Università di Scienze Gastronomiche di Pollenzo
University of Gastronomic Sciences of Pollenzo

UPON GRADUATION:
Converting 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. For additional assistance, please contact the Career Center (career@unisg.it) to schedule an appointment.

IMPORTANT: unlike the permit of stay renewal process (e.g., permit for study > permit for study), the conversion process (e.g., permit for study > permit for work or looking for work) can be done even earlier than 3 months prior to your card's stated date of expiry.

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. Lastly, registering at the employment center and obtaining residency (Steps 1 and 2 respectively, described below) can only be achieved while your permit of stay card is valid. So, plan accordingly.

WARNING REGARDING YOUR CODICE FISCALE:
As soon as you receive your physical permit card, double-check it character-by-character against your official tax certificate. If there is even a one-letter mismatch, you should request a correction from the issuing Questura immediately. Leaving this uncorrected may cause immediate administrative rejections later when trying to sign a work contract or register for unemployment (DID) at the Centro per l'Impiego.

IMPORTANT NOTE FOR STUDENT AUDITORS: Those students enrolled under auditor status are **officially** 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 NON-EU STUDENTS IN NEED OF A VISA TO ENTER THE EU: if the study visa in your passport has expired, and you only have the postal receipt for your permit renewal or conversion on-hand, you cannot legally travel to other countries in the EU. We therefore generally suggest that such students renew for study rather than "in attesa occupazione", as the issuance timeline is much shorter (3 months vs. 7 months respectively).

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 -

Permit of Stay for ELECTIVE RESIDENCE or "RESIDENZA ELETTIVA"

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.

Permit of Stay TO LOOK FOR WORK or "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), 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. 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 International Student Start Point 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), 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 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 or Declaration of Hospitality accompanied by a copy of your host's ID;
(5) passport (all pages).

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 residency.

Once your request has been submitted, a police officer with 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).

The Hall of Records does not provide a Certificate of Residency document, rather residency applicants can follow up to see if their request has been concluded successfully. Therefore, the immigration authorities should no longer require applicants to submit this document as part of the kit.

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 residency 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* in lieu of establishing residency, 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.

IMPORTANT NOTE REGARDING HEALTH COVERAGE: Registration in the Italian National Health Service is **free of charge** for up to 12 months for non-EU students with residency in Italy who have a valid permit of stay card or a postal receipt "to look for work / in attesa occupazione" only, along with an Italian ID card.

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:

- forms ("Moduli") 1 and 2 (found in the kit);
- €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*;
- 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 – Modulo 1" here (https://www.unisg.it/en/services/international-student-start-point/) on the International Student Start Point page of our website for indications on completing the form;**
2. **"Mod. 209 Modulo 2". Only "Sezione 6 (lines 65 – 68) – Iscrizione Elenco Anagrafico Centro Per L'Impiego". Please see the document entitled "TEMPLATE_PdS_Kit_CONVERSION – Modulo 2" here (https://www.unisg.it/en/services/international-student-start-point/) on the International Student Start Point page of our website for indications on completing the form;**
3. **Mailing slip with "CONTI CORRENTI POSTALI – *Ricevuta di accredito*" written in the red band at the top;**
4. **The envelope itself.**

5. **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 those containing the general instructions and country codes, can be removed from the envelope and discarded prior to mailing.

IMPORTANT: **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: <u>The only way to demonstrate proof of the type of permit you have applied for</u> prior to the issuance of your plastic permit of stay card is to <u>take a photo of all pages of "Modulo 1" after</u> the postal employee signs the first page but <u>before</u> 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:

<u>Essential</u>:
- 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.

<u>Suggested</u>:
- *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).

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.

"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, **as well as** the certificate of registration at the employment center, the scanned copy of the diploma, and the certificate of graduation.

Duration of permit: if your work contract is valid for **less than 8 months**, a permit will be issued to you that is valid for **1 year**; if your work contract is valid for **more than 8 months**, the permit issued will be valid for **2 years**.
For this reason, the cost of mailing off the kit is €10 more than for other permit types. Therefore, you will need to indicate €80,46 ("OTTANTA E QUARANTASEI in letters") on the postal receipt as opposed to €70,42.

Lastly, in addition to "Modulo 209 Modulo 1", you will also need to fill out "Modulo 209 Modulo 2" in its entirety, including all details pertaining to your work contract and employer. Please see the document entitled "TEMPLATE_PdS_Kit_CONVERSION – Modulo 2" here (https://www.unisg.it/en/services/international-student-start-point/) on the International Student Start Point page of our website for indications on completing the form.

PRACTICAL ADVICE FOR WORK PERMIT CONVERSIONS:
Converting your status directly to a Work Permit (*Lavoro Subordinato*) requires direct coordination with the local Prefettura. Because this process is highly bureaucratic, we strongly recommend scheduling a consultation with a local accountant (*commercialista*) as a first step. When visiting the accountant or the Prefettura, it is highly beneficial to be accompanied by an Italian speaker or a representative from your employer to ensure all tax and housing documents are flawless.

Lastly, if you plan to secure employment within Italy—including kitchen roles in restaurants or *agriturismi*—do not underestimate the language barrier. An Italian speaking and listening proficiency of at least a B1 level is the absolute bare minimum required to safely comprehend daily workplace communication and navigate these administrative procedures.

Last update: November, 2026 - cw