

STUDY / RESEARCH PERMIT APPLICATION

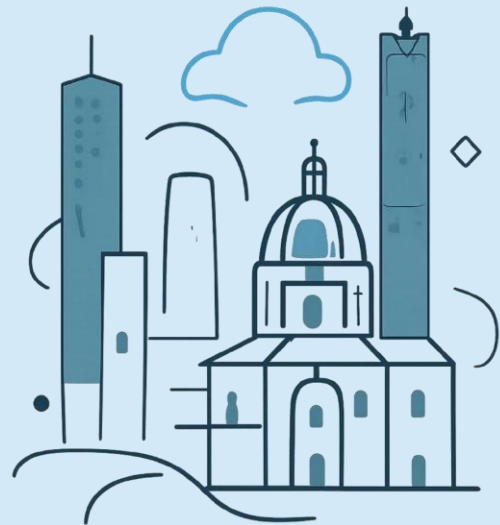
First Residence Permit

Permesso di Soggiorno

A step-by-step guide for international students arriving in Bologna for the first time. This presentation covers the full process, from your first week in Italy to collecting your residence permit.

Some steps in this guide apply only to those arriving in Italy with a research visa (Visto per ricerca).

BOLOGNA, ITALY



Within 8 Working Days of Arriving

Act quickly — Italian law requires you to begin your application **within 8 working days** of arrival.

Buy a €16 Tax Stamp

Purchase a *marca da bollo* at any **Tabaccheria** (tobacco shop). Please note that payment **must be made in cash**.

Collect the Kit Giallo

Pick up the **Residence Permit Kit** (*Kit Giallo*) from a post office (*Poste Italiane*).

Complete & Prepare

Fill in the forms and make **photocopies** of all required documents. **Never include originals in the Kit.**

☐ 💡 Keep digital copies of everything you submit.



Submit Your Kit at the Post Office



Take your completed Kit to any post office with a *Sportello Amico* counter. Pay the required fees — the staff will assist you.

You will receive:

⚠ ⚠ Keep all these documents safe — you will need them until you collect your permit.

→ **Postal receipt** (*ricevuta*) — your temporary proof of legal stay

→ **Payment receipts** for your records

→ **Fingerprinting appointment** notice with date and location

Documents You'll Usually Need

Prepare these documents **before** completing your Kit. Requirements may vary — confirm with Questura Bologna.



Passport Copy

All pages with stamps and personal details.



Codice Fiscale

Your Italian tax code (ask to INAF-IRA administration)



University Enrolment or Hosting Agreement

If you hold a student visa, please attach your visiting student letter. If you hold a research visa, please attach your Hosting Agreement with INAF



Proof of Accommodation

Rental contract, dormitory confirmation, or host declaration.



Health Insurance

Italian public coverage (SSN) or equivalent private insurance.



Financial Support

Bank statements, scholarship letter, or sponsor declaration.

Fingerprinting Appointment

What to bring:

-  Passport (original + copy)
-  Postal receipt (*ricevuta*)
-  Appointment notice
-  Passport photos
-  Originals + photocopies of all documents

What happens at the Questura:

01

Staff verify your personal information and documents

02

You sign the official application

03

Your fingerprints are recorded digitally



The Questura is Bologna's police headquarters. Arrive **on time** and dress respectfully.



STEP 4 OF 6

Palm Prints – If Requested

In Bologna, first-time applicants **may be asked to return** for a second appointment to provide palm prints. This is a local procedure and may not apply in other cities.

Why?

Bologna's Questura sometimes requires additional biometric data for first-time study permit applicants.

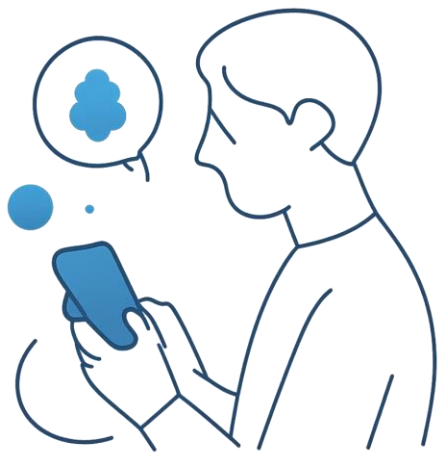
What to bring

Passport, postal receipt (*ricevuta*), and your appointment notice.

Don't worry

If this applies to you, you will be informed at your first appointment.

Check Your Application Status



Processing times vary — it can take several weeks or months. Check your status regularly online via the **Polizia di Stato** website using the number on your postal receipt.

Don't rely on SMS

Notifications are not always sent. Check the website proactively.

Booking collection

When your permit is ready, follow Questura Bologna's instructions to book your collection appointment if required.



Collect Your Residence Permit

Bring your **passport**, **postal receipt**, and **collection appointment confirmation** (if required).

Before leaving, check your permit carefully:

Name

Spelling matches your passport

Date of Birth

Correct and accurate

Nationality

Correctly stated

Permit Type

Shows "research"

Expiry Date

Matches your course duration

⚠️ ⚠️ If you spot any errors, inform the staff **immediately** before leaving.

Important Tips to Remember



Apply within 8 working days

Start the process as soon as you arrive. Late applications can cause legal complications.



Keep paper and digital copies

Back up everything. Never submit originals in the Kit — only photocopies.



Never lose your *ricevuta*

Your postal receipt is your **temporary proof of legal stay** while waiting for the permit.



If additional documents are requested

Ask clearly: **what** to submit, **how** to submit it, and the **deadline**.



Your Support Team at INAF

For any information or support before and after your arrival in Italy, contact the Administration Office of the Institute of Radioastronomy. We're here to help you navigate this complex process successfully.



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Remember: This guide provides an overview, but requirements may change. Always verify current procedures with official sources and don't hesitate to reach out for assistance.

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