

The entrance and the rules for staying in Italy

Documents required before departure (Documents and Visa).

Before departing, all students of the "Erasmus mobility program" must be in possession of valid documentation for entering into the host country, which varies according to the student's nationality, duration and reason of the request (Study / Traineeship).

- **Documents for EU Citizens.**

The EU citizen students must be in possession of a valid identity document for expatriation (identity card / passport).

- **Documents for non-EU Citizens.**

Non-EU citizen students who stay for less than 90 days are required to consult the appropriate section of the website: [Ministry of Foreign Affairs](#), in order to check if they need a **VISA** to visit Italy. The border authorities may request to show the documentation justifying the reasons and the duration of the stay in Italy.

If your permanence in Italy is going to be longer than 90 days, the **visa request by the student is mandatory** and must be made at the Italian diplomatic representations of the country of residence.

The following documents are required:

- Entry VISA [application form](#):
- Recent passport-sized photo.
- valid travel document whose expiry date is three months longer than that of the visa requested.
- Health insurance, if the foreigner is not eligible to health care in Italy by virtue of agreements or conventions in vigor with his country.
- A supporting document of enrollment in one of the recognized or authorized exchange / mobility / partnership programs deriving from European (including Erasmus) or national programs, and from collaborations between academic, scientific, school institutions, and within the framework of agreements, conventions and implementation protocols with foreign universities.

All the information are available on the web site: <http://vistoperitalia.esteri.it/home.aspx>

Attention: you must apply for a visa for "**Study - Exchange and mobility program**".

Passport control

EU citizens, in compliance with the Schengen agreements, are not subject to passport control, differently please note that non-EU citizens must be in possession of the following documents, useful in case of control by the public authorities:

- Visa.
- Admission Letter/ Nulla-Osta / invitation from the University of Florence.
- Health Insurance.

Arrival in Italy. Declaration of presence and residency permit

- **EU citizens.**

Once in Italy, EU students included in the Erasmus mobility program are not required to provide other documentation of any kind.

- **Non-EU citizens.**

→ Non-EU students who stay for less than 90 days are required to present a document called "*Declaration of presence*". This document must be delivered to the police headquarters where the student is domiciled, keeping a hard copy in case of any checks by the public authorities.

→ In the case of that non-EU students stay longer than 90 days, they are required to request a residency permit, which will allow them to remain in Italy in accordance with current legislation.

Website: www.poliziadistato.it

The residency permit for exchange students - non-EU citizens.

The modalities of entry and stay of foreign citizens in Italy differ according to their nationality, country of residence, reasons for the visit and length of stay. Before leaving for Italy, it is advisable to inquire about the residency rules and consult the respective diplomatic representations.

Non-EU students, with a **mobility period of more than 90 days**, within 8 working days of their arrival in Italy, they **must apply** for a residency permit, presenting the necessary documentation, plus the ("kit") to be

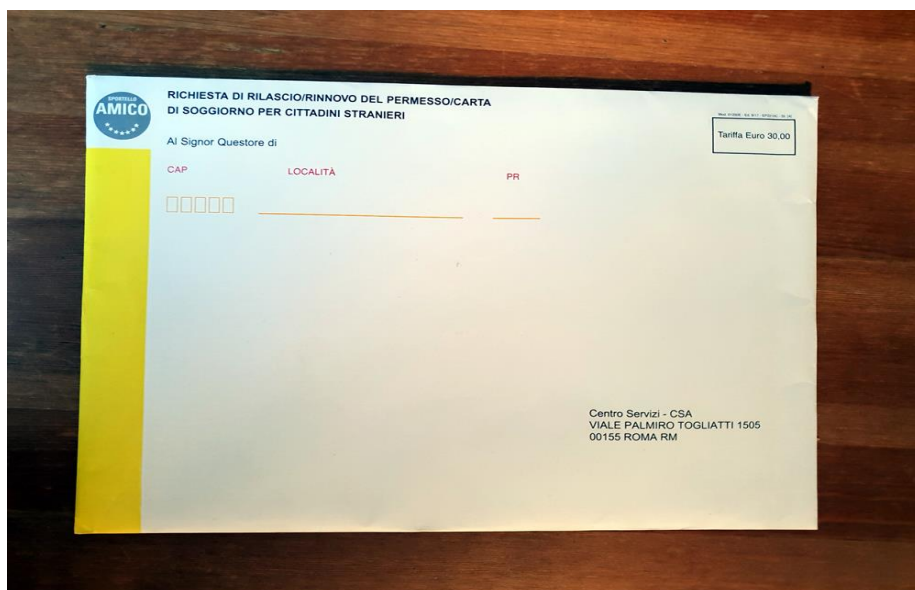
obtained from one of the Post Offices at the [Servizio Sportello Amico](#) and it should be filled in carefully. the [Immigration Desk of the Municipality of Florence](#) provides support for the compilation of the kit.

More [practical information for your stay in Italy](#) on the [Poste Italiane](#) website.

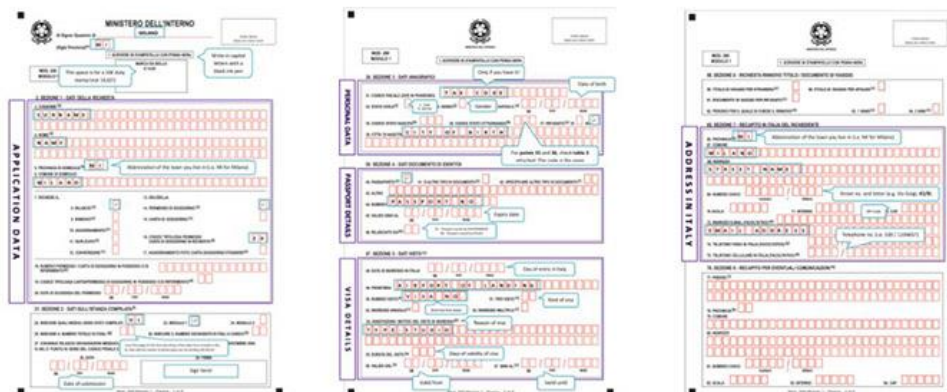


Apply for a residency permit.

To apply for a residency permit, the student must collect the kit from the qualified post offices ([Sportello Amico](#)) which is an envelope containing the forms to be filled and the instructions for filling in.



After completing and signing the forms correctly, you will need to go to one of the qualified post offices and hand in the following documents:



- The forms in an open envelope;
- A 16€ stamp duty;
- The original passport, copies of the pages containing personal data, the visa and entry stamp and copies of any other pages with visas and entry and exit stamps;
- A copy of the invitation letter issued by the University of Florence and presented to obtain a visa at the Italian Embassy abroad, validated by the Embassy itself;
- A copy of the registration with the Italian National Health Service (SSN) or a health insurance;
- A copy of a document certifying the economic resources necessary to stay in Italy (the reference parameters for 2021 are: minimum 459.83€ per month or 5,977.79€ per year).
- The Codice Fiscale, if available.

The student can deliver the documents used for the visa application or a bank / postal account statement or an official letter confirming the assignment, amount, duration of a scholarship.

In addition, after submitting the application to the post office, you will have to pay:

- 16€ stamp duty (revenue stamp that can be purchased in any Tabaccheria).
- 70.46€ contribution relating to the cost of the electronic residency permit up to 1 year.
- 30€ costs related to the acceptance of the application for the release / renewal of the residency permit.

At the post office, you will receive an appointment at the foreign office of the competent [Police Headquarters](#) (La Questura) via an SMS. **It is very important** to respect this appointment.

Once the application process for the residency permit has been completed, the post office will release a receipt (La Ricevuta), which will be kept by the student, as proof of the request. Successively, the student will receive a call to the foreign office of the competent [Police Headquarters](#) by SMS. This is to carry out an interview for information purposes and to register his fingerprints. The student must bring 4 passport-size photos.



The residency permit is delivered for the same reasons and for the duration indicated in the visa. If the health insurance has a shorter duration than the visa, the duration of the residency permit will be equal to that of the health insurance.

Finally, the student must:

- Report a correct address to the post office: The Police Headquarters sends any communications or directives in case of problems in issuing the residency permit to the address indicated.
- Keep the receipt that will be returned to you by the post office: in the event of a police check, it shows that you have correctly applied for a residency permit.
- To find out the status of the release / renewal request after the appointment at the Questura, you can enter the case code assigned during the appointment or the "*Posta assicurata*" number (the code number written on the receipt delivered by the post office) on the website of the [State Police](#).

Attention:

- With the first receipt of the residency permit you are allowed to travel to your country of origin, but it is not possible to make any stopovers.
- This RESIDENCY PERMIT (or just the receipt that the student has taken from the post office) will be totally sufficient to finalize the registration at UNIFI.