



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

How to renew your «Permesso di Soggiorno» (Permit of Stay)

ROADMAP

Step 1

Collect the Kit from the post office and prepare it as indicated in the next slides



Step 2

Submit the envelope at any post office



Step 3

Meet the police at the assigned Questura / Commissariato

Step 4

Pick up your Permesso di soggiorno



Step 5

Send your Permesso di soggiorno to Polo Studenti



When to renew

- You can renew your Permit of Stay (PS) from **2 months before it expires** until the day it expires.

- Should you need to travel while renewing, make sure you request a renewal before leaving Italy. Indeed, you will be able to come back to Italy **only with a valid PS renewal receipt**.

- You can **leave and enter Italy** with the postal receipts for the PS renewal if you **bring with you**:
 - passport.
 - postal receipt for the PS renewal.
 - original of the expiring/expired permit of stay card.

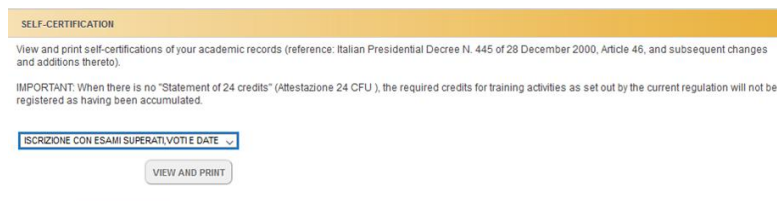
The travel must NOT include transit through Schengen Countries

Photocopies have to be in black and white not coloured



Required documents - no originals needed

- Photocopy in black/white of **passport** – only pages containing your personal data
- Photocopy of expiring PS
- Self-declaration statement of enrollment including exams already passed to be printed from iCatt. Tab “Online registrar.



SELF-CERTIFICATION

View and print self-certifications of your academic records (reference: Italian Presidential Decree N. 445 of 28 December 2000, Article 46, and subsequent changes and additions thereto).

IMPORTANT: When there is no "Statement of 24 credits" (Attestazione 24 CFU), the required credits for training activities as set out by the current regulation will not be registered as having been accumulated.

SCRIZIONE CON ESAMI SUPERATI/VOTI E DATE

VIEW AND PRINT

Fill the form with missing personal info.

- 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 04062 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.
	COMUNE	ROMA	RM
MITTENTE	COGNOME	[REDACTED]	PROV.
	NOME	[REDACTED]	
	VIA / PIAZZA	[REDACTED]	N° CIV.
	COMUNE	[REDACTED]	PROV.

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

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!

CODICE ISTANZA : ██████████ 8
CODICE ASSICURATA: ██████████ 3

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

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

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
██████████

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.

GO TO QUESTURA



WHAT TO BRING AT QUESTURA

- Passport** - original
- 4** identical **passport-sized pictures**
- Receipt** and **appointment letter** given by the post office
- NEW Health insurance contract**
- Original of expired PS**
- Cattolica certificate of enrolment with exams passed** - available in your iCatt page, Tab Online Registrar . Select “Enrolment certificate with exams, grades and dates - for residency document 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.
- Proof of economic means**

PICK UP YOUR PERMESSO

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

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



Permesso di soggiorno

Lingua selezionata: Italiano

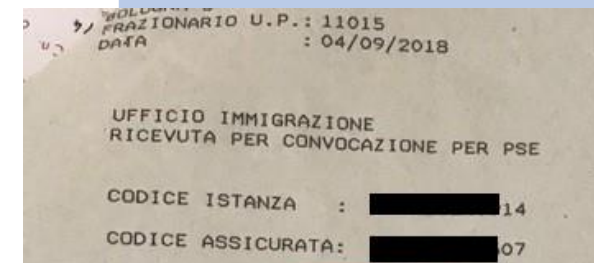
Italiano English Español Français Русский العربية

NUMERO PRATICA O ASSICURATA

Numero pratica o assicurata

Invia

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



FRAZIONARIO U.P.: 11015
DATA : 04/09/2018

UFFICIO IMMIGRAZIONE
RICEVUTA PER CONVOCAZIONE PER PSE

CODICE ISTANZA : [redacted] 14
CODICE ASSICURATA: [redacted] 07

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.

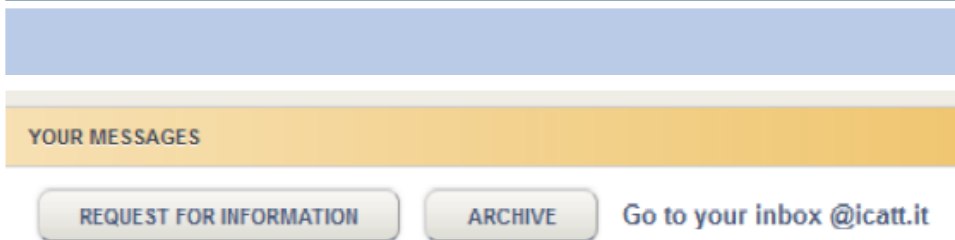


**SEND YOUR PERMESSO
TO UNI**

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



Send it via iCatt «Request Info» function



Thank you for
your attention!

International Admissions Office:

international.admissions-bs@unicatt.it

Via Trieste, 17, 25121, BRESCIA

