RESIDENCE PERMIT RENEWAL INSTRUCTIONS FOR PHD STUDENTS

Step 1

Buy a 16-euro **MARCA DA BOLLO** (revenue stamp) at a Tabacchino (tobacconist's shop).

Step 2

Go to POST OFFICE (Poste Italiane) and take the Kit for Residence Permit (Kit per il Permesso di soggiorno).
The Kit is FREE OF CHARGE!

Step 3

You have to stick "Marca da Bollo" on top of the first page of FORM 1 (see the picture below)

MINISTERO DELL'INTERNO

Al Signor Questore di: _____

(Sigla Provincia)[b] ☐ ☐

MOD. 209 MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MARCA DA BOLLO

MARCA DA BOLLO

Ministero dell'Economia e delle Finanze

€ 16,00

Agenzia Entrate

00007817   0000875A   W068F001
00001480   13:46:15
0001-00009

HERE

2. SEZIONE 1 - DATI DELLA RICHIESTA

Step 4

you have to fill in "Modulo 1" (Form 1) like the sample you can find at the end of these instructions.

<mark>**IMPORTANT: YOU MUST USE A BLACK PEN**</mark>

Step 5

you have to fill in the red payment slip that you find inside the Kit of Poste Italiane like the sample you can find attached to these instructions (always black pen).

Step 6
You have to add Into the envelope:

o FORM 1 duly completed (not the other form and the instructions)

o Copy of the pages of your **PASSPORT** showing personal data, visa, and all the pages including stamps.

o Copy of the fiscal code (tax code, only if you have it)

o Copy of the **expiring RESIDENCE PERMIT** (front and back)

o Proof of economic and financial capacity (Example scholarship or account balance)

o Copy of **enrollment certificate** (you need to ask it to Settore Dottorato altaformazione@unige.it)

o Copy of the receipt of payment for the **HEALTH INSURANCE**

(Information on how to fill in the payment slip for national health service insurance available on this page: https://www.studenti.unige.it/sass/assistenza/)

Step 7

You have to pay the invoice (70,46€ +30€ for the issue) at the Post Office and they will give you a receipt with date and time in which you have to go to Questura (police office) for fingerprints.

MINISTERO DELL'INTERNO

Al Signor Questore di: **GENOVA**

(Sigla Provincia)[b] **GE**

MOD. 209
MODULO 1

Codice Istanza
Spazio per codice a barre

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MARCA DA BOLLO
€14,62

- Where it said **"Al Signor Questore di:"** you have to write the city where the person is domiciled and for which he/she require the residence permit (if the person makes the request at Genoa, we write Genova)
- Where it said **"(Sigla Provincia):"** you have to write the province of the city where the person is domiciled and for which he/she require the residence permit (if the person makes the request at Genoa, we write GE)*

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME [a]

COGNOME

4. NOME [a]

NOME

5. PROVINCIA DI DOMICILIO [b]   **GE**

6. COMUNE DI DOMICILIO

GENOVA

- In section 1 point **"3. COGNOME"** you have to write the surname of the person who requires the residence permit
- In section 1 point **"4. NOME"** you have to write the name of the person who requires the residence permit
- In section 1 point **"5. PROVINCIA DI DOMICILIO"** you have to write the province of residence (where the person who makes the request live and asks for the residence permit)
- In section 1 point **"6. COMUNE DI DOMICILIO"** you have to write the municipality of residence (where the person who makes the request live and asks for the residence permit)*

*If you need help you can find a table called "**TABELLA-ALLEGATA N.1 CODICI SIGLE PROVINCE**" inside the envelope

7. RICHIEDE IL:

8. RILASCIO (c) ☐

9. RINNOVO(c) **X**

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) **24**

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI(c)

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO(e) **I18117639**

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO(d) **24**

20. DATA DI SCADENZA DEL PERMESSO **04 / 02 / 2023** (gg mm aaaa)

- In section 1 point **"9. RINNOVO"** you have to put an X because you're asking for the renewal of the residence permit.
- In section 1 point **"14. PERMESSO DI SOGGIORNO"** you have to put an X because you're asking for your residence permit
- In section 1 point **"16. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA"** you have to write the type code of the residence permit on request (if it's for study reason the number is always 24)
- In section 1 point "**18. NUMERO PERMESSO/CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO**" you have to write the number of the residence permit
- In section 1 point "**19. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA**" you have to write the type code of the residence permit that the person who's asking for the residence permit already has (if it's for study reason the number is always 24)
- In section 1 point "**20. DATA DI SCADENZA DEL PERMESSO**" you have to write the date when the residence permit expires.

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 **03 / 05 / 2022** (gg mm aaaa)

29. FIRMA
tua firma - your signature
votre signature - su firma

- In section 2 point **"23. MODULO 1"** you have to put an X because you're filling the type of module 1
- In section 2 point **"28. DATA"** you have to write the date of the day when you're requesting your residence permit
- In section 2 point **"29. FIRMA"** you have to sign

30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO) **MFZTLD31Q58G420A**

32. STATO CIVILE (i) **A**

33. SESSO(j) **M**

34. NATO/A IL (a) **04/05/1989** (gg mm aaaa)

35. CODICE STATO NASCITA(k) **USA**

36. CODICE STATO CITTADINANZA(k) **USA**

37. RIFUGIATO (c) SI ☐ NO **X**

38. CITTA' DI NASCITA **WASHINGTON D.C.**

- In section 3 point **"31. CODICE FISCALE (OVE IN POSSESSO)"** you have to write the fiscal code of the person who requires the residence permit (if he/she/it hasn't a fiscal code leave the spaces white)
- In section 3 point **"32. STATO CIVILE"** you have to indicate if the person who requires the residence permit is married or not(in this example we put an "A" because the person isn't married, if he/she/it's married we put a "B")
- In section 3 point **"33. SESSO** you have to write the sex of the person who requires the residence permit (in this example he is a man)
- In section 3 point **"34. NATO/A IL"** you have to write the date of birth of the person who requires the residence permit (in this example he was born on the fourth of May 1989)
- In section 3 point **"35. CODICE STATO NASCITA"** you have to write the code of the state where the person who requires the residence permit was born (in this example he was born in the USA)
- In section 3 point **"36. CODICE STATO CITTADINANZA"** you have to write the code of the state of nationality of the person who requires the residence permit (in this example USA, if you need help use the table "**TABELLA ALLEGATO N.3 – CODICI STATO**" inside the envelope)
- In section 3 point **"37. RIFUGIATO"** you have to specify if the person who's asking for the residence permit is a refugee or not (in this example he isn't)
- In section 3 point **"38. CITTA' DI NASCITA"** you have to write the city where the person who requires the residence permit was born (in this example Washington D.C.)

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 **WS5375934**☐☐☐☐☐

45. VALIDO SINO AL **24 / 12 / 2026**
gg   mm   aaaa

46. RILASCIATO DA(m) **01**

- In section 4 point **"40. PASSAPORTO" / "41. O ALTRO TIPO DI DOCUMENTO" / "42. SPECIFICARE ALTO TIPO DI DOCUMENTO" / "43. ALTRO"** you have to write the type of document of the person who requires the residence permit (in this example it's the passport)
- In section 4 point **"44. NUMERO"** you have to write the number of document of the person who requires the residence permit (in this example WS5375934)
- In section 4 point **"45. VALIDO SINO AL"** you have to write the expiry date of the document of the person who requires the residence permit (in this example the passport is valid until the 24 of December 2026)
- In section 4 point **"46. RILASCIATO DA"** you have to write the code associated with the state which issued the document of the person who requires the residence permit (if the passport was produced in the state of citizenship you have to write 01, if the passport was taken in the embassy/consulate of your country but in a foreign country (not Italy) you have to write 02, if the passport was taken in the embassy/consulate of your country in Italy you have to write 03.

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

66. PROVINCIA (b) **GE**

67. COMUNE
GENOVA

68. INDIRIZZO
VIA XX SETTEMBRE

69. NUMERO CIVICO **205 / R**
numero / lettera

70. SCALA   71. INTERNO **1**   72. CAP **16121**

73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)
NOME.COGNOME@GMAIL.COM

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

75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p) **/ 1234567890**

- In section 7 point **"66. PROVINCIA"** you have to write the province of the city where the person who requires the residence permit is domiciled in Italy (in this example GE)*
- In section 7 point **"67. COMUNE"** you have to write the city where the person who requires the residence permit is domiciled in Italy (in this example Genova)
- In section 7 point **"68. INDIRIZZO"** you have to write the address where the person who requires the residence permit is domiciled in Italy (in this example via XX settembre)
- In section 7 point **"69. NUMERO CIVICO"** you have to write the house number where the person who requires the residence permit is domiciled in Italy (in this example 205/R)
- In section 7 point **"70. SCALA"** / **"71. INTERNO"** you specify the stairs and/or the number of the apartment where the person who requires the residence permit is domiciled in Italy (in this example interno 1)
- In section 7 point **"72. CAP"** you have to write the postal code of the place where the person who requires the residence permit is domiciled in Italy (in this example 16121)
- In section 7 point **"73. INDIRIZZO E-MAIL"** you have to write the e-mail address of the person who requires the residence permit
- In section 7 point **"74. TELEFONO FISSO IN ITALIA"** / **"75. TELEFONO CELLULARE IN ITALIA"** you have to write the home phone number and/or the mobile phone number of the person who requires the residence permit

*If you need help you can find a table called "**TABELLA-ALLEGATA N.1 CODICI SIGLE PROVINCE**" inside the envelope