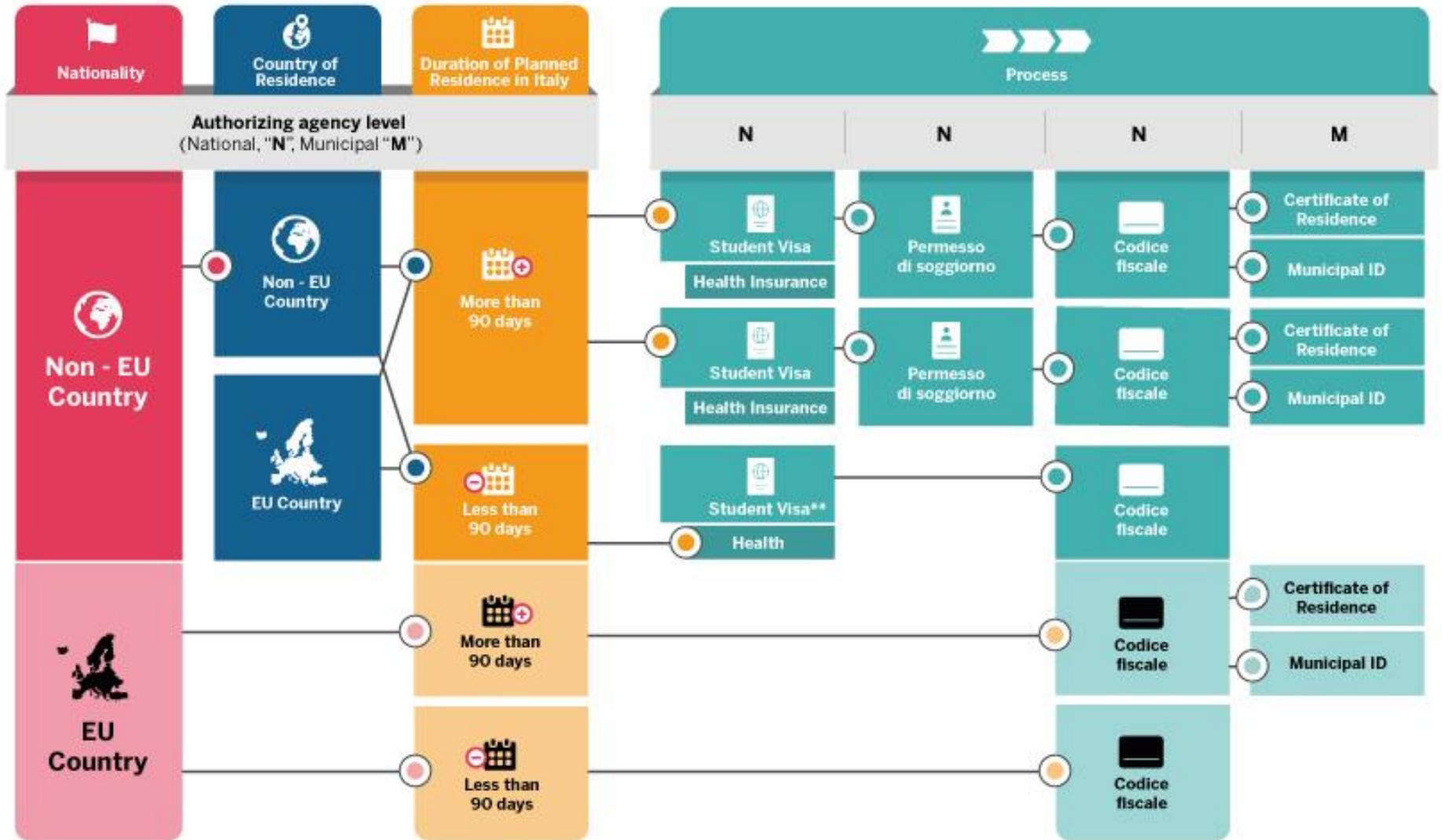


Immigration Process Chart for Foreign Students (EU and Non-EU)* in Milano



*Culled and synthesized from online government (Italian national and municipal, and foreign) and non-government (universities, popular blogs, travel sites, etc) websites.

** Need for Student Visa and Health insurance forstays of less than 90 days varies by nationality (e.g., not neededfor US nationals; needed for Chinese nationals).

- Valid national ID document (such as a Passport) that expires **not less than three months** after the requested Visa.
 - Proof of living accommodation in Italy.
 - Document certifying adequate financial resources for the duration of your Visa term.
 - Proof of health insurance valid in Italy for the duration of your planned stay (*see Step 2 for further information*).
 - Proof of enrollment or pre-enrollment in the course of study to be followed in Italy (i.e, your university admission letter). The Embassy or Consulate will endorse this document at your in-person appointment. Please save the original endorsed document as you will be required to provide it as part of your application in Milano for the Residence Permit (“Permesso di Soggiorno”; *Step 3*).
- c. **Cost of Visa:**
- € 50.00 (per [il Visto per l'Italia](#) page of the Italian Ministry of Foreign Affairs)³.
- d. **Valid For:**
- There are variable options for Visa validity length; you will specify the length needed as part of your application. Please note: Passport or other valid travel document must be valid for **at least three months longer** than the requested Student Visa term.
- e. **Resources Cited:**
- Italian Ministry of Foreign Affairs [il Visto per l'Italia](#) tool
 - [Example Visa Application form](#) (from the Italian Consulate in New York).

Step 2: Health Insurance (obtained in the country of residence):a. **Process:**

- You must bring proof of internationally valid health insurance coverage, effective for the same duration as your Visa term, to the Italian Embassy or Consulate **when applying for your Student Visa**⁴.
- If you do not have existing internationally valid health insurance, the following companies provide options for qualifying coverage for Italy:
 - [Insuremytrip.com](https://www.insuremytrip.com) 1-800-487-4722
 - [Allianz Travel Insurance](https://www.allianztravelinsurance.com) 1-866-807-3982
 - [International Corporate Benefits](https://www.internationalcorporatebenefits.com) 1-800-237-6615
 - [International Medical Group](https://www.internationalmedicalgroup.com) 1-800-628-4664
 - [United Healthcare SafeTrip](https://www.unitedhealthcare.com) 1 800 732 5309
 - [Travelex Insurance](https://www.travelexinsurance.com) 1-800-228-9792

⁴ You may **optionally** seek supplemental coverage upon arrival in Milano. Options for supplemental health insurance obtained in Italy include the Italian National Health Service (“Servizio Sanitario Nazionale,” aka “SSN”). The SSN covers choice of general practitioner, admission to public or certified private hospitals, and emergency care. SSN cost: € 149.77 per calendar year. Other private providers that offer supplemental insurance include Welcome Association Italy (“WAI”), which primarily covers emergency care. WAI cost: €71 for six months/ €120.00 for one year (non-EU students); €142 for six months/ €202 for one year (EU nationals under 40); €222 for six months/ €322 for one year (EU nationals 40-64).

Step 3: Permesso di Soggiorno (obtained in Milano):

The Permesso di Soggiorno, aka the “Permit of Stay” is the document required for non-EU nationals to validate legal residence in Italy for a designated period of time.

a. Process



Sportello Amico with logo



Example of a Marca de Bollo

- You must apply for the **Permesso di Soggiorno** within **eight working days** of your arrival in Italy by going **in person** to a **Sportello Amico Post Office** (one marked with a “Sportello Amico” logo) where you obtain, fill out and submit the **yellow application kit**. Your university may have the Permesso di Soggiorno application kit available for you in your welcome materials; or consult a university representative to see if they have the kit. However, you must fill out the application, take it to the Post Office, and follow all other steps below.

- In order to submit the application form at the Post Office, you must also purchase a special stamp (“**Marca da Bollo**”) at a “**Tabaccheria**,” marked with a blue “**T**” sign, located throughout the City. The Marca da Bollo is affixed to the application form to be submitted.

Documents required for submission with the application form:

- Completed application form (*make sure to get a copy, as you will need it for subsequent purposes including during the fingerprinting process*).
- Marco da Bollo
- Copy of valid national ID document (such as a Passport).
- Photocopy of admission letter endorsed at the Embassy or Consulate in home country during Student Visa application process.
- Photocopy of self-certification print-out from your university in Italy, confirming your enrollment (provided to you in your university documentation).
- Photocopy of insurance policy or payment receipt, valid in Italy for duration of your Visa term.
- Copy of document certifying adequate financial resources for the duration of your Visa term.



Example of a Permesso di Soggiorno



Tabaccheria with blue “T” sign

- You must sign and date the application form **in front of a representative at the Sportello Amico Post Office**. Upon submission of the kit, you will receive a **receipt** as well as the **time, date and place for your fingerprinting appointment** with the local branch of the Italian national police (“**Questura**”), which is the next stage of your Permesso di Soggiorno application⁵.
- You will receive a **user ID and password** that will enable you to check on the issuance status of your **Permesso di Soggiorno** online at [Immigration Portal](#) (website section "Area Riservata Stranieri") OR on the [website](#) of the Italian National Police.
- After the appointment, it may take anywhere **from several weeks to several months** for issuance of your Permesso di Soggiorno. You can check on issuance status online on the [Immigration Portal](#) (website section "Area Riservata Stranieri") OR on the [website](#) of the Italian National Police. You will also receive SMS notification of the date, time, and place that your Permesso di Soggiorno is ready for pickup. *In the interim, you will continue to use your application kit receipt as proof of your legal immigration registration and status.*
- Upon notification that the Permesso di Soggiorno is ready for pickup, go to the designated location to retrieve the issued Permesso.

For Questura fingerprinting appointment:

- You must go to the designated **Questura** location at the time and date of the appointment provided to you on the **receipt** you received at the Post Office upon submission of the Permesso di Soggiorno application (discussed above). At the Questura you will submit required documents that will be reviewed in a brief interview.

Documents required for the Questura fingerprinting appointment:

- Application kit receipt.
- Copy of application forms from the kit.
- Copy of your Passport or other valid ID.
- Four passport-sized photographs.
- Original of insurance policy valid in Italy or receipt of payment for Italian insurance policy, valid for the duration of your Visa term.
- Original of document certifying adequate financial resources for the valid for the duration of your Visa term.

⁵ Please note: **until your Permesso di Soggiorno is issued, your application kit receipt will act as proof of your legal immigration registration and status, so keep with you at all times.** Also, obtain and keep a copy of the application kit forms, as they will be needed in the next step of the process, fingerprinting at the Questura.

b. Cost of Permesso di Soggiorno:**For submission of application kit:**

- €16 for Marca da Bollo (at Tabaccheria).
- **Total cost at Post Office: €100.46, including the following⁶:**
 - €30 to submit the application kit at the Post Office.
 - €30.46 cost of physical Permesso di Soggiorno card.
 - €40 cost of Permesso di Soggiorno for students (3 months to 1 year).

For Questura appointment:

- No additional fee.

Total cost for Permesso di Soggiorno for Students: €116.46

c. Valid For:

- Three months to one year.⁷

d. Resources Cited:

- [Sportello Amico Post Office](#) locations in Milano.
- [Application kit](#) pdf online for download.
- [Guide](#) to filling out application kit from Politecnico Milano.
- Check status of your Permesso di Soggiorno application on the [Immigration Portal](#) (See website section "Area Riservata Stranieri"; please note that the English version of the website is under construction.)
- Check status of your Permesso di Soggiorno application on the website of the [Italian National Police](#) (Questura).

⁶ Please note that the Post Office will not accept foreign checks or credit cards. Please be prepared to pay in cash or by debit card.

⁷ For first renewal of the Permesso di Soggiorno, you must initiate the process at least 60 days before the expiration date of your current Permesso di Soggiorno. The renewal process and cost is the largely the same as the process to obtain the Permesso di Soggiorno in the first instance. It differs only in that you are required to present the original and a photocopy of the current, expiring Permesso di Soggiorno at the Sportello Amico Post Office and at the in-person appointment at the Questura. You are also required to provide a photocopy of your academic transcript from your university in Milano demonstrating that you have successfully passed at least one exam during the validity period of your current Permesso di Soggiorno. **Upon first renewal, the new Permesso di Soggiorno is valid for one year.** The process, costs, and requirements for second renewal of the Permesso di Soggiorno are the same, with the additional need to provide a photocopy of your academic transcript from your university in Milano demonstrating that you have successfully passed at least two exams during the validity period of your current Permesso di Soggiorno. **Upon second renewal, the new Permesso di Soggiorno is valid for two years.**

Step 4: Personal Tax Code (“Codice Fiscale”; obtained in Milano):

The Codice Fiscale is a 16-character alphanumeric tax code specific to an individual. It is required for many purposes in Italy, including signing a lease, opening a bank account, purchasing or renting a car or scooter, signing a utilities contract, etc.

a. Process

- Many universities in Milan have a cooperative arrangement with the Italian Revenue Agency (“**Agenzia delle Entrate**”), which issues the Codice Fiscale, to provide you with the Codice Fiscale without you having to undertake a separate application process. Please consult your welcome materials or a university representative to see if your university will obtain the Codice Fiscale on your behalf.
- Otherwise, you will be able to request and obtain the Codice Fiscale **while you are at your appointment at the Questura** in connection with your application for the Permesso di Soggiorno. Alternatively, you may obtain the Codice Fiscale directly from the offices of the Agenzia delle Entrate (to find the location and contact information of the office of the Agenzia delle Entrate nearest you, please search for your address [here](#)).
- You will be provided with your Codice Fiscale at the time of your application.

b. Documents Required:

- Valid national ID document (such as a Passport).
- Two copies from your Passport or valid national ID document of your Student Visa and bio data page.
- Permesso di Soggiorno OR receipt for Post Office application for Permesso di Soggiorno.
- Completed [application form](#) (may also be obtained at Questura or offices of Agenzia delle Entrate).

c. Cost of Codice Fiscale:

- There is no cost associated with the Codice Fiscale.

d. Valid For:

- There is no expiration date for the Codice Fiscale.

e. Resources Cited:

- Agenzia delle Entrate: tel: 848.8000.444; for the location and contact information of the office of the Agenzia delle Entrate nearest you, please search for your address [here](#).
- [Application form](#) for Codice Fiscale.



Example of a Codice Fiscale card



Example of passport bio data page

- **For Municipal ID Card:** €22.20.
 - **For Certificato di Residenza:** There is no associated cost.
- d. **Valid For:**
- There is no expiration date for the Certificato di Residenza (you must notify the Anagrafe within 20 days if you move.)
 - The Municipal ID Card is valid for **10 years** for adults.
- e. **Resources/ Contact Information:**
- [Anagrafe office locations](#)
 - [Online booking service](#) for the Anagrafe
 - Application form for [Certificato di Residenza](#)
 - Example completed application form for [Certificato di Residenza](#)

Checklist: Immigration Process for International Students Moving to Milano

Step 1: Student Visa

Step 2: Health Insurance

Step 3: Permesso di Soggiorno

Fill out/ submit application kit at Sportello Amico Post Office

Go to Questura for fingerprinting appointment

Step 4: Codice Fiscale

Step 5: Certificato di Residenza and Municipal ID Card

EU Student visa and entry requirements in Milano

Step 1: Student Visa (obtained in country of residence):

a. Process:

- As a foreign national of an EU country, you do not need an entry visa to enter Italy. You can enter Italy with your valid national ID card or Passport.

Step 2: Health Insurance (obtained in country of residence):

a. Process:

- Health insurance coverage in Italy is **not required** if you do not need a Student Visa⁸.
- **If you choose to seek internationally valid health care coverage**, the following companies provide options for coverage valid in Italy:
 - [Insuremytrip.com](https://www.insuremytrip.com) 1-800-487-4722
 - [Allianz Travel Insurance](https://www.allianztravelinsurance.com) 1-866-807-3982
 - [International Corporate Benefits](https://www.internationalcorporatebenefits.com) 1-800-237-6615
 - [International Medical Group](https://www.internationalmedicalgroup.com) 1-800-628-4664
 - [United Healthcare SafeTrip](https://www.unitedhealthcare.com) 1 800 732 5309
 - [Travelex Insurance](https://www.travelexinsurance.com) 1-800-228-9792

Step 3: Permesso di Soggiorno (obtained in Milano):

a. Process:

- As a foreign national of an EU country, you do not need a Permesso di Soggiorno – Permit of Stay.

⁸ **You also have the option of obtaining health care coverage upon arrival in Milano.** Options for supplemental health insurance obtained in Italy include the Italian National Health Service (“Servizio Sanitario Nazionale,” aka “SSN”). The SSN covers choice of general practitioner, admission to public or certified private hospitals, and emergency care. SSN cost: € 149.77 per calendar year. Other private providers that offer supplemental insurance include Welcome Association Italy (“WAI”), which primarily covers emergency care. WAI cost: €71 for six months/ €120.00 for one year (non-EU students); €142 for six months/ €202 for one year (EU nationals under 40); €222 for six months/ €322 for one year (EU nationals 40-64).

Step 4: Personal Tax Code (“Codice Fiscale”; obtained in Milano):

The Codice Fiscale is a 16-character alphanumeric tax code specific to an individual. It is required for many purposes in Italy, including signing a lease, opening a bank account, purchasing or renting a car or scooter, signing a utilities contract, etc.

a. Process

- Many universities in Milan have a cooperative arrangement with the Italian Revenue Agency (“**Agenzia delle Entrate**”), which issues the Codice Fiscale, to provide you with the Codice Fiscale without you having to undertake a separate application process. Please consult your welcome materials or a university representative to see if your university will obtain the Codice Fiscale on your behalf.
- Otherwise, you will be able to request and obtain the Codice Fiscale while you are at your appointment at the Questura in connection with your application for the Permesso di Soggiorno. Alternatively, you may obtain the Codice Fiscale directly from the offices of the Agenzia delle Entrate (for the location and contact information of the office of the Agenzia delle Entrate nearest you, please search for your address [here](#)).
- You will be provided with your Codice Fiscale at the time of your application.

b. Documents Required:

- Valid national ID document (such as a Passport).
- Two copies from your Passport or valid national ID document of your Student Visa and bio data page.
- Permesso di Soggiorno OR receipt for Post Office application for Permesso di Soggiorno.
- Completed [application form](#) (may also be obtained at Questura or offices of Agenzia delle Entrate).

c. Cost of Codice Fiscale:

- There is no cost associated with the Codice Fiscale.

d. Valid For:

- There is no expiration date for the Codice Fiscale.

e. Resources Cited:

- Agenzia delle Entrate: tel: 848.8000.444; for the location and contact information of the office of the Agenzia delle Entrate nearest you, please search for your address [here](#).
- [Application form](#) for Codice Fiscale.



Example of a Codice Fiscale card



Example of passport bio data page

Step 5: Certificate of Residence (“Certificato di Residenza”) and Municipal ID Card from the City of Milano’s Registry Office (“Anagrafe”) in Milano:

a. Process

Upon arrival in Milano, you must begin the process of registering with the Anagrafe of the City of Milan⁹. This will require you to obtain a **Certificate of Residence** (“Certificato di Residenza”) and a **Municipal ID Card**. This process requires you to provide your **Codice Fiscale**, so you should begin the application **after** obtaining the Codice Fiscale (Step 4).



Municipal ID Card for Milano

- To obtain the Certificato di Residenza, you may submit your application by coming in person to an [office of the Anagrafe](#) or via fax, email, or registered mail. The blank application form for the Certificato di Residenza is available here (please see here for an example of a completed application form.) As of June 2018, you may
 - If choose to obtain the Certificato di Residenza by coming in person to the office of the Anagrafe, you are only required to present your valid national ID.
 - To submit the application by fax, email, or registered mail, you must provide a copy or scan of your valid national ID card, the application must be signed with your signature (written or digital), and the application must be submitted from your address of residence or email address.
- To obtain the Municipal ID card, you must apply at an in-person appointment at an [office of the Anagrafe](#). To make an in-person appointment, you may call the helpline **020202** (available **Monday-Friday, 8 AM to 8 PM**, or by accessing the [online booking service](#) and registering as a user.)
- The Certificato di Residenza will be mailed to you within **one to two weeks** of application submission. At your Municipal ID Card appointment, you may opt to have the Card, once issued (within **six working days** of application submission), to be mailed to you; or for you or your specifically designated proxy to pick it up at the office of the Anagrafe.

b. Documents Required:

Certificato di Residenza

- If applying in person at an office of the Anagrafe:
 - Passport or identity card valid for foreign travel, issued by the European country of origin.
- If applying by fax, email, or registered mail:
 - Proof of enrollment in an academic course.
 - Income tax return.
 - Composition of nuclear family.

- Documents proving registration with the National Health Service or documentation proving the existence of an insurance policy that covers all medical expenses of all members of the family for whom you are seeking enrolment (e.g. copy of the insurance contract, statement by the insurance carrier, etc).

Municipal ID Card

- Completed application form.
- Original and copy of valid national ID document (such as a Passport).
- Passport-size color photo.
- Original and copy of Permesso di Soggiorno OR 1) original and copy of application for Permesso di Soggiorno and 2) original and copy of application receipt for Permesso di Soggiorno.
- Codice Fiscale OR health insurance card.

c. Cost:

- **For Municipal ID Card:** €22.20.
- **For Certificato di Residenza:** There is no associated cost.

Please note that payment must be made in cash; other forms of payment will not be accepted.

d. Valid For:

- The Municipal ID Card is valid for **10 years** for adults.
- There is no expiration date for the Certificato di Residenza (you must notify the Anagrafe within 20 days if you move.)

e. Resources/ Contact Information:

- [Anagrafe office locations](#)
- Application form for [Certificato di Residenza](#)
- Example completed application form for [Certificato di Residenza](#)
- [Online booking service](#) for the Anagrafe

Checklist: Immigration Process for International Students Moving to Milano

- Step 1: Student Visa**

- Step 2: Health Insurance**

- Step 3: Permesso di Soggiorno**
 - Fill out/ submit application kit at Sportello Amico Post Office
 - Go to Questura for fingerprinting appointment

- Step 4: Codice Fiscale**

- Step 5: Certificato di Residenza and Municipal ID Card**