

International winter welcome

School of Engineering and Architecture

University of Bologna

international programmes

SCHOOL OF ENGINEERING AND ARCHITECTURE

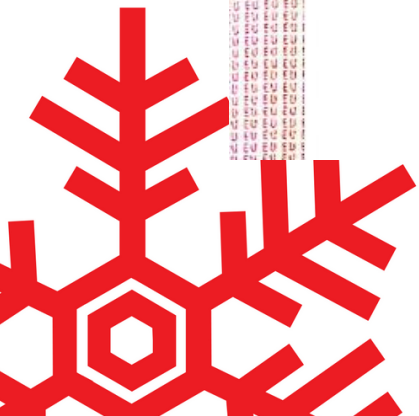


Residence permit information

DIRI - International Desk

Residence permit

How to keep it and to renew it



Residence permit

Are you aware about all the rules concerning the renewal of the residence permit?

- 1) **Enrolment** to the degree programme, **number of exams per year**, maximum number of enrolment years
- 2) **Health insurance** and proof of financial means



Residence permit

Are you aware about all the rules concerning the renewal of the residence permit?

- 3) **Duration** of the residence permit: it's related to the enrolment to the current academic year and to the health insurance

- 4) **Mobility abroad**: make sure that you comply with the rules for both countries



Enrolment, exams, years

I visti e i permessi di soggiorno per motivi di studio sono rinnovati agli studenti che nel primo anno di corso abbiano superato una verifica di profitto e negli anni successivi almeno due verifiche. Per gravi motivi di salute o di forza maggiore, debitamente documentati, il permesso di soggiorno può essere rinnovato anche allo studente che abbia superato una sola verifica di profitto, fermo restando il numero complessivo di rinnovi. Essi non possono essere comunque rilasciati per più di tre anni oltre la durata del corso di studio;

D.P.R. 31 agosto 1999, n. 394, art. 46, comma 4

Remember:

- minimum 1 exam in the first year
- minimum 2 exams in each year after the first one
- maximum 3 years of "Fuori corso"



Health insurance

The residence permit cannot be issued for a period exceeding your health insurance coverage period

Please remember: having a good health insurance is important, it is not only needed for the residence permit, but for your own safety.

Good private insurances, that provide a reliable service, can cost several hundred euros. Why don't you consider registering to the Servizio Sanitario Nazionale (149,77 €) from January to December?



Proof of financial means

Minimum 5.824,91 € for a year
(to be demonstrated through study grants,
personal resources, ...)



Accommodation

In order to apply for a residence permit you need to have an address (in Italy!)

Questura frequently requests proof that the student's accommodation complies with the rules (depending on your situation: ER.GO accommodation; registered contract; declaration of hospitality; ...)



Duration of the permit

The residence permit cannot be issued for a period exceeding **the Academic Year you are enrolled in.**

For example, if you are enrolled in Academic Year 2017-18, your permit can be issued maximum until 31 March 2019.

Please note that, if you apply to renew your residence permit during the summer, you must enroll for your next Academic Year before applying for the renewal and present a certificate with reference to the new enrolment (ask the Student Administration Office to print a certificate that includes a list of the exams you passed)



Problems with the permit

Do you know what a "10 bis" is?

Do you know how much time you have to reply to a "10 bis"?

Do you know how you have to reply to a "10 bis"?



Problems with the permit

If Questura gives you and has you sign a letter with the code **"10 bis"**, it means there are some problems in your application. It often means that some documentation is wrong or missing, and that you have to provide a reply to it.

You have **10 days** to reply to the "10 bis" from the time of notification.

In order to do so, you have to write a message to their **PEC** (certified) email account. In order to do so, you need to have a certified email account.

Please consult with the International Desk in case you receive a "10 bis".



Mobility: general rules

Make sure that you comply with the immigration rules for **both Italy and the country of destination**:

Italy and Germany, Italy and the UK, Italy and USA, ...

Destination country: each country has **its own rules**, so make sure that you get the proper information on both:

- How to **enter** the country
- How to **stay** in the country



Mobility: general rules

Do I need a visa? A residence permit for that country? ...

You can refer to the partner university for general info, but it's mandatory for you to **contact the Embassy / Consulate of that country in Italy**, for a detailed feedback on procedures, requirements and timelines to comply with (es. Embassy of Germany in Italy)



Mobility: general rules

Common "mistakes":

- Writing an email without providing the relevant office with a copy of your documentation (passport, current permit, ...)
- Making telephone calls (whatever feedback you receive, you cannot have written proof about it)
- Relying on the word of mouth (passaparola).

«My friend told me that...»

You are not your friend and, even if the information they received was correct, maybe it would not apply to you.



Mobility: Italy

While I'm abroad for an exchange opportunity, do I need to renew my Italian residence permit?

Each situation is different and has to be assessed individually but, as a general rule, the answer is... **yes**, although it's tricky, if you don't have an Italian address anymore.



Mobility: Italy

Some exceptions can be evaluated if you are doing a mobility in a **Schengen country**. In some circumstances, it's possible to apply for the Italian permit at a later stage, coming back to Italy and starting a new application on the basis of a valid Schengen permit and proper documentation from both the University of Bologna and the partner University.

In case you are evaluating this option, come to the International Desk for a **closer check about your situation**.



Travelling abroad

Next to what specified above, if you have to take a plane it might be advisable to contact the **airline company** to check if with your documentation (passport / visa / permit) they would let you board the plane.

How to contact them? ...

The same goes for trains, ships and so on.



Travelling abroad

Remember that there could be differences between **entering** a country and **transiting** in one of its airports.

And what could happen if you don't have the proper documentation to enter / transit a country? ...



Don't forget!

You have to apply for the renewal of the residence permit **before it expires**, and not after.

How many days before it expires do I have to apply for the renewal?

When you apply for the renewal, it's advisable to do it with the support of a **patronato**, that can help you for free



Don't forget!

If the Student Administration Office doesn't hold a copy of your **valid residence permit** (or, provisionally, of the post receipt for its application / renewal), your career will be provisionally

frozen

This means you can't sit for exams nor print certificates



Vademecum

For more info, please check this page on our website

<http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/residence-permit-1>

Residence permit

Guide for non-EU students residing abroad who enrol in first and second cycle degree programmes and single course units at the University of Bologna

Which office should I contact to receive information about applying for a residence permit? +

Important Information

When should I apply for a residence permit? +

What determines the duration of the residence permit? +

How many exams must I pass to renew my residence permit? +

Which assessment tests count when applying for the renewal of a residence permit? +

How many times can I renew my residence permit? +

What to do if

When I submitted my application I did not include all the documents required. +

I missed my appointment for the photographic registration. +

I have moved. +



ID - Contacts

How can I get in touch with the International Desk?

e-mail: internationaldesk@unibo.it

tel. +39 051 2088101

or 051 2099529 - 2099510 -2099584

fax +39 051 2086113



ID - Office hours

When can I get in touch with the International Desk?

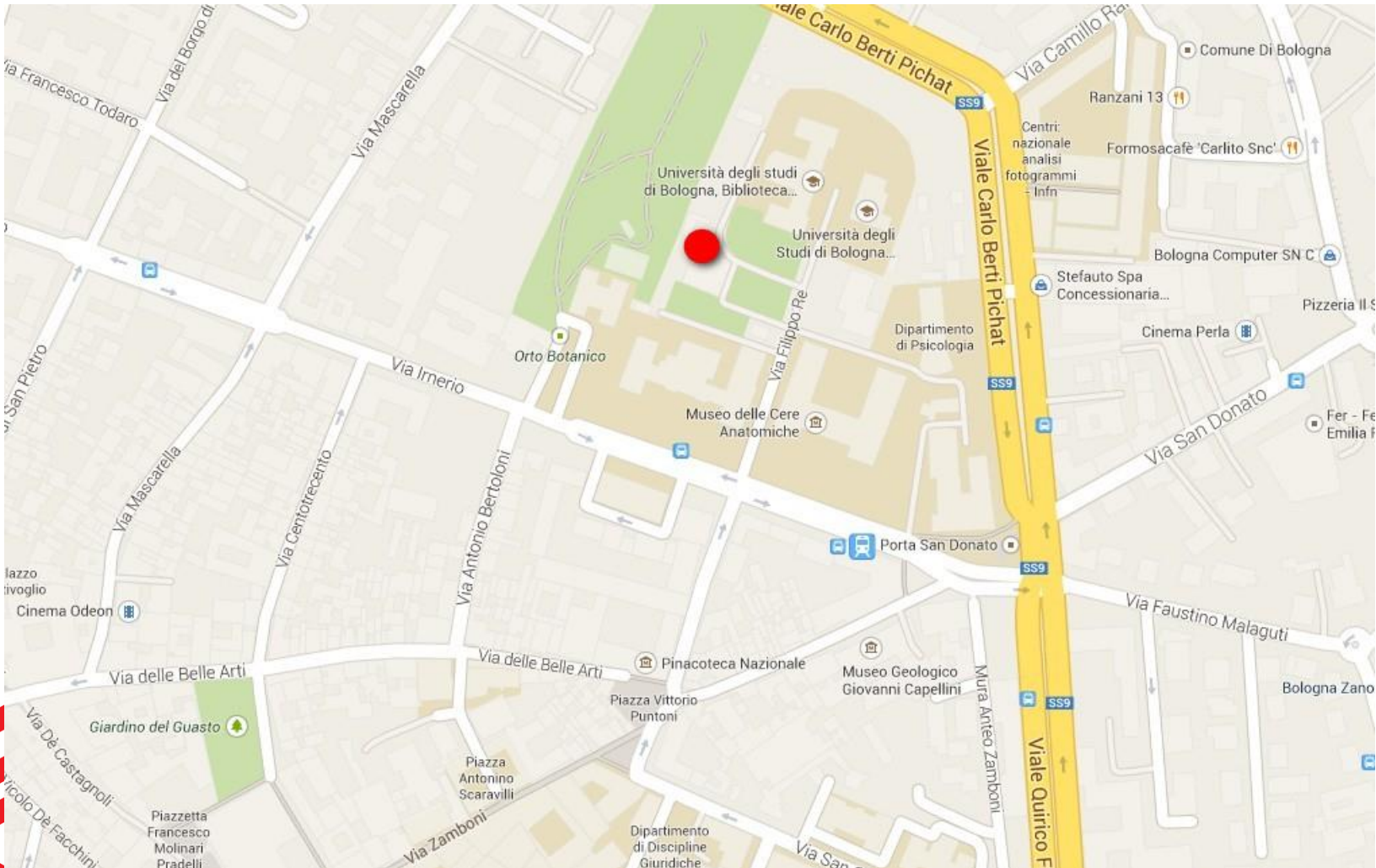
Via Filippo Re 4 - 40126 Bologna - Italia

Office hours: Monday, Tuesday, Wednesday, Friday: 9.00 - 11.15 am;

Tuesday and Thursday 2.30 - 3.30 pm.



ID - Where to find us



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Thank you!



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