, *codice fiscale*, and your certificate of enrollment, the last of which may be picked up at the Registrar Office, or have sent to you via email. The Hall of Records is open from 8.45 A.M. to 12.45 P.M. Monday, Tuesday, Wednesday and Friday, from 8.45 A.M. until 4 P.M. Thursday, or from 9 A.M. to 12 noon on Saturday.

*Italian citizen students with legal residence outside Italy and therefore enrolled in the List of Italians Residing Abroad (A.I.R.E), may register as part of the temporary population of Bra for the duration of



their studies. That said, they are ineligible for the National Health Service unless they de-register from A.I.R.E and become full legal residents of Italy. For more information, see point (3.c.) of the "Student Health" document found [here](https://www.unisg.it/en/services/bureaucratic-procedures-student-health/) online: <https://www.unisg.it/en/services/bureaucratic-procedures-student-health/>

EU/EEA/UK students are now done with their bureaucratic procedures; they do not have to apply for a permit of stay (Step 3).

(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 either an Italian ID or international passport in order to obtain a SIM.

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 OSPITALITÀ**

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):

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, vorremo 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 consegnata 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:
http://www.comune.bra.cn.it/index.php?option=com_content&view=article&id=187:dichiarazione-di-ospitalita&catid=143&Itemid=165

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.

Best regards / Cordiali saluti,

*Charles Wolinsky
Registrar Office / Segreteria Studenti
Università degli Studi di Scienze Gastronomiche
Via Amedeo di Savoia, 8
12042 Pollenzo, Bra (CN)
Italy
T 0039 0172 458 502
F 0039 0172 458 500
segreteria@unisg.it
www.unisg.it*

(3.b.*) For Non-EU students with a stopover in a Schengen country prior to arriving in Italy: FILE A DICHIARAZIONE DI PRESENZA. UNISG students who apply on time in Bra are waived from this requirement.

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 in the lobby of 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.c.) **PREPARE FOR YOUR PERMIT OF STAY APPOINTMENT AT AL ELKA***

***Permit of stay kits may be obtained (for free) at Poste Italiane. It is advisable to get one as early as possible, as they sometimes run out. See 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. 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 12.15 P.M. to 4.15 P.M.

Bring the following documents with you to Al Elka:

- 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*;
- 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);
- 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, 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;
- €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. **Leave the contents of the kit untouched; do not attempt to fill it out yourself.**

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.



(3.d.) 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 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 months 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.e.) ATTEND THE ITALIAN CIVICS CLASS

This civics 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.f.) GO TO YOUR FINGERPRINTING APPOINTMENT

Before your permit of stay can be issued, you must present yourself at the Immigration Authority or *Questura* in via Guala 2 to have your fingerprints taken. The date and time of your fingerprinting appointment can be found on your postal receipt. **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.** 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;

Piazza Vittorio Emanuele II 9 - Pollenzo - 12042 Bra (CN), Italia | TEL. +39 0172 458511

| info@unisg.it | unisg.it |



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

(3.g.) 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.**

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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