

RESIDENCE PERMIT ISSUE

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 the 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)

Codice istanza
Spazio per codice a barre

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MOD. 209
MODULO 1



HERE

2. SEZIONE 1 - DATI DELLA RICHIESTA

Step 4

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

IMPORTANT: YOU MUST USE A BLACK PEN

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.

The image shows three examples of Italian payment slips (Modulo 1) from Poste Italiane. Each slip is headed by the logo of the Italian Republic and the Ministry of Economy and Finance. The first two slips are identical, showing a payment of 674,224.02 Euro to the Ministry of Treasury for an electronic residence permit. The third slip is a different version with a TD number of 674 and a specific cause for the payment. All forms include fields for bank code, recipient details, and a cause section.

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 **ENROLLMENT CERTIFICATE** that you need to ask to Settore Dottorato (altaformazione@unige.it)

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 Headquarters) for fingerprints.



- 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.

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA	01 / 05 / 2022	gg	mm	aaaa
49. FRONTIERA	ORIO AL SERIO AEROPORTO			
50. NUMERO VISTO (n)	073593068	51. TIPO VISTO (n)	D	
52. INGRESSO SINGOLO (c)	<input type="checkbox"/>	53. INGRESSO MULTIPLO (c)	X	
54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n)	STUDIO POST LAUREA			
55. DURATA DEL VISTO (n)	365			
56. VALIDO DAL (n)	24 / 03 / 2022	57. SINO AL (n)	07 / 04 / 2023	
	gg	mm	aaaa	gg
			mm	aaaa

- In section 5 point **"48. DATA DI INGRESSO IN ITALIA"** you have to write the date when the person who requires the residence permit entered in Italy (in this example it was the first of May 2022)
- In section 5 point **"49. FRONTIERA"** you have to write the place where the person who requires the residence permit entered in Italy the first time (in this example Orio al Serio aeroporto)
- In section 5 point **"50. NUMERO VISTO"** you have to write the number of the visa where the person who requires the residence permit (in this example 073593068)
- In section 5 point **"51. TIPO VISTO"** you have to write the type of visa of the person who requires the residence permit (in this case type D)
- In section 5 point **"52. INGRESSO SINGOLO"** / **"53. INGRESSO MULTIPLO"** you have to specify if the entrance in Italy of the person who requires the residence was single or multiple (in this case it was multiple)
- In section 5 point **"54. ANNOTAZIONI/MOTIVO DEL VISTO DI INGRESSO"** you have to write the reason of the visa of the person who requires the residence permit (in this example studio post laurea)
- In section 5 point **"55. DURATA DEL VISTO"** you have to write the length of the visa of the person who requires the residence permit (in this example 365 days)
- In section 5 point **"56. VALIDO DAL"** / **"57. SINO AL"** you have to write start and end date of the length of the visa of the person who requires the residence permit (in this example from the 24th of March 2022 to the 7th of April 2023)

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

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

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (P) **1234567890**

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