UNIVERSITÀ DI PAVIA
WHO:

Non-EU nationals who enter in Italy with a VISA and intend to stay for more than 3 months
If you are a **non-EU student**, you must request your **yearly permit of stay**
The request must be made WHEN YOU ARRIVE IN ITALY:

Usually it is within 8 days

Given the quarantine, more than 14 days is ok!
1. Fill in the **KIT/application** *(via UniPV HelpDesk)*

2. **Attach the documents** *(via UniPV HelpDesk)*

3. **Pay** *(around 140 EUR)* and **send it** *(via Post Office - Poste Italiane)*

4. **Photosignalling** at the Police Station/Questura

5. **Withdraw** your document at the Police Station/Questura

**HOW:**

appointment via text message
1. **PASSPORT** *(photocopy of all the pages of your passport - including blank pages)*

2. **HEALTH INSURANCE** *(photocopy of an insurance policy)*
   a. Italian National Health Service (Servizio Sanitario Nazionale) [150 EUR valid Jan-Dec]
   b. Insurance of the post office - Poste Italiane (@ piazza della posta 1, 27100 Pavia)
   c. Any private health insurance for students

3. **PROOF OF ENROLLMENT @ UniPV**

4. **PROOF OF ACCOMMODATION** *(photocopy of the house lease contract registered at the local tax office OR a letter signed by the Rector or the bursar of the hall of residence/collegio)*

5. **PROOF OF ECONOMIC SUPPORT** *(photocopy of scholarship or bank account, details or front/back of your credit card)*

6. **A 16 EUR REVENUE STAMP** *(in Italian: marca da bollo)*

7. **PASSPORT PHOTOS 4** – white background (for the photosignalling appointment)

**ONLY FOR EXCHANGE STUDENTS:** documents #3, #4 and #5 are included in the "**NOMINATION LETTER**" issued by the International Relations Office
UniPV HelpDesk for International Students

Thursdays 9AM - 1PM

Pavia Police Station (Questura di Pavia)
Via Rismondo, 68

Appointment ONLY

http://gopa.unipv.it
HOW TO BOOK YOUR APPOINTMENT:

**gopa.unipv.it**

**SEGRETARIA STUDENTI**
Per Segreterie Studenti e Ufficio tasse

**POST LAUREA**
Per Esami di Stato, Master, Corsi di Perfezionamento e Aggiornamento, Scuola di Specializzazione per le Professioni Legali, PF24, PAS, TFA e SILSIS

**MOBILITÀ INTERNAZIONALE**
Per programmi di mobilità Erasmus Studio, Erasmus Traineeship, Erasmus ICM, Overseas e Coimbra Group SEN, Foundation Year

**HELPDESK PERMIT OF STAY**
Located at Pavia Police Station (Questura di Pavia)
Via Rismondo, 68
HELPDESK PERMIT OF STAY

The HelpDesk is dedicated to students who need to request or renew their residence permit.
Il servizio di HelpDesk è dedicato agli studenti e alle studentesse che devono richiedere o rinnovare il loro permesso di soggiorno.

HOURS / ORARI

Thursday / Giovedì: 09:00-13:00
Access only by appointment to be booked on this platform
Accesso esclusivamente tramite appuntamento prenotabile su questa piattaforma

Book your appointment

HelpDesk Permit of Stay
Pavia Police Station (Questura di Pavia, Salone Immigrazione) - Via Rismondo, 68 - 27100 Pavia

Notes / Avvertenze

Email contact: permesso.soggiorno@unipv.it

The appointment booking service is available until 7 pm on the day before each of the available dates.
Il servizio di prenotazione di un appuntamento è disponibile fino alle ore 19 del giorno precedente a ciascuna delle date disponibili.
You can book until **19:00 of 1 days prior** to the available dates.
È possibile prenotare fino alle **ore 19:00 di 1 giorni precedenti** a ciascuna delle date disponibili.

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**Oggi**

**Apri giorno**

prenotabile fino ai

23/09/2020 alle ore

19:00
## Availability for the day

Stai vedendo le disponibilità per il giorno
24 settembre 2020

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Note: Fields marked with * are required / I campi contrassegnati da * sono obbligatori

**First name / Nome** *
Enter your name / Inserisci il tuo nome

**Family name / Cognome** *
Enter your family name / Inserisci il tuo cognome

**Matriculation number / Matricola**
Enter your matriculation number / Inserisci la tua matricola

**E-mail** *
Enter your email address / Inserisci la tua e-mail

**Phone / Telefono** *
Enter your phone / Inserisci il telefono

**Appointment reason / Motivo dell’appuntamento** *
- [ ] First request/primo rilascio
- Renewal/rinnovo

[Book / Prenota]
1. start sending the documents at permesso.soggiorno@unipv.it

   **Object of the email:** «First request permit of stay, your first and last names»

2. book an appointment for the end of your quarantine
TIMING:

It takes **at least 1 month** to get the first appointment with the Questura for photosignalling (in case of late appointment, you can request an anticipation of it)

+ at least **1 month for issuing the final document**
To verify the date of your appointment: Consult the immigration portal www.portaleimmigrazione.it
To verify the status of your residence permit:

Consult the questura portal questure.poliziadistato.it/stranieri

FILE NUMBER OR REGISTERED MAIL CODE

Enter the file number (10 characters) or the registered mail code (12 characters) relating to the application for your residence permit.
You should always carry it OR the post-office receipt (or a photocopy) with you.

**THE RECEIPT IS PROOF OF YOUR RESIDENCE PERMIT REQUEST AND HAS THE SAME VALUE UNTIL THE FINAL DOCUMENT IS READY.**

Send it to our administrative offices via «FILO DIRETTO» when you get it.

**WHAT CAN YOU DO WITH THE RECEIPT ?**
Travel in Italy and back and forth to your country avoiding connections

**WHAT CAN YOU DO WITH THE PERMIT OF STAY ?**
Travel in the Schengen Area’s countries
THANK YOU FOR YOUR ATTENTION!

If you have any questions, please write in the chat!