



### **UPON GRADUATION:**

#### **Extending your Stay in Italy Permit of Stay - "In Attesa Occupazione"**

**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 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 remain in Italy legally 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.

**STEP 1: We strongly suggest completing this step as soon as possible: register as unemployed at the 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.

**IMPORTANT:** If, for whatever reason, you are unable to register at the Employment Center (*Centro per l'Impiego*) 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: Ideally, this step should be completed 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.

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) + €0,52 to obtain the 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. 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.

**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*. 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).

### STEP 3: Finalize your permit of stay kit

The documents you will need to submit are as follows:

- €5 Al Elka processing fee
- forms 1 and 2 (provided by Al Elka)
- €16 tax sticker (*marca da bollo*)
- 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
- *certificato di laurea* (obtained from the Registrar Office)

Visit Al Elka directly on Friday morning from 9 A.M. to 12.30 P.M. to schedule an appointment. They are located in Palazzo Garrone in Piazza dei Caduti per la Libertà, here:



### 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 €101,96 in cash. 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. 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 wait until it is expired before mailing off your PdS renewal kit “*in attesa occupazione*”.

### STEP 5:

**Go to your fingerprinting appointment at the immigration office (*Questura*)** located in via Guala 2 (check next to “data ed ora” on your postal receipt for more details). Should any documents be missing, return to the *Questura* and submit them as soon as possible to avoid processing delays.



#### 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 Monday through Friday from 9 A.M. until noon. You do not need an appointment. Permits of stay are usually ready within 12 to 16 weeks. To check your PdS status, you can either call the Questura 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).

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

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