RESIDENCY PERMIT REQUEST PROCEDURE

(Richiesta Permesso di Soggiorno)

UNIVERSITÀ CATTOLICA del Sacro Cuore

WHAT YOU NEED

Tips to fill in the modules correctly:

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

Documents required:

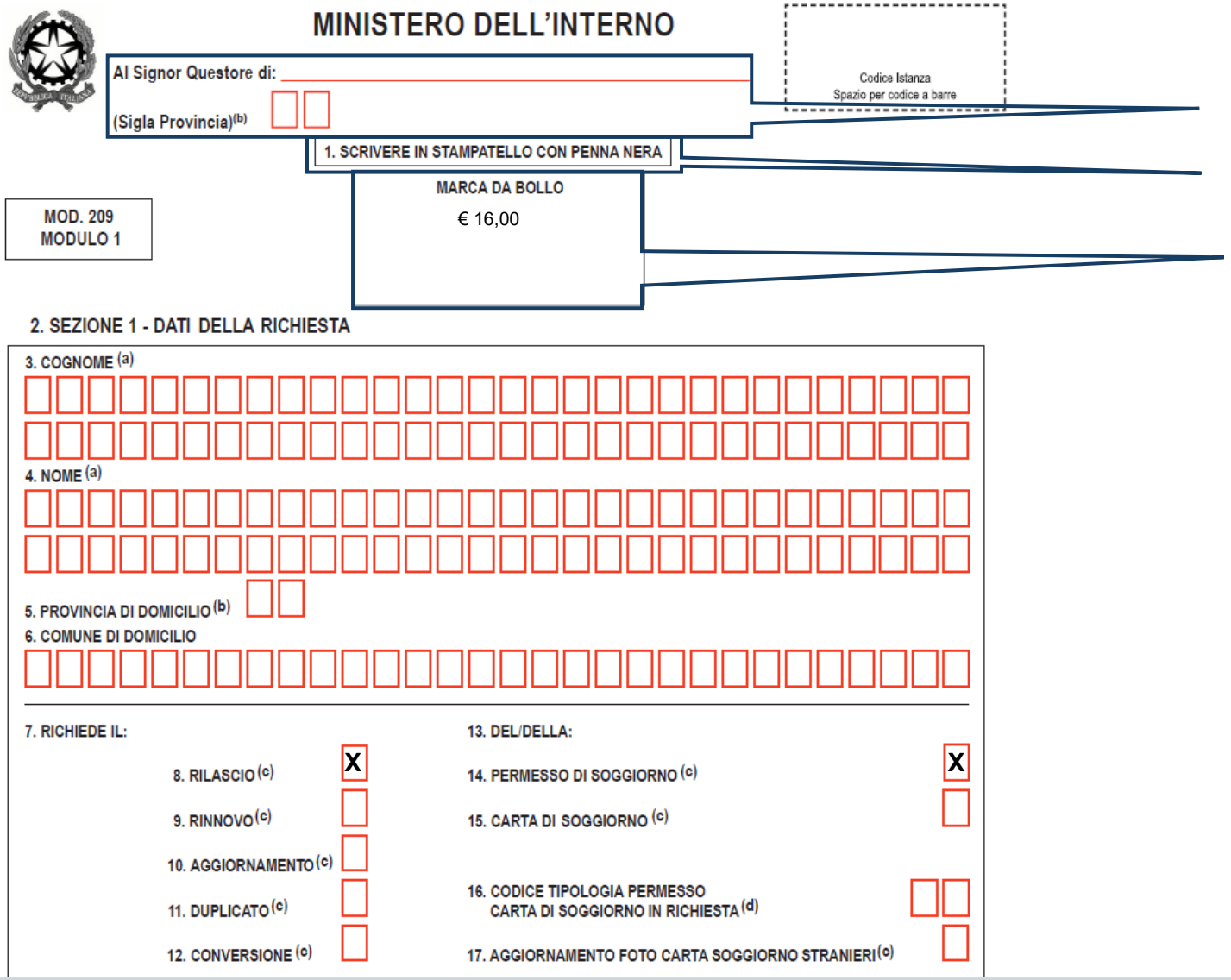
- Residency permit kit:
  - **Modulo 1**
  - **Payment slip** (Bollettino postale)
- B&W photocopy of your **passport** (only pages containing your personal data)
- B&W photocopy of your **visa**
- **Summary of your pre-enrolment** downloaded from UniversItaly Portal
- Cattolica **Admission Letter**
- A **16,00€ revenue stamp** (marca da bollo): buy it at any tobacco shop (tabaccheria)
- Photocopy of **health insurance coverage** (at least 1 year)

ROADMAP

UNIVERSITÀ CATTOLICA del Sacro Cuore

1. PREPARE THE KIT
2. SUBMIT THE KIT
3. GO TO QUESTURA
4. COLLECT YOUR RESIDENCY PERMIT
5. SEND YOUR RESIDENCY PERMIT TO THE POLO STUDENTI

PREPARE THE KIT



MINISTERO DELL'INTERNO

Al Signor Questore di: _____

(Sigla Provincia)(b)

Codice Istanza
Spazio per codice a barre

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MOD. 209
MODULO 1

MARCA DA BOLLO
€ 16,00

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME (a)

4. NOME (a)

5. PROVINCIA DI DOMICILIO (b)

6. COMUNE DI DOMICILIO

7. RICHIEDE IL:

8. RILASCIO (c) X

9. RINNOVO (c)

10. AGGIORNAMENTO (c)

11. DUPLICATO (c)

12. CONVERSIONE (c)

13. DEL/DELLA:

14. PERMESSO DI SOGGIORNO (c) X

15. CARTA DI SOGGIORNO (c)

16. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA (d)

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI (c)

CITY OF RESIDENCE IN ITALY

CODE OF THE PROVINCE YOU ARE LIVING IN (see chart 1 in the kit)

WRITE IN CAPITAL LETTERS WITH A BLACK PEN (no special characters)

ATTACH HERE THE REVENUE STAMP

2. Section 1 – Request details

3. SURNAME (as indicated in your passport! Write all your surnames)

4. NAME (as indicated in your passport! Write all your names)

5. CODE OF THE PROVINCE YOU ARE LIVING IN

6. CITY OF RESIDENCE IN ITALY

7. REQUEST THE

8. RELEASE

14. RESIDENCY PERMIT

Modulo 1 – page 1

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 X

24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI (g)

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

27. CHIUNQUE RILASCIA 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

Mod. 209 Modulo 1 - Pagina - 1 di 8

21. Section 2 – Details of the application

23. MODULO 1
28. DATE (DD/MM/YYYY)
29. SIGNATURE

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) X | 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)

30. Section 3 – Personal details

31. FISCAL CODE (not compulsory). Write your codice fiscale only if you have the official one issued by the Italian Revenue Agency.
32. CIVIL STATUS: A = unmarried B = married
33. GENDER: M = male F = female
34. DATE OF BIRTH (DD/MM/YYYY)
35. CODE OF COUNTRY OF BIRTH (check the table in the Allegato 3)
36. CITIZENSHIP CODE (check the table in the Allegato 3)
38. CITY OF BIRTH (as indicated on passport)

39. Section 4 – Identity document details

40. PASSPORT

44. PASSPORT NUMBER
45. PASSPORT EXPIRATION DATE (DD/MM/YYYY)

46. PASSPORT ISSUED BY: 01 (government)

Modulo 1 – page 2

PREPARE THE KIT

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA ☐☐ / ☐☐ / ☐☐☐☐ (gg / mm / aaaa)

49. FRONTIERA ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

50. NUMERO VISTO (n) ☐☐☐☐☐☐☐☐ 51. TIPO VISTO (n) ☐☐

52. INGRESSO SINGOLO (c) ☐ 53. INGRESSO MULTIPLO (c) X

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

55. DURATA DEL VISTO (n) ☐☐☐

56. VALIDO DAL (n) ☐☐ / ☐☐ / ☐☐☐☐ (gg / mm / aaaa) 57. SINO AL (n) ☐☐ / ☐☐ / ☐☐☐☐ (gg / mm / aaaa)

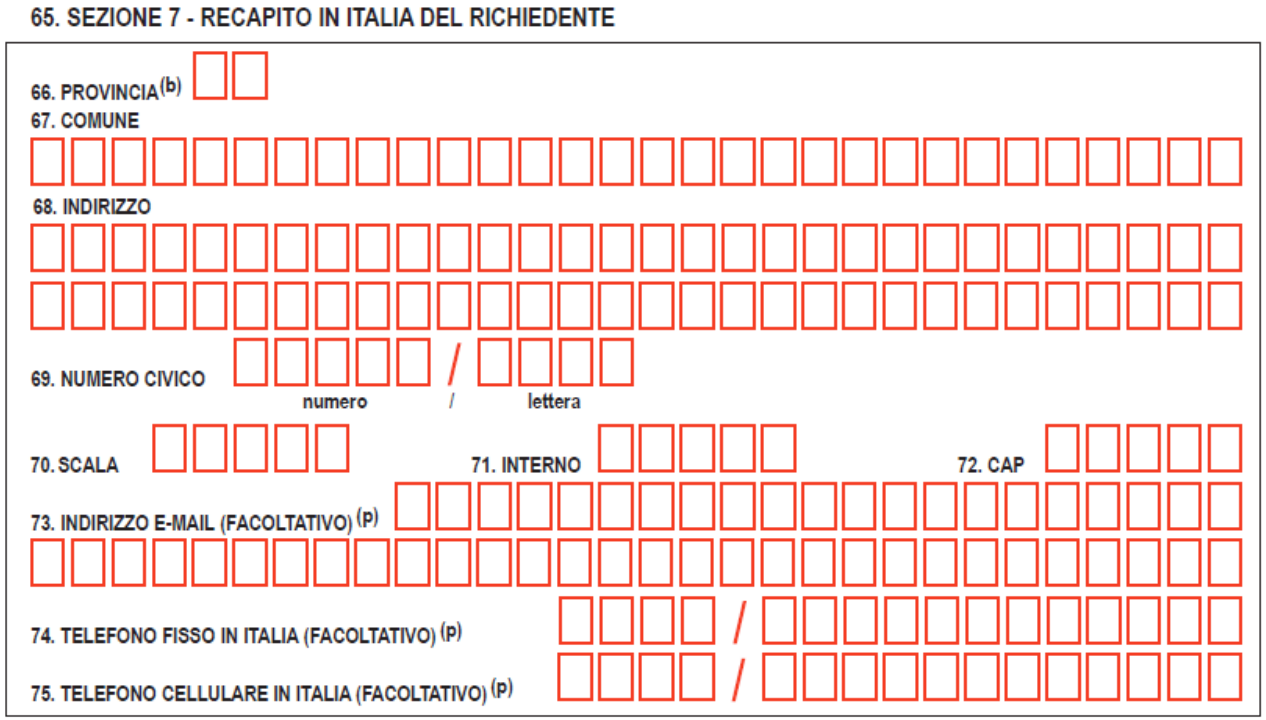
47. Section 6 – Visa details

48. DATE OF ARRIVAL IN ITALY (DD/MM/YYYY)
50. VISA NUMBER (do not write the first 0)
51. VISA TYPE: D
53. MULTIPLE ENTRIES
54. REASON OF THE VISA: STUDIO
55. VISA DURATION IN DAYS
56. VISA VALIDITY FROM DD/MM/YYYY
57. VISA VALIDITY TO DD/MM/YYYY

Modulo 1 – page 2

PREPARE THE KIT – STUDENTS LIVING IN MILAN

Thanks to an agreement between the Police, the Municipality, and the universities in Milan, you can benefit from a dedicated route for applying for your residence permit. Complete Section 7 as indicated below: you will receive an appointment with dedicated police staff at the Central Immigration Office, located at Via Montebello 26, Milano.


65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

66. PROVINCIA (b)

67. COMUNE

68. INDIRIZZO

69. NUMERO CIVICO

numero / lettera

70. SCALA

71. INTERNO

72. CAP

73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)

75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)

65. Section 7 – Applicant's address in Italy

66. CODE OF THE PROVINCE YOU ARE LINVING IN: MI
67. CITY OF RESIDENCE IN ITALY: MILANO

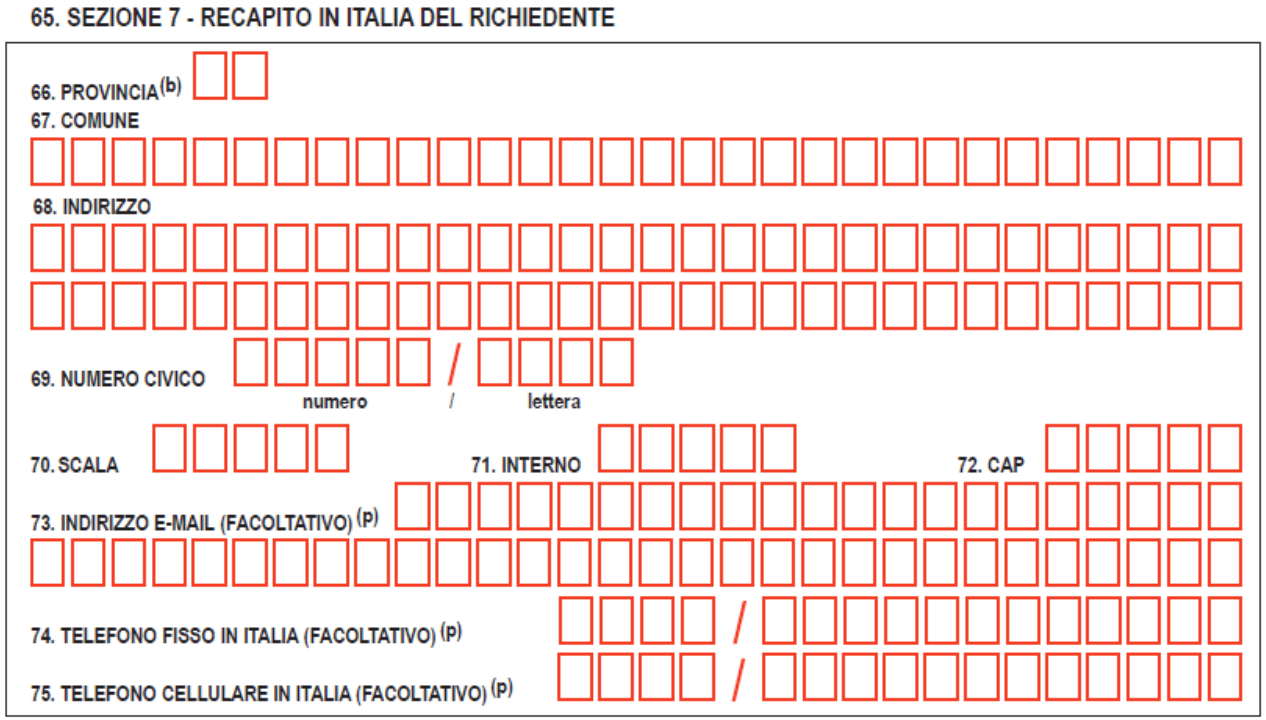
68. ADDRESS: VIA MERCANTI

69. STREET NUMBER: 8

72. ZIP CODE: 20121
73. PERSONAL EMAIL ADDRESS (not compulsory)
75. ITALIAN MOBILE PHONE NUMBER (0039 / PHONE NUMBER) if available

Modulo 1 – page 3

PREPARE THE KIT – STUDENTS NOT LIVING IN MILAN


65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

66. PROVINCIA (b)

67. COMUNE

68. INDIRIZZO

69. NUMERO CIVICO numero / lettera

70. SCALA

71. INTERNO

72. CAP

73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)

75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)

65. Section 7 – Applicant's address in Italy

66. CODE OF THE PROVINCE YOU ARE LINVING 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

Modulo 1 – page 3

PREPARE THE KIT

76. Section 8 – Contact address for communication
Fill in with Cattolica International Office address of your campus

77. TO: UNIV. CATTOLICA DEL SACRO CUORE INTERNATIONAL OFFICE

78. CODE OF THE PROVINCE (depends on the campus of Università Cattolica):
MILANO: MI
BRESCIA: BS
PIACENZA: PC
CREMONA: CR
ROMA: RM

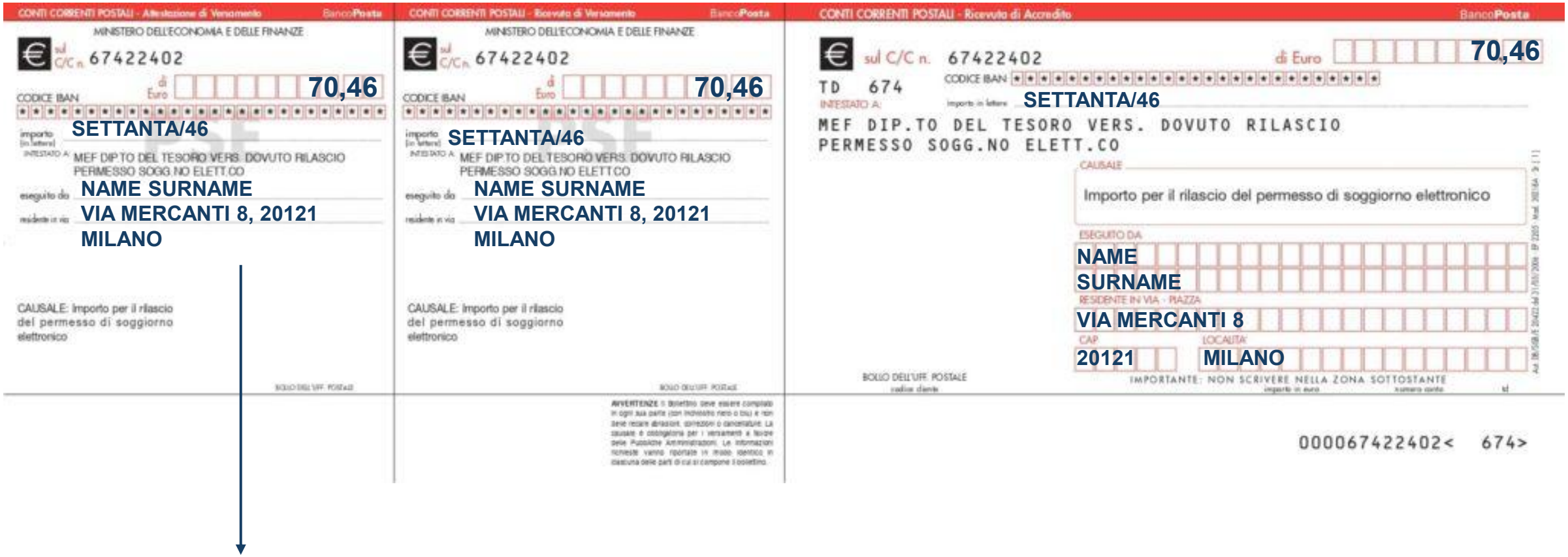
79. CITY (depends on the campus of Università Cattolica):
MILANO/BRESCIA/PIACENZA/CREMONA

80. ADDRESS, 81. STREET NUMBER, 84. ZIP CODE:
MILAN CAMPUS: VIA CARDUCCI 28/30, 20121
BRESCIA CAMPUS: VIA TRIESTE 17, 25121
PIACENZA CAMPUS: VIA EMILIA PARMENSE 84, 29122
CREMONA: VIA BISSOLATI 74, 26100
ROMA: LARGO FRANCESCO VITO 1, 00168

Modulo 1 – page 3

PREPARE THE KIT – STUDENTS LIVING IN MILAN

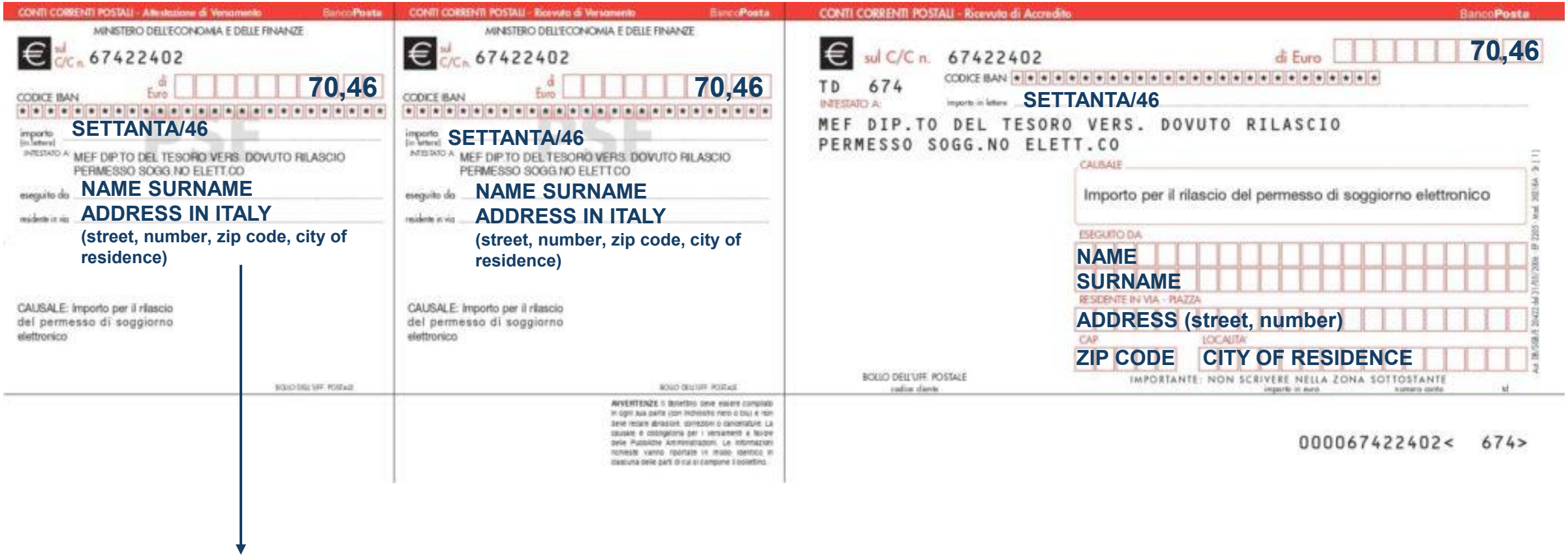
Payment Slip (Bollettino postale)



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

PREPARE THE KIT – STUDENTS NOT LIVING IN MILAN

Payment Slip (Bollettino postale)



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

ENROLMENT CONFIRMATION vs ENROLMENT CERTIFICATE

In case your enrolment is still *under condition** you can submit the **Enrolment Confirmation** that can be downloaded from the Enrolment Portal.

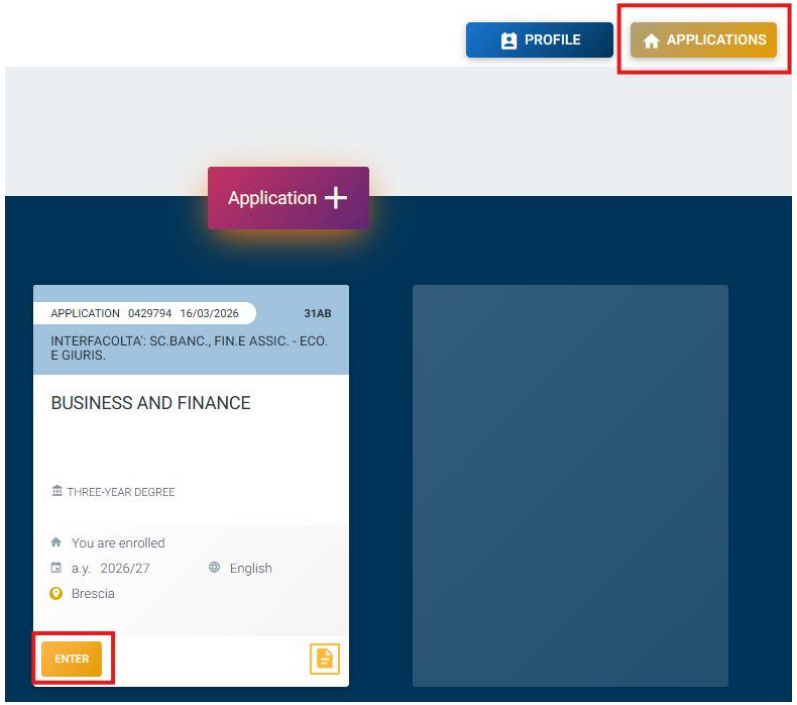
Once your enrolment is not *under condition* anymore, you will be able to request and download the **Enrolment Certificate – for residency document application** from ICatt.

**under condition*: means that your enrolment has not yet been approved by the Faculty Council. This is an administrative formality; however, it has implications for the student, particularly regarding the issuance of certificates and registration for exam sessions.

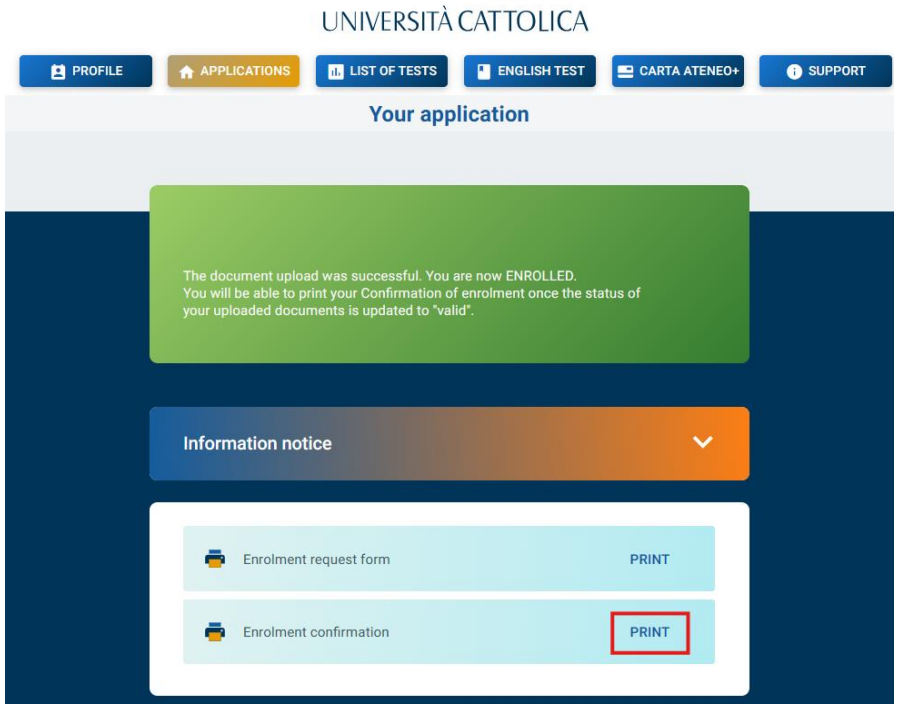
HOW TO DOWNLOAD YOUR ENROLMENT CONFIRMATION

1. Log in the **Enrolment Portal**

2. Click on the button **ENTER** of your application



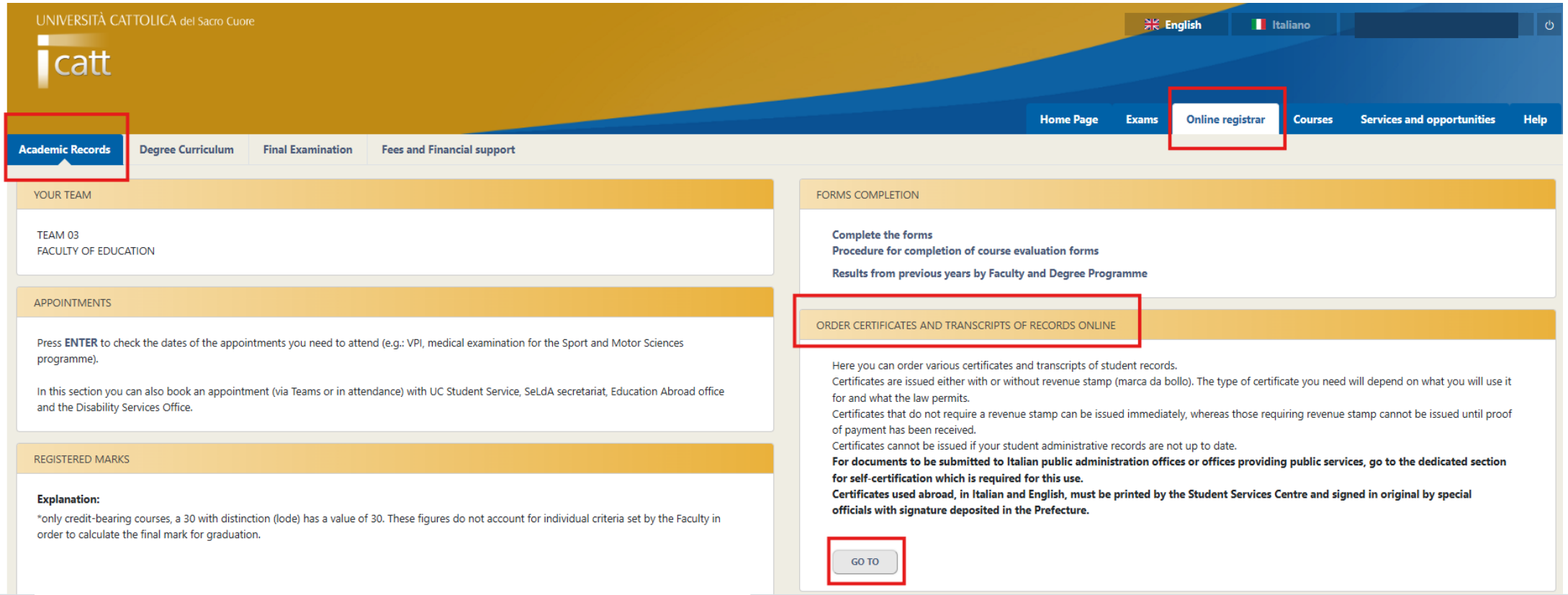
3. Scroll down and click **print Enrolment confirmation**



HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE FOR RESIDENCY DOCUMENT APPLICATION

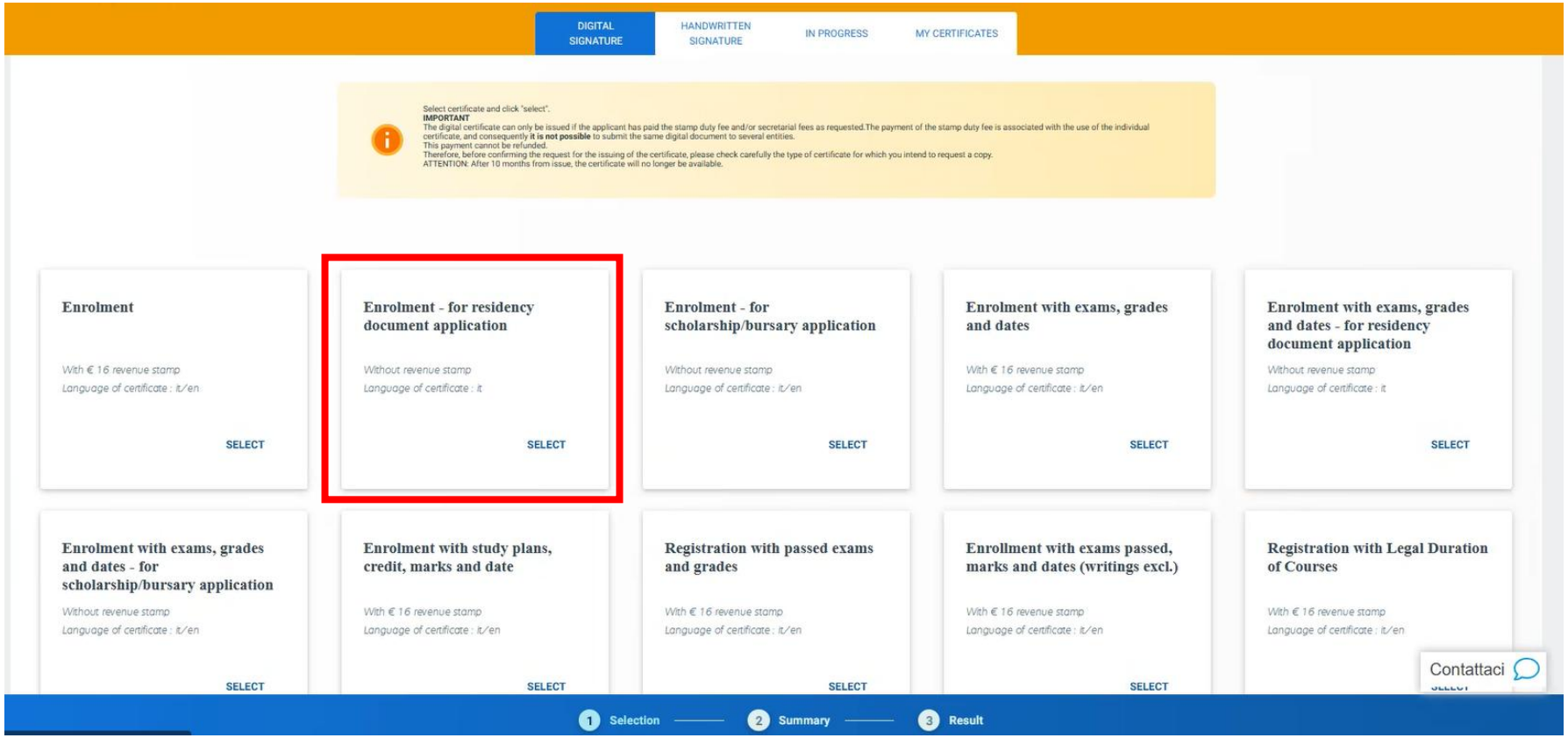
1. Log in your ICatt page

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



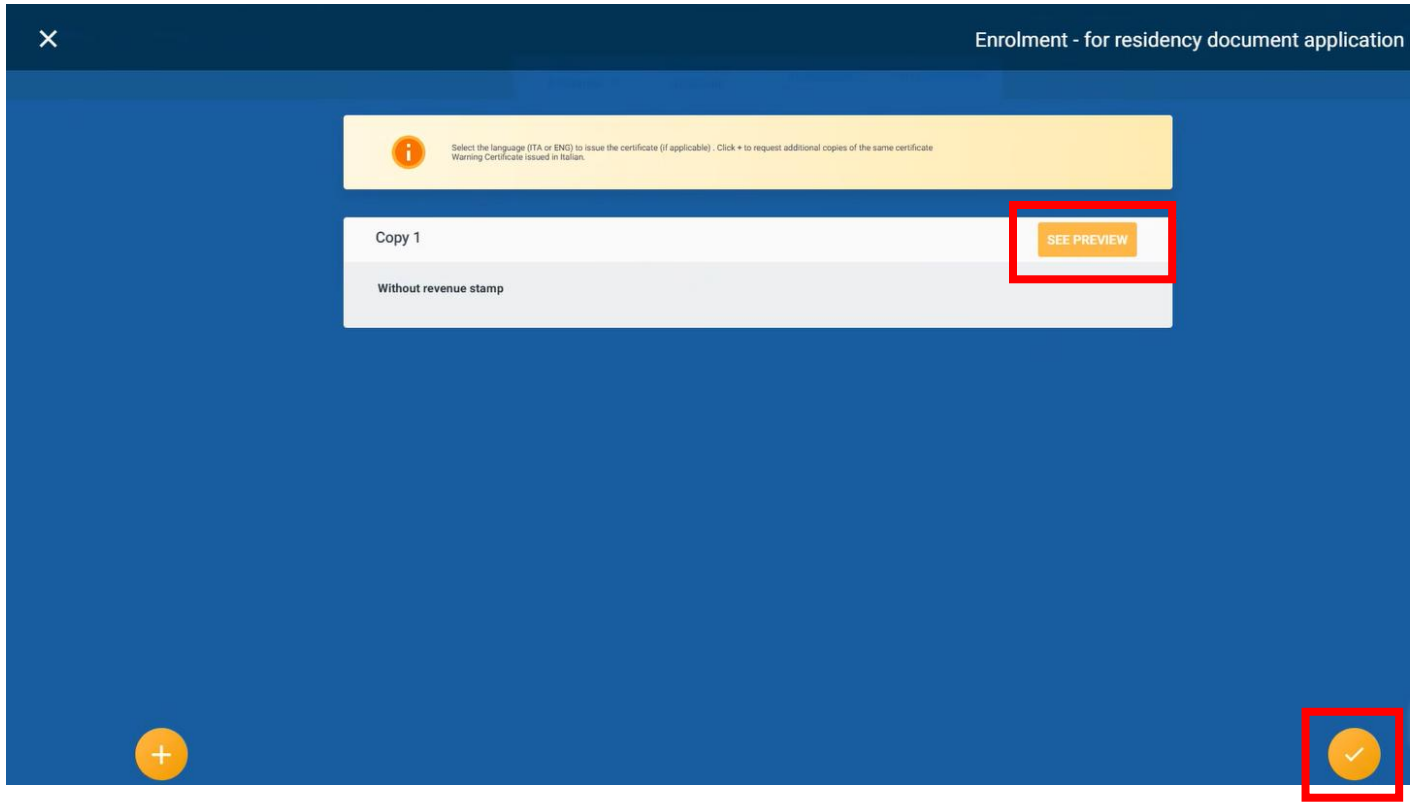
HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE FOR RESIDENCY DOCUMENT APPLICATION

3. Select the certificate: **Enrolment – for residency document application**



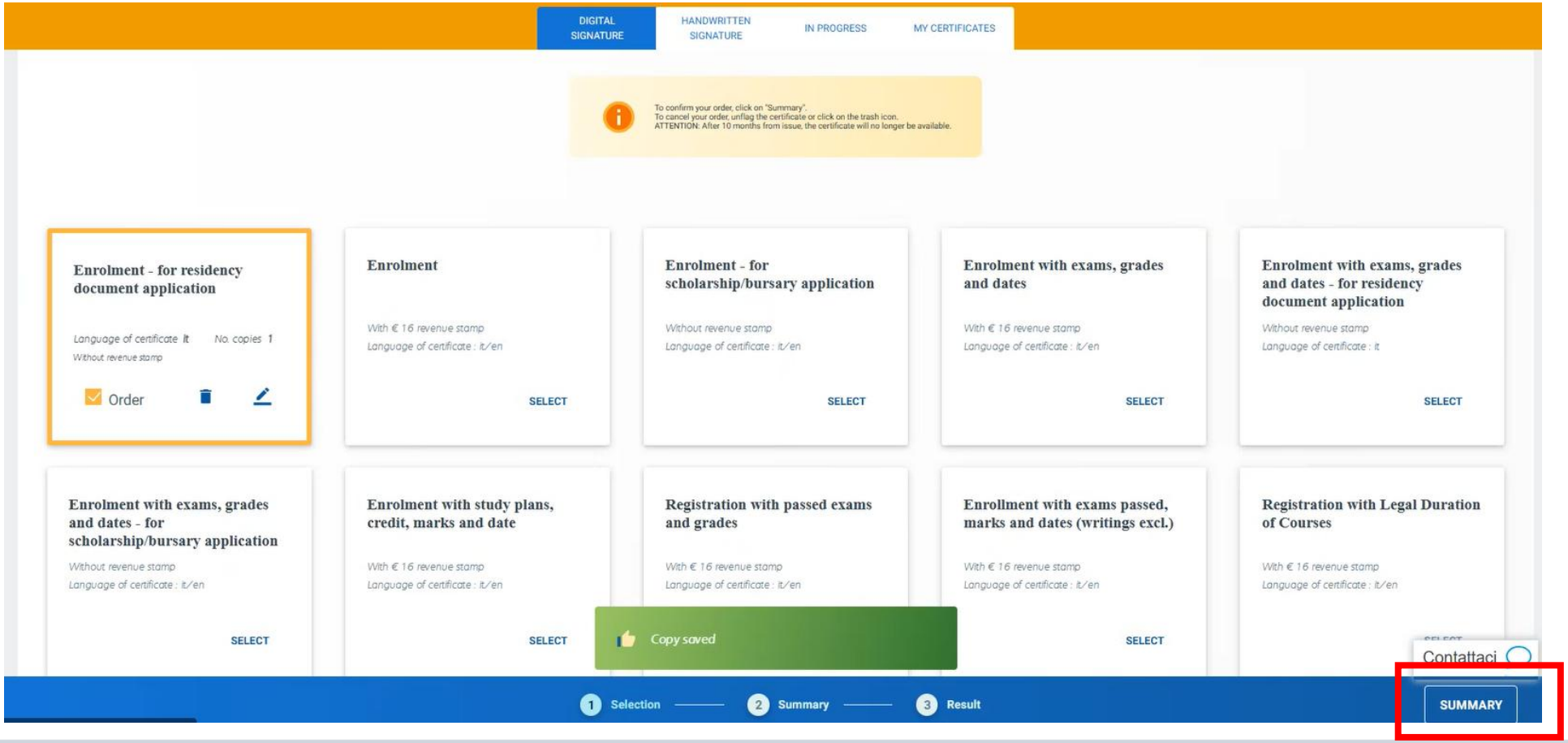
HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE FOR RESIDENCY DOCUMENT APPLICATION

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



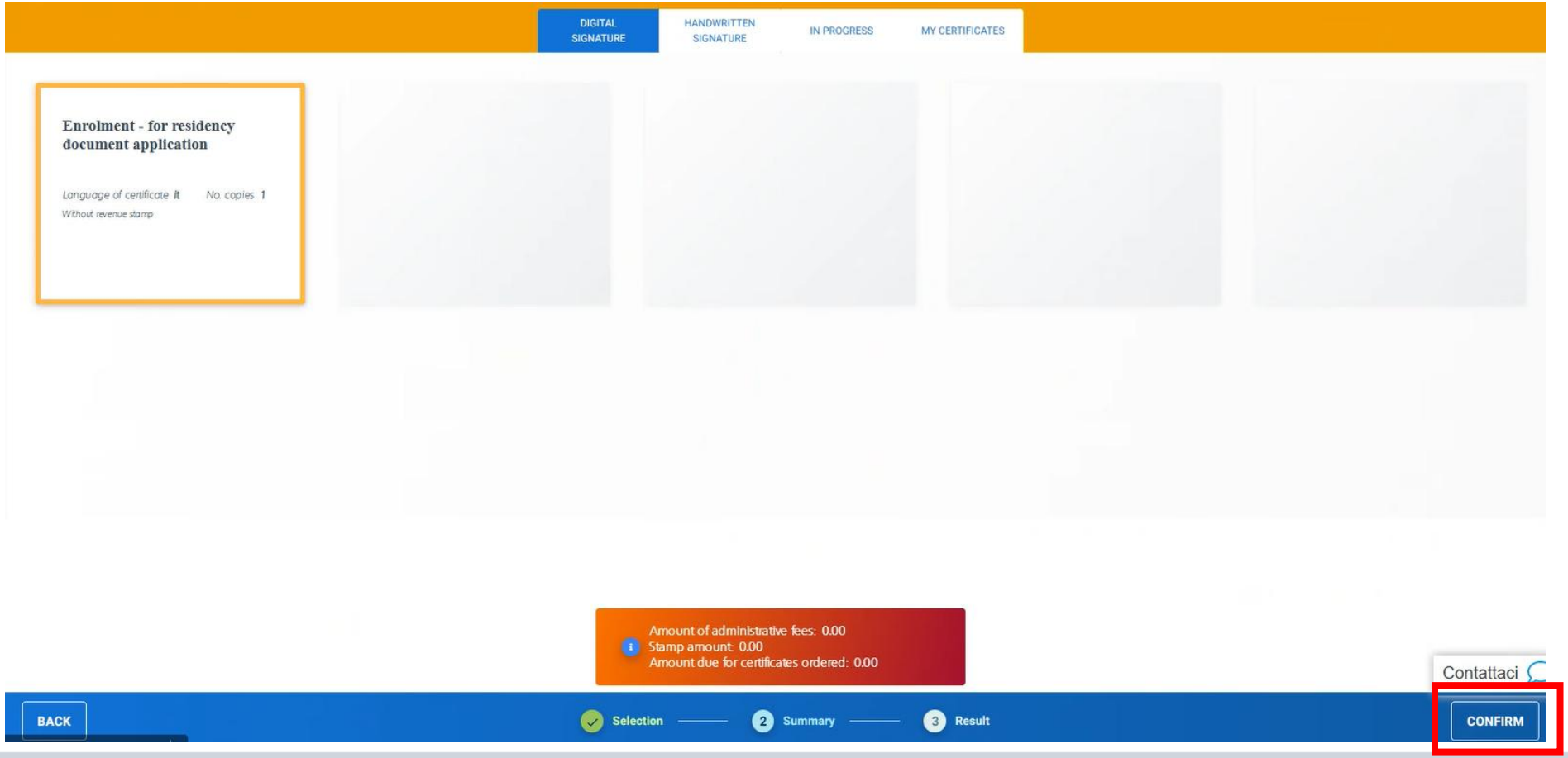
HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE FOR RESIDENCY DOCUMENT APPLICATION

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



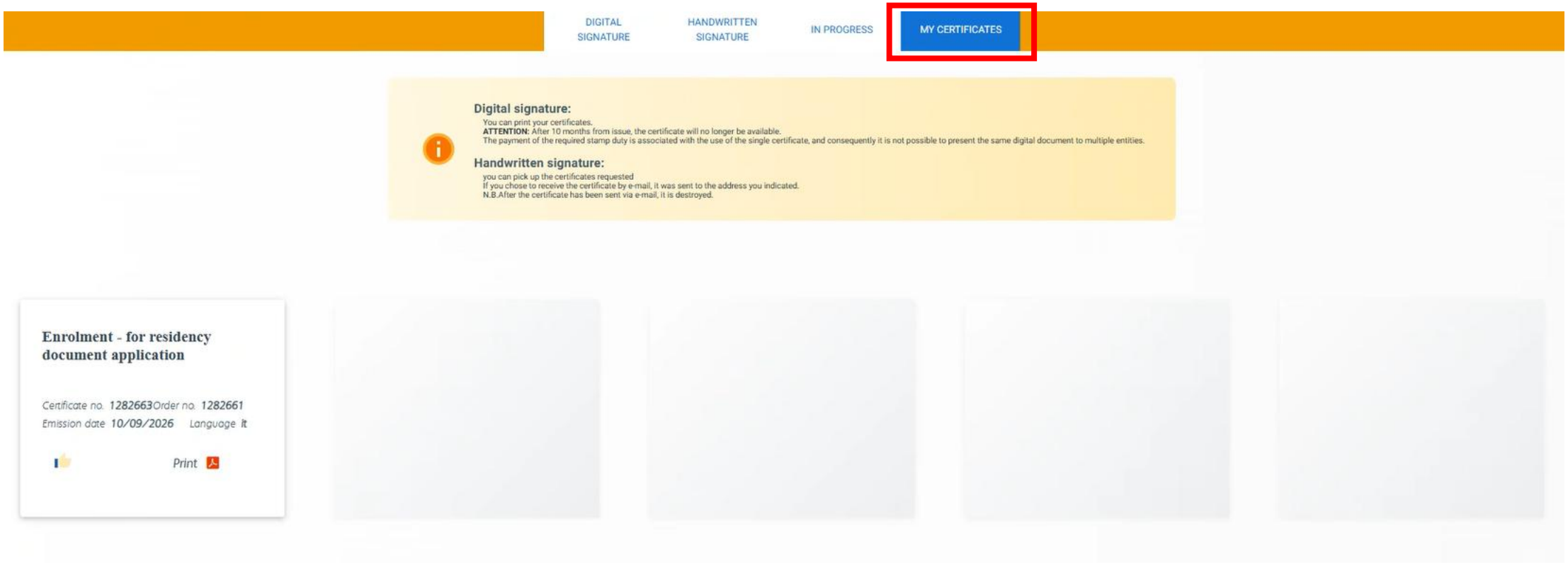
HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE FOR RESIDENCY DOCUMENT APPLICATION

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



HOW TO DOWNLOAD YOUR ENROLMENT CERTIFICATE FOR RESIDENCY DOCUMENT APPLICATION

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



SUBMIT THE KIT

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

- 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 **visa**
- **Summary of your pre-enrolment** downloaded from UniversItaly Portal
- Cattolica **Admission Letter**
- 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

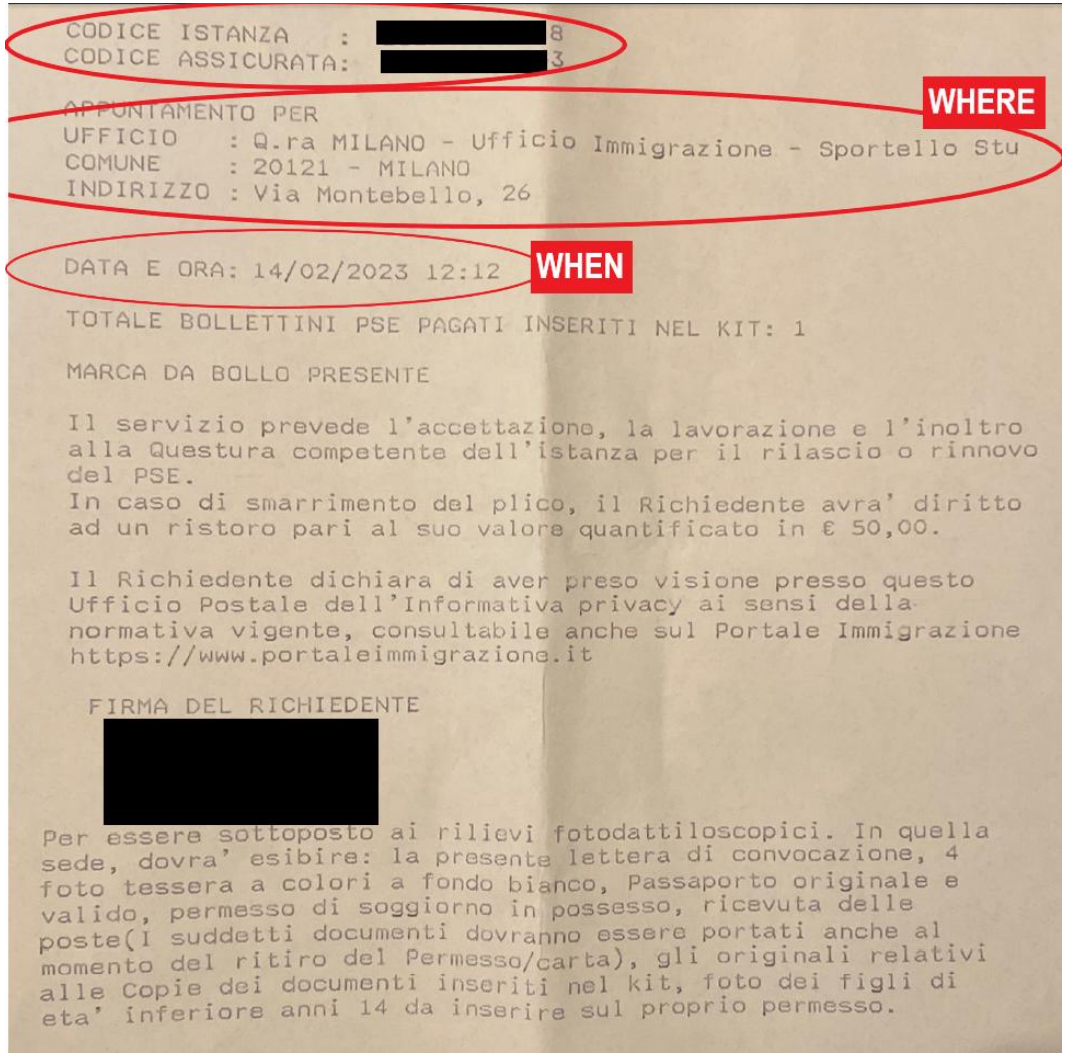
Until you receive the residency permit card **this is the document proving your right to stay in Italy!**

MAKE COPIES!

WHAT WILL YOU RECEIVE

Appointment letter

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



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

GO TO QUESTURA

CHECK-LIST OF REQUIRED DOCUMENTS:

- ❑ **Passport** (original)
- ❑ **4** identical pa**ssport-sized pictures**
- ❑ **Receipt** and **appointment letter** given by the post office
- ❑ **Health insurance contract**
- ❑ **Summary of your UniversItaly pre-enrolment**
- ❑ **Certificate of enrolment for residency document application** to be downloaded from ICatt (in case your enrolment is still *under condition*, download the Enrolment Confirmation from the Enrolment Portal)
- ❑ **Proof of accomodation**: show a regular rental contract, registerd 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**

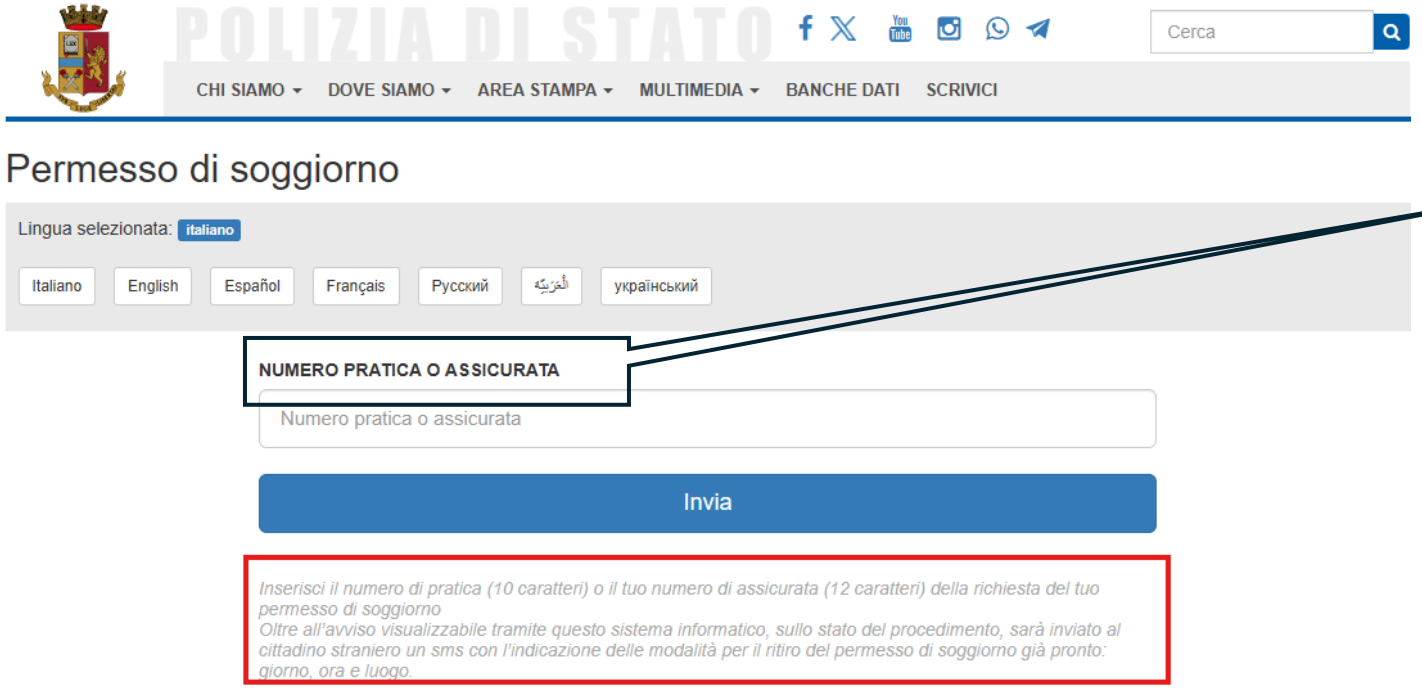
GO TO QUESTURA

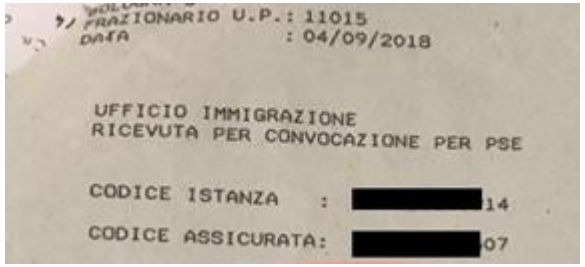
During the appointment the police officer will:

- check these documents
- take your fingerprints
- ask for your Italian mobile phone number
- ask for your current living address in Italy

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/





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

COLLECT YOUR RESIDENCY PERMIT

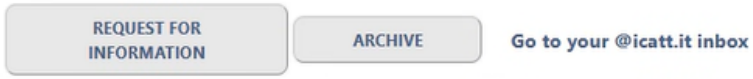
If the application is complete and approved, **you will be notified via SMS** (on your Italian mobile phone number) when your Residency Permit card is ready to be collected, specifying day, time, and location.
Do not miss the appointment!

SEND YOUR RESIDENCY PERMIT TO THE POLO STUDENTI

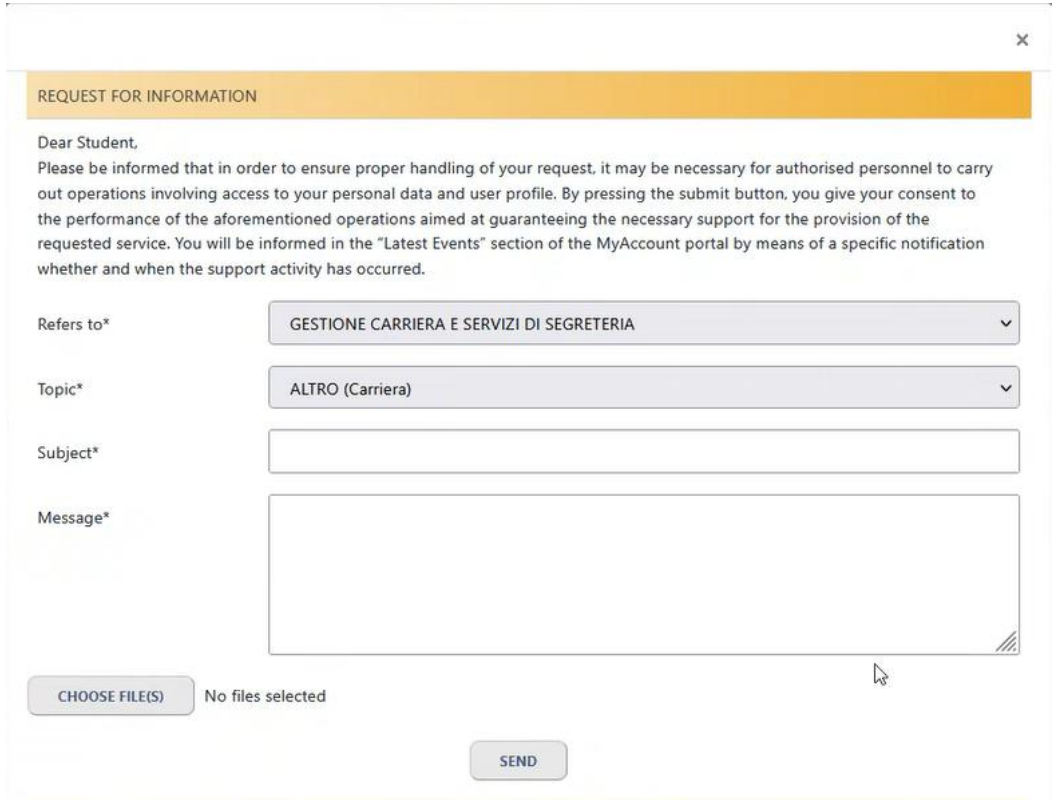
Once you have your Residency Permit card, you must send a copy of it (front and back) to the Polo Studenti (student service center). The Polo Studenti will update the information on the system, and you will be able to register for the exams.

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)



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

UNIVERSITÀ CATTOLICA del Sacro Cuore

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