

HOW TO RENEW YOUR PERMIT OF STAY

The permit of stay **must be renewed at least 60 days before the permit expires.**

WHERE

Closest Post Offices (walking distance to Bocconi):

- Via Cordusio, 4 (Central Post Office of Milan) —**English, Spanish and Chinese speaking staff**

Hours: Monday Friday: 8:20 - 19:05 | Saturday 8:20 - 12:35 Phone: 02-72.48.2126

- Corso Italia, 16 - Hours: Monday Friday: 8:20 - 13:35 | Saturday: 8:20 - 12:35

- Viale Sabotino, 21/a - Hours: Monday Friday: 8:20 - 19:05 | Saturday: 8:20 - 12:35

- Via Baroni Costantino, 11/C (near Arcobaleno Residence)

Hours: Monday-Friday: 08:20 - 13:35 | Saturday 8:20 - 12:35

Step 1: REQUIRED DOCUMENTS FOR POST OFFICE APPLICATION

(Do NOT submit original documents in the post office application/kit)

Completed Post Office Application/Kit – You must complete Modulo 1- Form 1 of the yellow striped envelope application/kit for NON-EU citizens (available at the Post Office free of charge) (make sure to get a copy, as you will need it for subsequent purposes including during the fingerprinting process at the Questura)

- Photocopy of expiring permit of stay (you must also present the original permit of stay at the Post Office)
- Photocopy of the pages containing personal data + student Visa page of the passport or other equivalent document. You must present the original document when submitting the application at the Post Office
- Photocopy of insurance policy or receipt of payment for Italian insurance policy, valid throughout the country and for the entire period of validity of the permit of stay, for the risk of illness and injury
- Photocopy of Financial Statement: document certifying adequate financial resources for the validity period of the permit of stay (approximately €6.540 per year);
- Marca da Bollo (Italian Stamp: can be purchased at any tabacchi shop) of **€ 16,00**. The Marca da Bollo needs to be glued on Form 1 of the permit of stay application.
- Photocopy of the statement with list of your grades (document to be issued by the Administrative Assistant of your PhD program), certifying that at least one exam has been successfully passed for the 1st renewal and at least 2 exams have been successfully passed for each successive renewal of the permit of stay, except in circumstances beyond one's control.
- Receipt of payment of **€ 70,46** paid at the Post Office for the Electronic Permit of Stay (the payment form is included in the Post Office Kit)

Application Fee: **€ 30,00** paid at the Post Office when submitting application.

After submitting the documents to the Post Office, the applicant should receive 2 documents:

1. A ricevuta (mod.22A, certified letter receipt) with the user ID and password needed to check the state of progress of the application online at <http://www.portaleimmigrazione.it/> (click on Area Riservata Stranieri on the bottom right of the page)

2. A letter with the appointment date and time at the Police Station, Questura, to have photos and fingerprints taken (if this letter is not given to the applicant at the Post Office it will be sent later on as certified mail, raccomandata*, to the applicant's address in Italy.) Students are **required** to go to the Immigration office on the date and time specified on the postal receipt.

**This does not always happen; frequently check your status at <http://questure.poliziadistato.it/stranieri/?mime=1> (=EN or at <http://www.portaleimmigrazione.it/> for your appointment (using your user ID and password found on your receipt ("ricevuta")).*

Step 2: DOCUMENTS REQUIRED AT THE QUESTURA UFFICIO STRANIERI

(Local Police Station Immigration Office)

Bring originals and photocopies of ALL your documents

- Passport or other equivalent document
- Expiring permit of stay PLUS photocopy (front side only)
- 2 identical passport-size photographs
- Original insurance policy or receipt of payment for Italian insurance policy PLUS photocopy, valid throughout the country and for the entire validity period of the permit of stay, for the risk of illness and injury
- Original statement certifying that at least one exam has been successfully passed for the 1st renewal and at least 2 exams have been successfully passed for each successive renewal of the permit of stay, except in circumstances beyond one's control. Students may ask the statement to the Administrative Assistant of their PhD program.
- Original Financial Statement: document certifying adequate financial resources for the validity period of the permit of stay (approximately €6.540 per year).
- Post Office receipt + receipt of payment of € **70,46** paid at the Post Office for the Electronic Permit of Stay

For further information, please visit: <http://www.portaleimmigrazione.it/>, <http://www.interno.it/>, <http://www.poste.it/>, <http://www.poliziadistato.it/>