

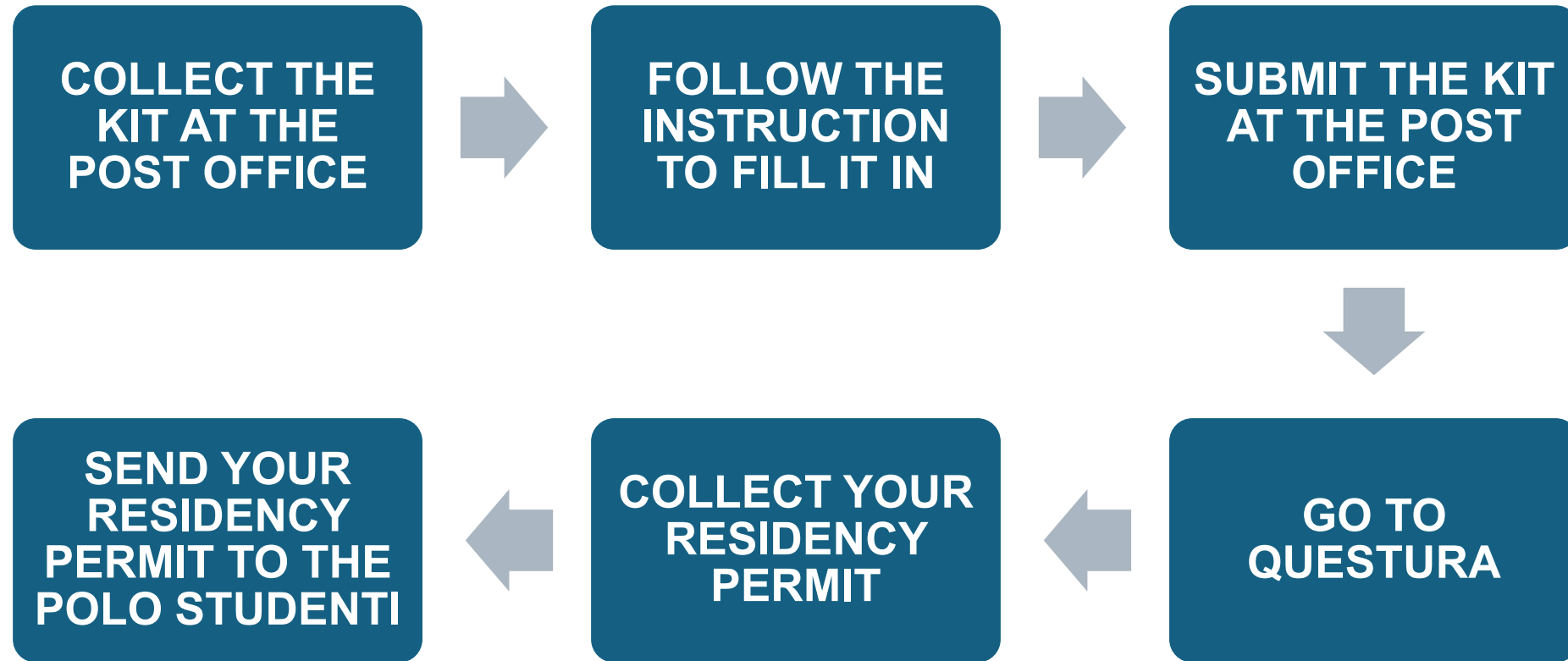
RESIDENCY PERMIT RENEWAL PROCEDURE

(Rinnovo Permesso di Soggiorno)



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

ROADMAP



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WHEN TO RENEW

You can renew your Residency Permit (RP) **from 2 month before the expiration date** 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 RP renewal receipt**.

You can **leave and enter Italy** with the postal receipt for the RP renewal if you bring with you:

- Passport
- Postal receipt of the RP renewal
- Original of the expiring/expired Residency Permit card

The travel must NOT include transit through Schengen Countries.

Please note that photocopies have to be in black and white, not coloured.



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WHAT YOU NEED



Tips to fill in the modules correctly:

- Write in CAPITAL LETTERS
- NO special characters
- Use a BLACK PEN

Documents required:

- Residency permit kit:
 - **Modulo 1**
 - **Payment slip** (Bollettino postale)
- B&W photocopy of your **passport** (only pages containing your personal data)
- B&W photocopy of your **expiring Residency Permit card**
- **Enrolment certificate with exams, grades and dates – for residency document application** to be requested on ICatt > Online registrar section > Academic records tab > order certificates and transcript of records online (see the tutorial [here](#))
- A **16,00€ revenue stamp** (marca da bollo): buy it at any tobacco shop (tabaccheria)
- Photocopy of **health insurance coverage** (at least 1 year)

PREPARE THE KIT



18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO^(e)

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO^(d)

20. DATA DI SCADENZA DEL PERMESSO

 / /
gg mm aaaa

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA^(f)

22. INDICARE QUALI MODULI SONO STATI COMPILATI

23. MODULO 1

☒

24. MODULO 2

☐

25. INDICARE IL NUMERO TOTALE DI FOGLI^(g)

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO^(h)

27. CHIUNQUE RILASCI A DICHIARAZIONI MENDACI, FORMA ATTI FALSI O NE FA USO NEI CASI PREVISTI DAL DPR 28 DICEMBRE 2000 N. 445, E' PUNITO AI SENSI DEL CODICE PENALE E DELLE NORME IN MATERIA DI IMMIGRAZIONE

28. DATA

 / /
gg mm aaaa

29. FIRMA

21. Section 2 – Details of the application

23. MODULO 1

28. DATE (DD/MM/YYYY)

29. SIGNATURE

Mod. 209 Modulo 1 - Pagina - 1 di 8

Modulo 1 – page 1

PREPARE THE KIT



30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO)														
32. STATO CIVILE ⁽ⁱ⁾		33. SESSO ^(j)		34. NATO/A IL ^(a)			/			/				
				gg				mm				aaaa		
35. CODICE STATO NASCITA ^(k)				36. CODICE STATO CITTADINANZA ^(k)				37. RIFUGIATO ^(c)	SI		NO			
38. CITTA' DI NASCITA														

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO ^(c)	☒	41. O ALTRO TIPO DI DOCUMENTO ^(c)	☐	42. SPECIFICARE ALTRO TIPO DI DOCUMENTO ^(l)							
43. ALTRO											
44. NUMERO											
45. VALIDO SINO AL			/			/					
	gg			mm			aaaa				
46. RILASCIATO DA ^(m)											

Section 3 – Personal details

FISCAL CODE (not compulsory). Write your codice fiscale only if you have the official one issued by the Italian Revenue Agency.

CIVIL STATUS: A = unmarried B = married

GENDER: M = male F = female

DATE OF BIRTH (DD/MM/YYYY)

CODE OF COUNTRY OF BIRTH (check the table in the Allegato 3)

CITIZENSHIP CODE (check the table in the Allegato 3)

CITY OF BIRTH (as indicated on passport)

Section 4 – Identity document details

PASSPORT

PASSPORT NUMBER

PASSPORT EXPIRATION DATE (DD/MM/YYYY)

PASSPORT ISSUED BY: 01 (government)

65. Section 7 – Applicant's address in Italy

66. CODE OF THE PROVINCE YOU ARE LIVING IN
67. CITY OF RESIDENCE IN ITALY

68. ADDRESS

69. STREET NUMBER: NUMBER/LETTER

70. BUILDING STAIRCASE

71. APARTMENT NUMBER

72. ZIP CODE

73. PERSONAL EMAIL ADDRESS (not compulsory)

75. ITALIAN MOBILE PHONE NUMBER (0039 / PHONE NUMBER) if available

PREPARE THE KIT

Payment Slip (Bollettino postale)



CONTI CORRENTI POSTALI - Allegazione di Versamento	CONTI CORRENTI POSTALI - Ricevuta di Versamento	CONTI CORRENTI POSTALI - Ricevuta di Accredito
MINISTERO DELL'ECONOMIA E DELLE FINANZE € sul C/C n. 67422402 CODICE IBAN di 70,46 Importo (in lettere) SETTANTA/46 INTESTATO A: MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETT.CO eseguito da NAME SURNAME residente in via ADDRESS IN ITALY (street, number, zip code, city of residence) CAUSALE: Importo per il rilascio del permesso di soggiorno elettronico	MINISTERO DELL'ECONOMIA E DELLE FINANZE € sul C/C n. 67422402 CODICE IBAN di 70,46 Importo (in lettere) SETTANTA/46 INTESTATO A: MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETT.CO eseguito da NAME SURNAME residente in via ADDRESS IN ITALY (street, number, zip code, city of residence) CAUSALE: Importo per il rilascio del permesso di soggiorno elettronico	€ sul C/C n. 67422402 di Euro 70,46 TD 674 CODICE IBAN ***** Importo in lettere SETTANTA/46 MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETT.CO CAUSALE: Importo per il rilascio del permesso di soggiorno elettronico ESEGUITO DA NAME SURNAME RESIDENTE IN VIA - PIAZZA ADDRESS (street, number) CAP ZIP CODE LOCALITA' CITY OF RESIDENCE IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE

Indicate your address according to what you wrote in Modulo 1 – page 3

PURCHASE A HEALTH INSURANCE



WAI ITALY



To purchase WAI Italy Health insurance coverage:

1. Select **become a member** and follow the instruction to create an account
2. Select a **method of payment**:
 1. By **credit card or paypal** → suggest option
 2. By **bank transfer**: risky! Lengthy international transfers
3. When WAI receives the payment, the **agreement** will be available in your personal area for **download**
4. **Print the pdf** and put it in the envelope of the residency permit kit

HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE



1. Log in your ICatt page



2. Click on the tab Online Registrar > Academic Records > Order certificates and transcripts of records online > button GO TO

The screenshot displays the ICatt website interface. At the top, the header includes the university name 'UNIVERSITÀ CATTOLICA del Sacro Cuore', the 'icatt' logo, and language selection options for 'English' and 'Italiano'. A navigation bar contains links for 'Home Page', 'Exams', 'Online registrar', 'Courses', 'Services and opportunities', and 'Help'. Below this, a sub-navigation bar highlights 'Academic Records' with a red box, alongside other options like 'Degree Curriculum', 'Final Examination', and 'Fees and Financial support'. The main content area is divided into two columns. The left column contains sections for 'YOUR TEAM' (listing 'TEAM 03 FACULTY OF EDUCATION'), 'APPOINTMENTS' (with instructions on checking dates and booking), and 'REGISTERED MARKS' (with an explanation of credit-bearing courses). The right column features a 'FORMS COMPLETION' section with links for 'Complete the forms', 'Procedure for completion of course evaluation forms', and 'Results from previous years by Faculty and Degree Programme'. Below this, a section titled 'ORDER CERTIFICATES AND TRANSCRIPTS OF RECORDS ONLINE' is highlighted with a red box. It contains detailed instructions on how to order certificates and transcripts, including requirements for revenue stamps and self-certification. At the bottom of this section, a 'GO TO' button is highlighted with a red box.

HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE



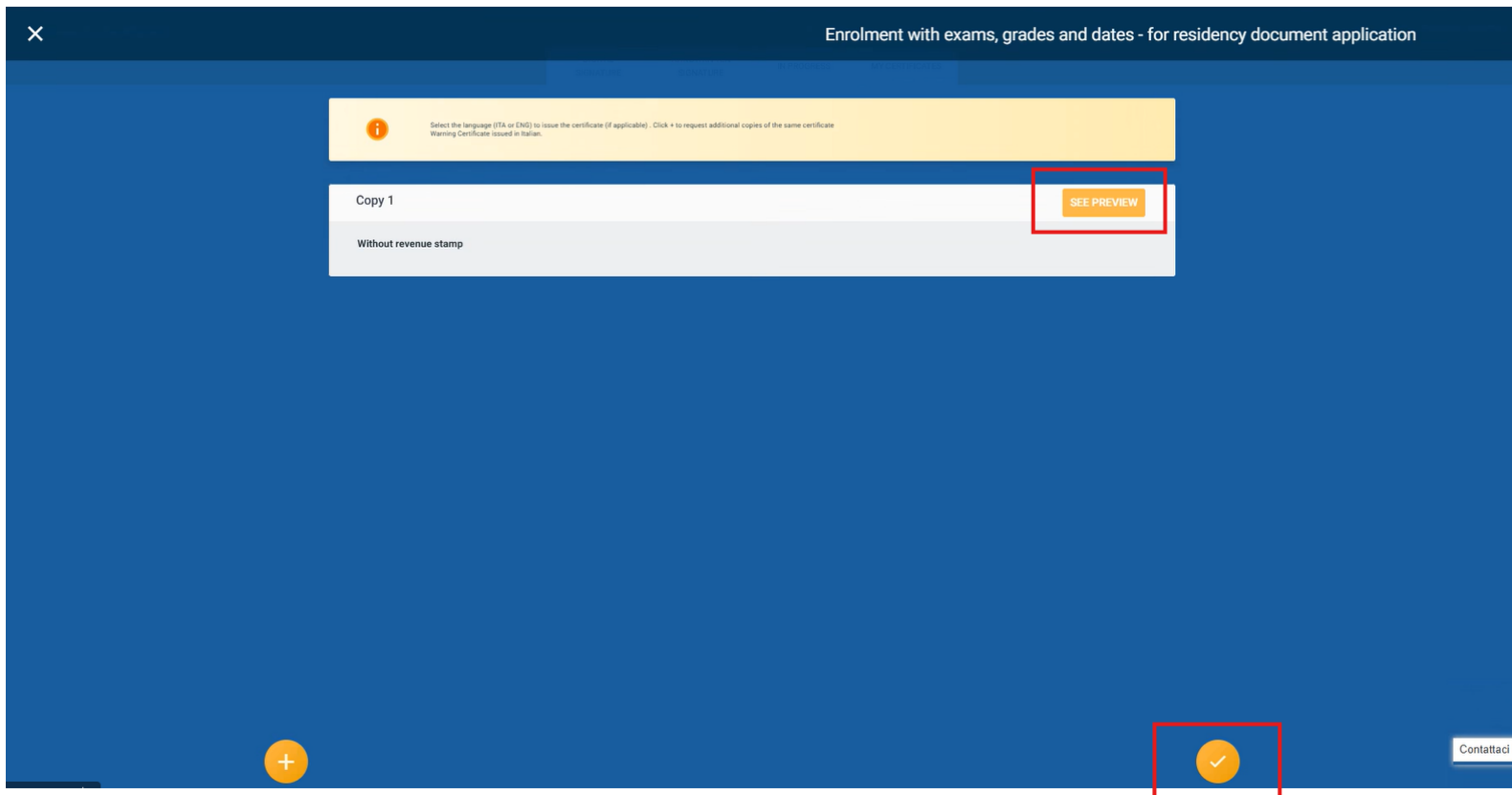
3. Select the certificate: **Enrolment with exams, grades and dates – for residency document application**

A screenshot of a web application interface for selecting a certificate. The interface has a top navigation bar with four tabs: "DIGITAL SIGNATURE" (highlighted in blue), "HANDWRITTEN SIGNATURE", "IN PROGRESS", and "MY CERTIFICATES". Below the navigation bar is a yellow information box with an orange "i" icon and text: "Select certificate and click 'select'. IMPORTANT! The digital certificate can only be issued if the applicant has paid the stamp duty fee and/or secretarial fees as requested. The payment of the stamp duty fee is associated with the use of the individual certificate, and consequently it is not possible to submit the same digital document to several entities. This payment cannot be refunded. Therefore, before confirming the request for the issuing of the certificate, please check carefully the type of certificate for which you intend to request a copy. ATTENTION: After 10 months from issue, the certificate will no longer be available." Below the information box is a grid of 12 certificate options, each with a title, details, and a "SELECT" button. The option "Enrolment with exams, grades and dates - for residency document application" is highlighted with a red border. The options are: 1. Enrolment (With € 16 revenue stamp, Language of certificate: it/en, SELECT) 2. Enrolment - for residency document application (Without revenue stamp, Language of certificate: it, SELECT) 3. Enrolment - for scholarship/bursary application (Without revenue stamp, Language of certificate: it/en, SELECT) 4. Enrolment with exams, grades and dates (With € 16 revenue stamp, Language of certificate: it/en, SELECT) 5. Enrolment with exams, grades and dates - for residency document application (Without revenue stamp, Language of certificate: it, SELECT) 6. Enrolment with exams, grades and dates - for scholarship/bursary application (Without revenue stamp, Language of certificate: it/en, SELECT) 7. Enrolment with study plans, credit, marks and date (With € 16 revenue stamp, Language of certificate: it/en, SELECT) 8. Registration with passed exams and grades (With € 16 revenue stamp, Language of certificate: it/en, SELECT) 9. Enrollment with exams passed, marks and dates (writings excl.) (With € 16 revenue stamp, Language of certificate: it/en, SELECT) 10. Registration with Legal Duration of Courses (With € 16 revenue stamp, Language of certificate: it/en, SELECT) 11. 24 CFU (With € 16 revenue stamp, Language of certificate: it, SELECT) 12. Registration and payments of university contributions for the calendar year (use of tax return) (With € 16 revenue stamp, Language of certificate: it/en, SELECT)

HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE



4. You can see the preview before confirming the request (the certificate will be issued in Italian Language only). Click on the  to continue

A screenshot of a web application interface for "Enrolment with exams, grades and dates - for residency document application". The interface has a dark blue header with a close button (X) and the title. Below the header, there is a yellow information box with an 'i' icon and text: "Select the language (ITA or ENG) to issue the certificate (if applicable). Click + to request additional copies of the same certificate. Warning: Certificate issued in Italian." Below this, there is a table with two rows: "Copy 1" and "Without revenue stamp". To the right of the "Copy 1" row, there is a red-bordered box containing a yellow button labeled "SEE PREVIEW". At the bottom of the interface, there is a yellow button with a "+" icon on the left and a red-bordered box containing a yellow button with a checkmark icon on the right. In the bottom right corner, there is a small button labeled "Contattaci".

HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE



5. Click on the button **SUMMARY** to continue

The screenshot shows a web interface for selecting an enrolment certificate. At the top, there is an orange navigation bar with four tabs: "DIGITAL SIGNATURE" (selected), "HANDWRITTEN SIGNATURE", "IN PROGRESS", and "MY CERTIFICATES". Below the navigation bar, a yellow information box contains a warning icon and text: "To confirm your order, click on 'Summary'. To cancel your order, unflag the certificate or click on the trash icon. ATTENTION: After 10 months from issue, the certificate will no longer be available." The main area displays a grid of ten certificate options, each with a title, details, and a "SELECT" button. The first option, "Enrolment with exams, grades and dates - for residency document application", is highlighted with an orange border and includes an "Order" button with a checkmark icon. A green "Copy saved" notification bar is visible at the bottom of the grid. At the bottom of the page, a blue progress bar shows three steps: "1 Selection", "2 Summary", and "3 Result". The "Summary" step is highlighted, and a red box encloses the "SUMMARY" button in the bottom right corner. A "Contattaci" (Contact Us) button with a speech bubble icon is also visible in the bottom right corner.

DIGITAL SIGNATURE HANDWRITTEN SIGNATURE IN PROGRESS MY CERTIFICATES

Enrolment with exams, grades and dates - for residency document application
Language of certificate: *It* No. copies: *1*
Without revenue stamp
☒ Order

Enrolment
With € 16 revenue stamp
Language of certificate: *It/en*
SELECT

Enrolment - for residency document application
Without revenue stamp
Language of certificate: *It*
SELECT

Enrolment - for scholarship/bursary application
Without revenue stamp
Language of certificate: *It/en*
SELECT

Enrolment with exams, grades and dates
With € 16 revenue stamp
Language of certificate: *It/en*
SELECT

Enrolment with exams, grades and dates - for scholarship/bursary application
Without revenue stamp
Language of certificate: *It/en*
SELECT

Enrolment with study plans, credit, marks and date
With € 16 revenue stamp
Language of certificate: *It/en*
SELECT

Registration with passed exams and grades
With € 16 revenue stamp
Language of certificate: *It/en*
SELECT

Enrollment with exams passed, marks and dates (writings excl.)
With € 16 revenue stamp
Language of certificate: *It/en*
SELECT

Registration with Legal Duration of Courses
With € 16 revenue stamp
Language of certificate: *It/en*
SELECT

1 Selection **2 Summary** **3 Result**

SUMMARY

Contattaci

HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE



6. Click on the button **CONFIRM** to request the certificate. The certificate is free of charge.

The screenshot shows a web interface for applying for an enrolment certificate. At the top, there is an orange navigation bar with four tabs: "DIGITAL SIGNATURE" (active), "HANDWRITTEN SIGNATURE", "IN PROGRESS", and "MY CERTIFICATES". Below the navigation bar, the main content area displays a preview of the certificate on the left, which includes the text "Enrolment with exams, grades and dates - for residency document application", "Language of certificate: It", "No. copies: 1", and "Without revenue stamp". To the right of the preview are four empty rectangular boxes. At the bottom of the main content area, there is a red box containing the following information: "Amount of administrative fees: 0.00", "Stamp amount: 0.00", and "Amount due for certificates ordered: 0.00". In the bottom right corner, there is a "Contattaci" button with a speech bubble icon. The bottom of the interface features a blue footer bar with a "BACK" button, a user profile icon and name "antovani Silvia", a progress indicator with three steps (1. Selection, 2. Summary, 3. Result), and a red-bordered "CONFIRM" button.

HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE



7. The certificate is ready: you can click on the section **MY CERTIFICATES** to print it, and you will also receive it per email

The screenshot shows a web interface with an orange header bar. In the center of the header, there are four tabs: 'DIGITAL SIGNATURE', 'HANDWRITTEN SIGNATURE', 'IN PROGRESS', and 'MY CERTIFICATES'. The 'MY CERTIFICATES' tab is highlighted with a red rectangular border. Below the header, there is a yellow information box. It contains an orange information icon (i) and text about digital and handwritten signatures. Below this, there are four white boxes. The first box on the left contains the title 'Enrolment with exams, grades and dates - for residency document application', followed by certificate and order numbers, the emission date '21/07/2026', and the language 'It'. At the bottom of this box is a thumbs-up icon and a 'Print' button with a printer icon, which is also highlighted with a red rectangular border. The other three boxes are empty.

SUBMIT THE KIT



Documents to be submitted in the envelope
(DO NOT SEAL THE ENVELOPE!)

- **Residency permit kit** (Modulo 1 and Payment slip (bollettino postale))
- B&W photocopy of your **passport** (only pages containing your personal data)
- B&W photocopy of your **expiring Residency Permit card**
- **Enrolment certificate with exams, grades and dates – for residency document application** to be requested on ICatt
- A **16,00€ revenue stamp** (marca da bollo): buy it at any tobacco shop (tabaccheria)
- Photocopy of **health insurance coverage** (at least 1 year)



Go to the Post Office to submit the envelope

Posteitaliane



WHAT TO DO:

- **Show your passport**
- **Submit the envelope** (not sealed)
- **Pay** a total of **101,90 €**:
 - 30,00 € cost of the service
 - 70,46 € cost of the electronic residency permit
 - 1,50 € tax

WHAT WILL YOU RECEIVE

Receipt of your application

Until you receive the residency permit card **this is the document proving your right to stay in Italy!**

MAKE COPIES!



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	
C.S.A. per conto della Questura di [REDACTED]	
DESTINATARIO	
Viale Trastevere	
VIA / PIAZZA	
00153	ROMA
C.A.P.	COMUNE
[REDACTED]	
Cognome	
[REDACTED]	
Nome	
[REDACTED]	
VIA / PIAZZA	
[REDACTED]	
C.A.P.	
COMUNE	

MITTENTE	
[REDACTED]	
Cognome	
[REDACTED]	
Nome	
[REDACTED]	
VIA / PIAZZA	
[REDACTED]	
C.A.P.	
COMUNE	

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

WHAT WILL YOU RECEIVE



Appointment letter

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

DON'T MISS THE APPOINTMENT!

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.

GO TO QUESTURA



CHECK-LIST OF REQUIRED DOCUMENTS:

- ☐ **Passport** (original)
- ☐ **4 identical passport-sized pictures**
- ☐ **Receipt and appointment letter** given by the post office
- ☐ **NEW Health insurance contract**
- ☐ **Original of expired Residency Permit card**
- ☐ **Enrolment certificate with exams, grades and dates – for residency document application** to be requested on ICatt > Online registrar section > Academic records tab > order certificates and transcript of records online (see the tutorial [here](#))
- ☐ **Proof of accomodation:** show a regular rental contract, registered at the Italian Tax Revenue Agency, otherwise your host must fill in and sign a statement of hospitality (dichiarazione di ospitalità)
- ☐ **Proof of economic means**

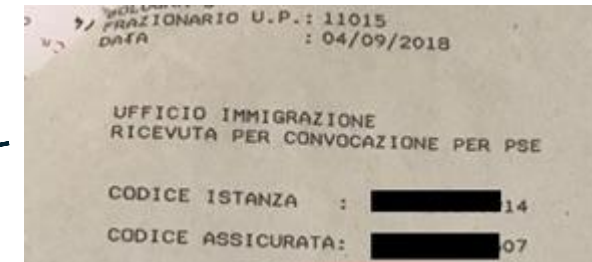
CHECK THE STATUS OF YOUR RESIDENCY PERMIT



After the appointment at the Questura you will have to wait for the Residency Permit card to be ready to be collected. Check the status of your Residency Permit on the Police website
<https://questure.poliziadistato.it/stranieri/>



The screenshot shows the 'POLIZIA DI STATO' website header with the coat of arms and navigation links: CHI SIAMO, DOVE SIAMO, AREA STAMPA, MULTIMEDIA, BANCHE DATI, and SCRIVICI. A search bar is also present. Below the header, the section 'Permesso di soggiorno' is displayed. The language selection is set to 'italiano'. A box labeled 'NUMERO PRATICA O ASSICURATA' points to the input field for the 'Numero pratica o assicurata'. Below the input field is a blue 'Invia' button. At the bottom, a red-bordered box contains the following text: 'Inserisci il numero di pratica (10 caratteri) o il tuo numero di assicurata (12 caratteri) della richiesta del tuo permesso di soggiorno. Oltre all'avviso visualizzabile tramite questo sistema informatico, sullo stato del procedimento, sarà inviato al cittadino straniero un sms con l'indicazione delle modalità per il ritiro del permesso di soggiorno già pronto: giorno, ora e luogo.'



Fill in with the **codice istanza** OR **codice assicurata** that are available on the Appointment Letter.

COLLECT YOUR RESIDENCY PERMIT

If the application is complete and approved, **you will be notified via SMS** (on your Italian mobile phone number) when your Residency Permit card is ready to be collected, specifying day, time, and location. Do not miss the appointment!



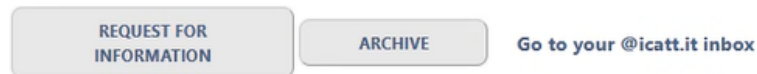
SEND YOUR RESIDENCY PERMIT TO THE POLO STUDENTI



Once you have your Residency Permit card, you must send a copy of it (front and back) to the Polo Studenti (student service center). The Polo Studenti will update the information on the system, and you will be able to register for the exams.

Procedure for Bachelor and Master degree students:

1. Log in your **ICatt** account
2. In the homepage, scroll down to the box **Request for information**



3. Select **gestione carriera e servizi di segreteria > altro (carriera)** > subject: Residency Permit
4. Write the message and attach the copy of your residency permit card (front and back)

REQUEST FOR INFORMATION

Dear Student,
Please be informed that in order to ensure proper handling of your request, it may be necessary for authorised personnel to carry out operations involving access to your personal data and user profile. By pressing the submit button, you give your consent to the performance of the aforementioned operations aimed at guaranteeing the necessary support for the provision of the requested service. You will be informed in the "Latest Events" section of the MyAccount portal by means of a specific notification whether and when the support activity has occurred.

Refers to* **GESTIONE CARRIERA E SERVIZI DI SEGRETERIA**

Topic* **ALTRO (Carriera)**

Subject*

Message*

CHOOSE FILE(S) No files selected

SEND

SEND YOUR RESIDENCY PERMIT TO THE POLO STUDENTI



Once you have your Residency Permit card, you must send a copy of it (front and back) to the Polo Studenti (student service center). The Polo Studenti will update the information on the system, and you will be able to register for the exams.

Procedure for 1-year specializing Master:
send an email to master.universitari@unicatt.it



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CONTACTS

International Admissions Office

Milan Campus: international.admissions@unicatt.it

Brescia Campus: international.admissions-bs@unicatt.it

Piacenza/Cremona Campus: international.admissions-pc@unicatt.it

Roma Campus: international.admissions-rm@unicatt.it