



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

HOW TO APPLY FOR PERMIT OF STAY (PERMESSO DI SOGGIORNO)

ROADMAP

PREPARE
THE KIT

SUBMIT
THE KIT

GO TO
QUESTURA

PICK UP
YOUR
PERMESSO

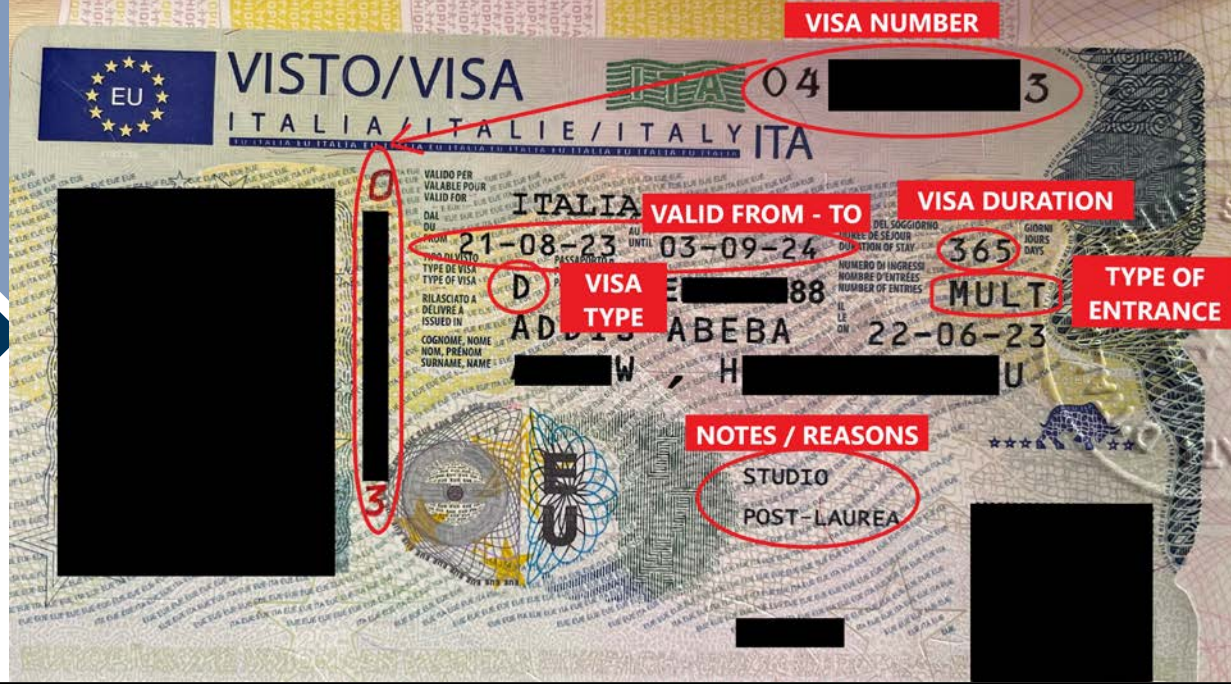
SEND YOUR
PERMESSO
TO UNI



PREPARE THE
KIT

Modulo 1
Page 2 – YOUR VISA

Write in CAPITAL letters
No special characters
Use a BLACK pen



47. SEZIONE 5 - DATI VISTO ⁽ⁿ⁾

48. DATA DI INGRESSO IN ITALIA / / Arrival date in Italy (dd/mm/yyyy)
gg mm aaaa

49. FRONTIERA

VISA n° (no first 0)
50. NUMERO VISTO ⁽ⁿ⁾

51. TIPO VISTO ⁽ⁿ⁾ VISA type

52. INGRESSO SINGOLO ^(c)

53. INGRESSO MULTIPLO ^(c) Multiple entries

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO ⁽ⁿ⁾
S T U D I O

55. DURATA DEL VISTO ⁽ⁿ⁾ VISA duration (n° of days)

56. VALIDO DAL ⁽ⁿ⁾ / / 57. SINO AL ⁽ⁿ⁾ / /
VISA valid from (dd/mm/yyyy) ^{mm} aaaa to (dd/mm/yyyy) ^{gg} mm aaaa

Should the Police send you any letter, you can indicate the address of our office to make sure your mail does not get lost:

Modulo 1
Page 3 - MAILING ADDRESS

Write in CAPITAL letters
No special characters
Use a BLACK pen

76. SEZIONE 8 - RECAPITO PER EVENTUALI COMUNICAZIONI (q)

77. PRESSO (r)

UNIV CATTOLICA DEL SACRO CUORE
INTERNATIONAL OFFICE

78. PROVINCIA (b) MI

79. COMUNE

MILANO

80. INDIRIZZO

VIA CARDUCCI

81. NUMERO CIVICO 28 / 30 / lettera

82. SCALA

83. INTERNO

84. CAP 20123

Required documents - no originals needed

- Photocopy in black/white of passport – only pages containing your personal data + the visa
- Summary of your pre-enrolment downloaded from UniversItaly.it
- Cattolica Admission Letter
- A €16 revenue stamp (Marca Da Bollo): buy it at any tabaccheria (tobacco shop)
- Photocopy of health insurance coverage (at least 1 year)

Photocopies have to be in black and white not coloured



Purchase a Health Insurance



- Recommended Health Insurance- [WAI Italy](#)
- Select “Become a member” and follow the instructions to create an account.
- Select a method of payment:
 - by credit card or Paypal: suggested option;
 - by bank transfer: risky! Lengthy international transfers.
- When W.A.I. gets the payment, the agreement will be available in your Personal area for the download.
- Print the pdf and submit it together with your request for the permit of stay



Go to Ufficio Postale (post office)

Posteitaliane

SUBMIT THE KIT



WHAT TO DO:

- Show your passport
- Submit the envelope (do not seal it!)
- Pay a total of €101,9 (€30 to the post office + €70,46 electronic permit of stay + €1,50 tax)

SUBMIT THE KIT

WHAT YOU WILL RECEIVE:



RECEIPT OF YOUR APPLICATION

Until you receive the residence permit card this is the document proving your right to stay in Italy.

06073632957-1
PASSWORD

180000419622
USER ID

Posteitaliane Mod. 22-A Cod. MOD 04002 SP - Ed. 05/06

Accettazione **ASSICURATA** RICEVUTA

Si prega di compilare a cura del mittente a macchina o in stampatello

| | | | |
|--------------|--------------|---|------------|
| DESTINATARIO | DESTINATARIO | C.S.A. per conto della Questura di [REDACTED] | |
| | VIA / PIAZZA | Viale Trastevere | 191 |
| | C.A.P. | 00153 | N° CIV. RM |
| MITTENTE | COMUNE | ROMA | PROV. RM |
| | COGNOME | [REDACTED] | |
| | NOME | [REDACTED] | |
| VIA / PIAZZA | | [REDACTED] | N° CIV. |
| C.A.P. | | [REDACTED] | PROV. |

Richiesta di rilascio/rinnovo/conversione/aggiornamento e duplicato Totale €

22-5-2018
POSTE ITALIANE S.P.A.
00186

Make
copies!

SUBMIT THE KIT

WHAT YOU WILL RECEIVE:

APPOINTMENT LETTER

It indicates the date and time you must go to Questura (Police station)

Do not miss the appointment!

Students who live in Milan and indicated Via Mercanti 8 as their address, will be assigned this appointment location: Questura di Milano - Via Montebello n 26, (MM3 TURATI)

CODICE ISTANZA : [REDACTED] 8
CODICE ASSICURATA: [REDACTED] 3

APPUNTAMENTO PER
UFFICIO : Q.ra MILANO - Ufficio Immigrazione - Sportello Stu
COMUNE : 20121 - MILANO
INDIRIZZO : Via Montebello, 26

DATA E ORA: 14/02/2023 12:12

TOTALE BOLLETTINI PSE PAGATI INSERITI NEL KIT: 1

MARCA DA BOLLO PRESENTE

Il servizio prevede l'accettazione, la lavorazione e l'inoltro alla Questura competente dell'istanza per il rilascio o rinnovo del PSE.

In caso di smarrimento del plico, il Richiedente avra' diritto ad un ristoro pari al suo valore quantificato in € 50,00.

Il Richiedente dichiara di aver preso visione presso questo Ufficio Postale dell'Informativa privacy ai sensi della normativa vigente, consultabile anche sul Portale Immigrazione <https://www.portaleimmigrazione.it>

FIRMA DEL RICHIEDENTE
[REDACTED]

Per essere sottoposto ai rilievi fotodattiloscopici. In quella sede, dovra' esibire: la presente lettera di convocazione, 4 foto tessera a colori a fondo bianco, Passaporto originale e valido, permesso di soggiorno in possesso, ricevuta delle poste (I suddetti documenti dovranno essere portati anche al momento del ritiro del Permesso/carta), gli originali relativi alle Copie dei documenti inseriti nel kit, foto dei figli di eta' inferiore anni 14 da inserire sul proprio permesso.

WHERE

WHEN

WHAT TO BRING AT QUESTURA

- Passport - original
- 4 identical passport-sized pictures
- Receipt and appointment letter given by the post office
- Health insurance contract
- Summary of your pre-enrolment downloaded from Universitaly.it
- Cattolica enrolment confirmation - to be downloaded and printed from Portale iscrizione ai corsi
- Proof of economic means - same rules as visa application
- Proof of accommodation - Show a regular rental contract, registered at the Italian Tax Revenue Agency. Otherwise, your host must fill and sign a *dichiarazione di ospitalità*.

GO TO QUESTURA



The police officer will take your fingerprints, your Italian phone number, and your current living situation.

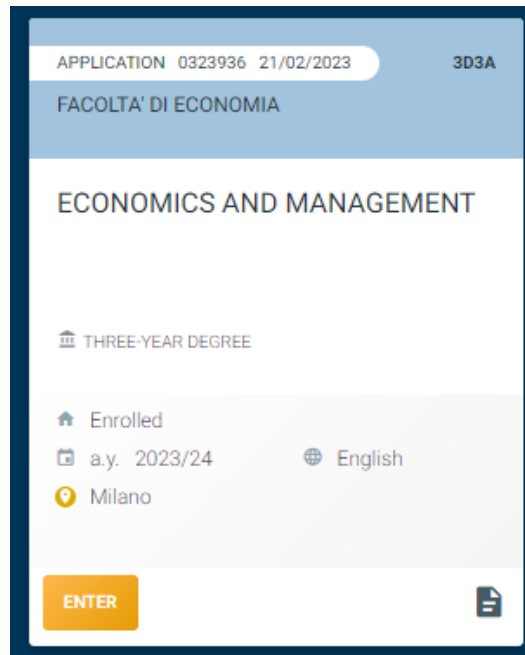
How to download your enrollment letter

GO TO QUESTURA

1) Log in [Portale
Iscrizioni](#)

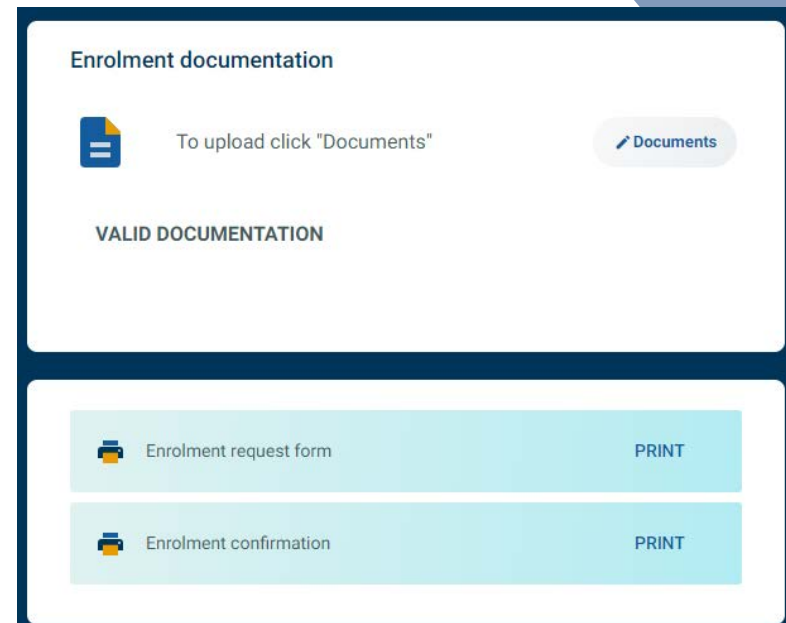


2) Click on Enter



APPLICATION 0323936 21/02/2023 3D3A
FACOLTA' DI ECONOMIA
ECONOMICS AND MANAGEMENT
THREE-YEAR DEGREE
Enrolled
a.y. 2023/24 English
Milano
ENTER

3) Scroll down and click
print Enrolment
confirmation



Enrolment documentation
To upload click "Documents" Documents
VALID DOCUMENTATION
Enrolment request form PRINT
Enrolment confirmation PRINT

PICK UP YOUR PERMESSO

Check the status of your Permit of Stay
on the Police website



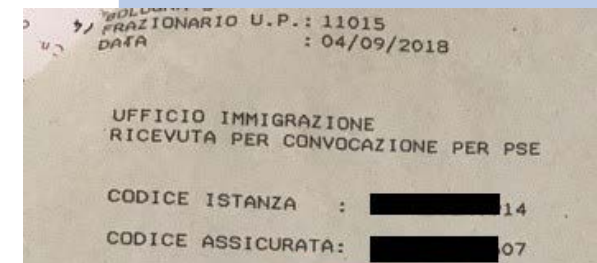
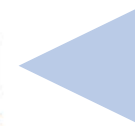
<https://questure.poliziadistato.it/stranieri/>

The screenshot shows the top of the Polizia di Stato website. At the top left is the Italian coat of arms. To its right is the text 'POLIZIA DI STATO' in large, light blue letters. Below this is a navigation menu with links: 'CHI SIAMO - DOVE SIAMO - AREA STAMPA - MULTIMEDIA - BANCHE DATI - SCRIVICI'. To the right of the menu is a search bar with the text 'Cerca' and a magnifying glass icon. Below the navigation menu is a large blue banner with the text 'EMERGENZA CORONAVIRUS' in white and red, followed by 'Tutto ciò che devi sapere' in white and a blue double arrow icon.

Permesso di soggiorno

The screenshot shows the 'Permesso di soggiorno' form. At the top, it says 'Lingua selezionata: Italiano'. Below this are buttons for 'Italiano', 'English', 'Español', 'Français', 'Русский', and 'العربية'. Below the language selection is a section titled 'NUMERO PRATICA O ASSICURATA'. It contains a text input field with the placeholder text 'Numero pratica o assicurata'. Below the input field is a blue button labeled 'Invia'.

Insert the number
you find on the
«Appointment
letter» named:
Codice Istanza or
Codice Assicurata



Pick up your Permit of Stay

If the application is complete and approved, you will be notified via SMS when your Permesso is ready to be collected.



SEND YOUR PERMESSO
TO UNI

**Provide the permit of stay to Università
Cattolica**



**Bachelor and Master degree
students**

Send it via iCatt «Request Info»
function

YOUR MESSAGES

REQUEST FOR INFORMATION

ARCHIVE

Go to your inbox @icatt.it

1 year Specializing Master

Send it to
master.universitari@unicatt.it



Where to make copies?



- Any printing and photocopying machine on campus available to students holding Carta Ateneo+
- Ufficio fotoriproduzione - L.go Gemelli,1 (Before entering the main library on the left)
- Fotocopie Elicopie Copy shop - Via Carducci, 3
- Galleria Borrelli Copy shop - Galleria Borrelli, 3





Thank you for
your attention!

International Admissions Office:
international.admissions@unicatt.it
Via Carducci 28/30, 20123 Milano

