



## **UPON GRADUATION:** **Extending Your Stay in Italy**

**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. For additional assistance, please contact the Career Center ([career@unisg.it](mailto:career@unisg.it)) to schedule an appointment.

**Tip:** given that wait times for “*in attesa occupazione*” permit of stay appointments are currently around 5-6 months, you might consider strategically timing the mailing of your kit to best meet your scheduling needs, even prior to your graduation. You can then subsequently bring a copy of your certificate of graduation and diploma to your follow up fingerprinting appointment.

Be aware that many offices may require you to email or call in advance and schedule an appointment. So, plan accordingly.

**IMPORTANT NOTE FOR STUDENT AUDITORS:** Those students enrolled under auditor status are ineligible to apply for a permit of stay “*in attesa occupazione*”, as applicants need to have successfully earned a university diploma by graduating recently from an Italian university. A certificate of attendance is unfortunately not considered equivalent to a university diploma.

### **IMPORTANT NOTE FOR THOSE WISHING TO OBTAIN ITALIAN CITIZENSHIP IN THE LONG-TERM:**

Citizenship eligibility is based on the amount of time you have been an Italian resident rather than a permit of stay holder. Therefore, in case you have not already done so, you should apply for residency immediately at the Bra Hall of Records. For more information, please consult Step 2 of this document.

For those students who wish to extend their stay in Italy beyond the conclusion of their studies, we generally suggest they apply for a permit of stay “*in attesa occupazione*”. This short-term, non-renewable permit allows students to live and work in Italy for up to one year following the date of mailing. It may subsequently be converted into a long-term permit of stay “*per lavoro*” o “*per studio*”, should students secure a valid work contract at an Italian company, or be admitted to a valid Italian educational institution respectively.

However, should students wish to establish residence and/or work in another European country, even one that is a member of the EU, a new permit of stay for that specific country will need to be obtained.

### **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);
- In Pollenzo at the University by first obtaining your UNISG copy card.

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



**Permit of Stay Conversion Process:  
- The Main Options -**

**“RESIDENZA ELETTIVA”**

**NOTE:** to be eligible to apply, applicants must have a visa (e.g. for study) in their passport prior to their arrival in Italy. Permit of stay for elective residence cardholders may only be employed by non-Italian employers. Should they wish to work for Italian companies, they must convert their permit into one for work (“*per lavoro*”).

All non-EU citizens who are able to live in Italy self-sufficiently, defined by the immigration authorities as possessing economic means for an amount equal to at least €36.000 annually, which can be in the form of income (e.g. work contract, pension), funds (e.g. cash), or other assets (e.g. property, stocks) may request a conversion of their current permit of stay into one “*per residenza elettiva*”. That said, the ultimate determination of whether economic means are “sufficient” is ultimately at the discretion of the immigration authorities.

Eligible applicants should follow the process of applying for a permit “*in attesa occupazione*” as described below, omitting the scanned copy of the diploma and certificate of graduation.

**"IN ATTESA OCCUPAZIONE"**

**STEP 1: NOTE:** due to the ongoing situation, you will need to make first contact with this office via phone (0172 412226) or email ([info.cpi.bra@agenziapiemontelavoro.it](mailto:info.cpi.bra@agenziapiemontelavoro.it)), in order to send preliminary documentation and schedule a follow up appointment.

This process should be completed immediately: register as unemployed at the Employment Office (*Centro per l'Impiego*) in Bra in Via Vittone n. 25. You can do this prior to graduation. It is important that you complete this step while your permit of stay is still valid. Their offices are open from Monday through Thursday from 9 A.M. to 12 noon. We advise arriving at around 8.45 A.M to minimize wait time. Alternatively, you can submit your registration request via email by writing to [info.cpi.bra@agenziapiemontelavoro.it](mailto:info.cpi.bra@agenziapiemontelavoro.it). They will then send you two documents to complete and send back: the “*Dichiarazione di Immediata Disponibilità al lavoro*” and the “*Patto di servizio*”. You will find fillable PDFs of both on the Bureaucratic Procedures page of our website, along with commented versions to assist you in completing them correctly.

**IMPORTANT:** If, for whatever reason, you are unable to register at the Employment Center prior to the expiry of your permit of stay, have them issue you a Certificate of Non-Registration, and include that in lieu of the Certificate of Registration.

**STEP 2: NOTE:** You will need to make first contact with this office via phone (0172.438259) or email ([apr4residenzaonline@comune.bra.cn.it](mailto:apr4residenzaonline@comune.bra.cn.it)), in order to send preliminary documentation and schedule a follow up appointment.

If possible, we strongly suggest completing this process at least 45 days prior to graduation, or much earlier, depending on when you plan on leaving your apartment: establish legal residence in Bra by obtaining a “*certificato di residenza*” (certificate of residence) from the Hall of Records (*Ufficio Anagrafe*) in via Barbacana 8 in Bra. They are open Monday through Friday, 8.45 A.M. to 12.45 A.M. and Saturday from 9 A.M. until 12 noon. On Thursday they are open extended hours, no appointment necessary, until 4 P.M. in the afternoon. When asking for the application form, tell the staff “*Vorrei fare richiesta di residenza a Bra.*”

Copies of the following documents will need to be submitted:



- (1) application form (provided by the *Ufficio Anagrafe*);
- (2) permit of stay (must still be valid);
- (3) *codice fiscale*;
- (4) apartment contract;
- (5) passport (all pages);
- (6) €16 tax sticker (*marca da bollo*) (purchased at any *tabaccheria* – tax stickers are not available at the post office) + €0,52 to obtain the certificate of residence.

**IMPORTANT:** ensure that your contract is registered prior to submitting it to the *Anagrafe* Office. Your landlord should have completed the registration before the signing of the contract. Do not terminate your contract prior to establishing residence, as you must have an active lease in order to obtain your certificate of residence.

Once your request has been submitted, a police officer will stop by to double-check your residency details. **Note:** as the police will physically check your residence, it is important that you legally reside in your apartment for the entire duration of this process. Ensure that your name is clearly indicated on the mailbox of your residence and the buzzer (doorbell).

You may also need to pay certain municipal taxes at the *Ufficio Tributi* in via San Giovanni Battista, 2 in order for your certificate to be released (you will receive notice via registered post should this be the case). The certificate of residence should be ready to pick up upon payment of the €16 *marca da bollo* (see point 6 above) at the *Ufficio Anagrafe* within 45 days. **That said, they will not contact you: you must follow up to know whether your certificate is ready.**

**NOTE:** Your full-time resident status in Bra does not cancel itself automatically when you move away. Therefore, you must cancel it by going to the *Ufficio Anagrafe*. Otherwise, you will continue to be liable for municipal taxes.

**IMPORTANT:** If, for whatever reason, you cannot obtain a *certificato di residenza* from the *Ufficio Anagrafe*, have someone declare that they are hosting you in Bra by having them sign a *Dichiarazione di Ospitalità*. The lodgings must be located in Bra (and not, for instance, another Italian city), although the host does not necessarily need to be a Bra resident. Remember to obtain a photocopy of their *carta d'identità* (if Italian) or passport photo page (if non-Italian, EU citizen) or passport photo page and permit of stay (if non-Italian and non-EU citizen).

If you are submitting a *dichiarazione di ospitalità* instead of a *certificato di residenza*, you will need to go to the Municipal Police (*polizia municipale*) in Via Moffa Di Lisio 24 to get the *dichiarazione* stamped. Your host, that is, the person who signed the *dichiarazione di ospitalità*, will not need to go with you, but you will need to bring:

1. Your passport;
2. The *dichiarazione* signed by your host;
3. photocopy of their *carta d'identità* (if Italian) or passport photo page (if non-Italian, EU citizen) or passport photo page and permit of stay (if non-Italian and non-EU citizen);

Be sure to bring 2 copies each of both documents, as the municipal police will retain one copy for their records.

### **STEP 3: 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 list below for pickup locations.**

### Permit of Stay Kit Checklist:

- **Only necessary if filing through Al Elka:** €5 Al Elka processing fee (be sure to bring the exact amount, as employees may not be able to make change);
- forms 1 and 2 (provided by Al Elka);
- €16 tax sticker (*marca da bollo*) – purchased in most tobacco shops (*tabaccherie*) displaying a large blue "T" above its entrance. Tax stickers may not be purchased at the post office;
- photocopy of your passport (all pages);
- Certificate of Registration (obtained from the *Centro per l'Impiego*; see STEP 1);
- photocopy of your permit of stay (may be expired, but not by more than 60 days);
- photocopy of your *codice fiscale*;
- *certificato di residenza* or *dichiarazione di ospitalità* (see STEP 2);
- bank statement showing funds sufficient for covering daily expenses for the upcoming year;
- copy of certificate of graduation (*certificato di laurea*) (obtained from the Registrar Office);
- copy of diploma (obtained from the Registrar Office upon graduation);
- 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.

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

1. “Mod. 209 Modulo 1”. Please see the document entitled “**TEMPLATE\_PdS\_Kit\_CONVERSION**” [here](https://www.unisg.it/en/services/bureaucratic-procedures-student-health/) (<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.**

**(Optional, for those not using the online template:)** Visit Al Elka directly to schedule an appointment. 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](mailto: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.



**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.

#### **STEP 4:**

Once complete, **mail off your permit of stay kit** at the central post office in Bra in Piazza Carlo Alberto. You will need to show your passport, and pay €102,26 in cash or by card. Please remember that you will be automatically scheduled a fingerprinting appointment in Bra approx. 3 weeks following the moment of mailing your PdS kit. The appointment date and time cannot be changed. Therefore, try to be in town during that period. You will find your appointment date and time indicated on the postal receipt directly next to the words: “*data ed ora*”.

**IMPORTANT:** if your PdS for study is valid months beyond your graduation date, you can choose to wait until it has just expired before mailing off your PdS conversion kit “*in attesa occupazione*”, should this make strategic sense.

**NOTE:** The only way to demonstrate proof of the type of permit you have applied for prior to the issuance of your plastic permit of stay card is to take a photo of "Modulo 1" after the postal employee signs the first page but before it is mailed off. That way, you have proof of the type of permit you have applied for (“*in attesa occupazione*”) to show to an employer, should they ask.

#### **STEP 5:**

**Go to your fingerprinting appointment at the *Questura*** located in via Guala 2. 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*;
- Original copy of your apartment contract and photocopy. **Be advised:** if your apartment contract has expired in the interim, you will need to provide a new one, or a Declaration of Hospitality.

##### Suggested:

- *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.

#### **STEP 6:**

**Pick up your permit of stay at the *Questura*** located in via Guala 2. You, and only you, can pick up your permit from **12 noon to 1 P.M., Monday through Friday.** You do not need an appointment. Be sure to bring your postal receipt and passport with you when picking it up.



**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.**

Permits of stay are usually ready in 5 months. To check your PdS status, you can either call the Immigration Office from 9 AM to 12 AM at 0172/429237 or check the status of your application online at the following links:

<http://questure.poliziadistato.it/stranieri/>

[www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx](http://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx)).

**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. Should you have any further questions, please feel free to contact the Career Office: [career@unisg.it](mailto:career@unisg.it).

### “PER LAVORO”

Non-EU citizens that have secured an Italian work contract are eligible to apply for this type of permit. The employer must be an Italian company; you cannot employ yourself, even if you obtain a freelance tax code or “*partita iva*”. That said, the contract may be of any type and any length, provided it is for “work” and not for “internship” or “*tirocinio*”. Simply follow the steps as described above for the “*in attesa occupazione*” permit, including a copy of the work contract, while omitting the certificate of registration at the employment center, the scanned copy of the diploma, and the certificate of graduation.

*Last update: January, 2023 - cw*