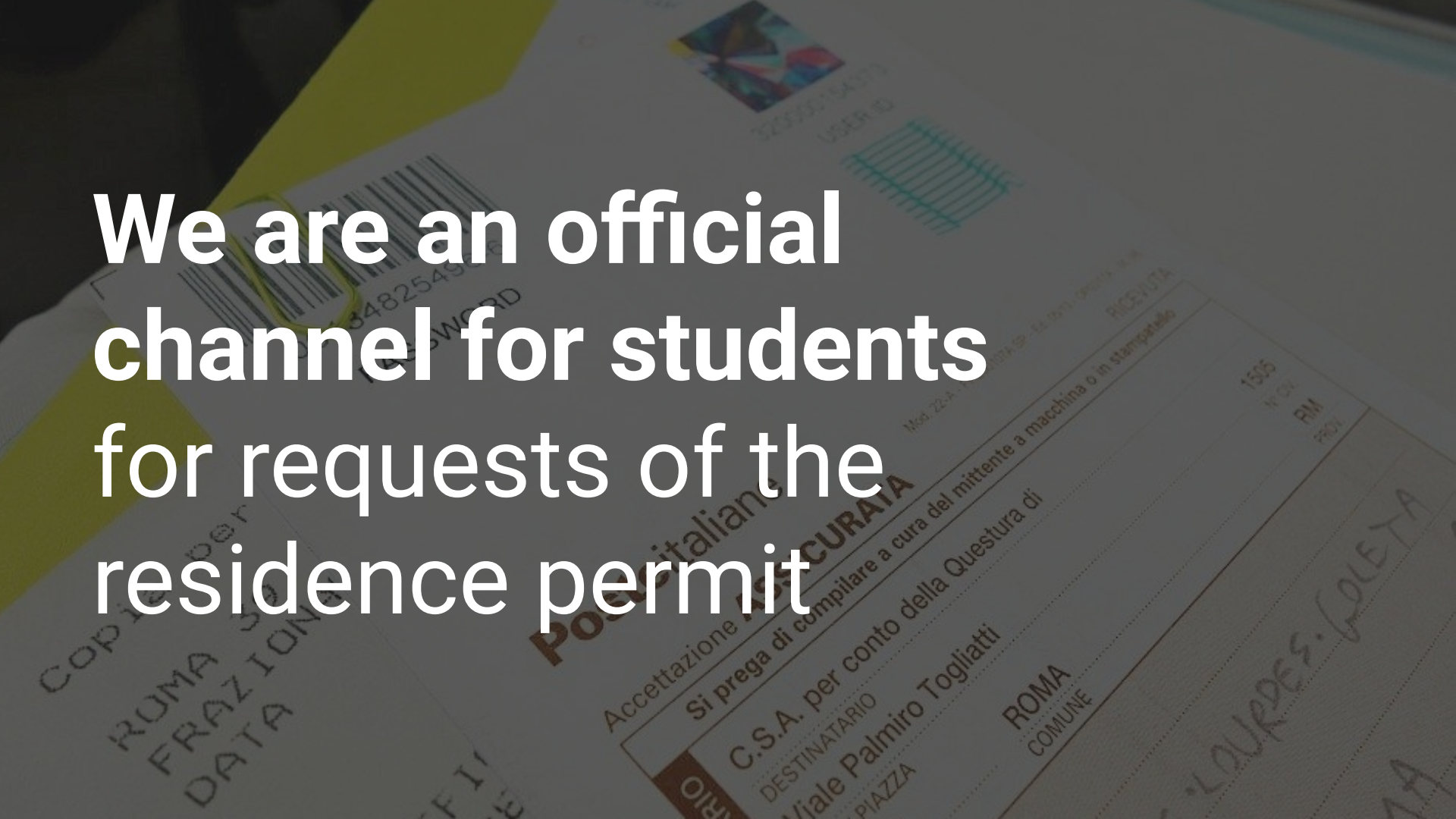


Helpdesk for International students

Immigration office, via Rismondo 68



**We are an official
channel for students
for requests of the
residence permit**



The team of the Helpdesk



Aleksandra



Kofi

We are also known as “Manuel from Questura”

When should you request the residence permit?

If you plan to stay in Italy for **more than 150 days** you should apply for the permit **within 8 days** after your arrival.

The procedure takes around 6 months. Please, **do not plan** any travels before receiving the SMS and collecting your permit.



What is the procedure?

You arrived to
Pavia

Take an appointment by the
booking platform called GOPA

Collection

your permit is ready

Set Ott Nov Dic Jan Feb Mar Apr May Jun Jul Ago


Biometrics

You are given an appointment in Police station,
where you can also bring all missing documents.
Please, **respect** the appointments and **do not miss
them** without an emergency!

Renewal

Two months before the
expiry date you can apply
for renewal of your permit

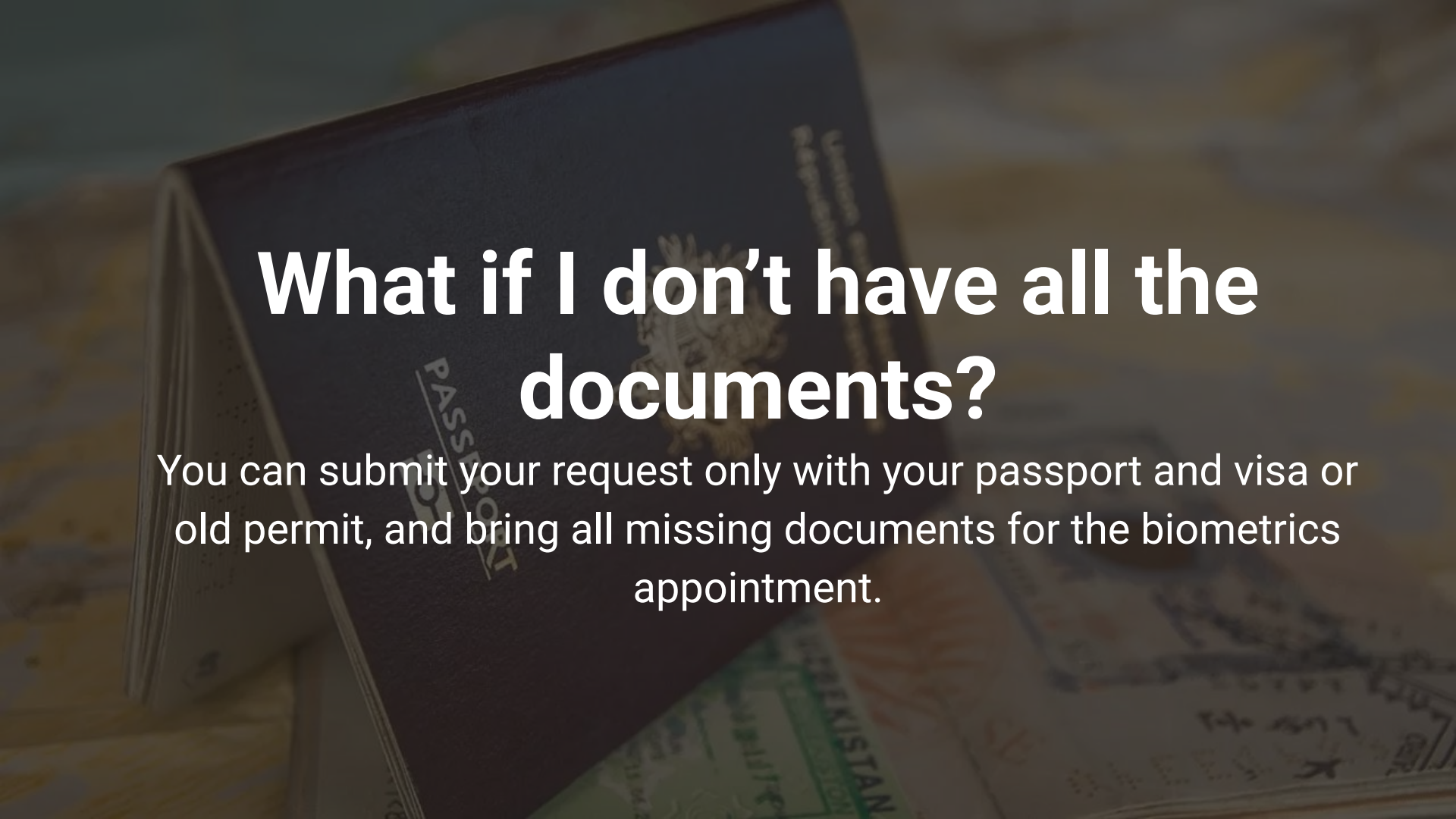
Documents for the first permit request



1. Photocopy of your passport and entry visa (without blank pages)
2. Self-certification of enrolment at the University (downloadable from the Student Portal)
3. Proof of residence (eg. house contract, hospitality document)
4. Codice fiscale (the certificate of attribution of the fiscal code)
5. A 16€ revenue stamp ("marca da bollo"), to buy at the tobacco shop

Documents for the renewal of the permit

1. Photocopy of your passport
2. Old residence permit
3. Proof of enrolment at the University of Pavia: self-certification of enrolment with passed exams at the University
4. Proof of residence (eg. house contract, hospitality document)
5. Proof of financial support (eg. copy of credit card, bank statement)
6. A 16€ revenue stamp ("marca da bollo"), to buy at the tabacco shop



What if I don't have all the documents?

You can submit your request only with your passport and visa or old permit, and bring all missing documents for the biometrics appointment.

What comes next?

After submitting your KIT in the post office, you will be given a receipt of payment of the application fee.

Receipt or ricevuta temporarily replaces your permit.

You can use the numbers on it to check the status of your application on the website portaleimmigrazione.it.



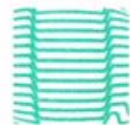
010772411-4

PASSWORD



1 000 2

USER ID



Posteitaliane

Mod. 22-A Cod. MOD 04002 SP - Ed. 05/06

Accettazione **ASSICURATA**

RICEVUTA

Si prega di compilare a cura del mittente a macchina o in stampatello

DESTINATARIO	C.S.A. per conto della Questura di		
	DESTINATARIO		
	Viale Trastevere		191
	VIA / PIAZZA		N° CIV.
MITTENTE	00153	ROMA	RM
	C.A.P.	COMUNE	PROV.
	[REDACTED]		
	C.A.P.	COMUNE	PROV.

Causale: AVO
Peso gr.: 257 Tariffa € 30,00 Affr. **Point X lite**

What can I do with my receipt?

If it is your first request, you can

- ask for the national health card/tessera sanitaria.
- have a part-time work contract. Maximum 20 hours per week.
- travel around Italy

In case of renewal, you can **also**

- get the residence in your municipality.
- travel in Italy and to your country of origin with the direct flight, excluding the Schengen Area. However only together with the expired permit to stay card.

How can I change the appointment date?

It may happen that you can't attend an appointment that was assigned to you. We can help you to change it for a later date, **but** you should contact us **in advance**.

Please, remember that **residence permit** is annoying, but **very important** task you have to deal with. If you don't have a **motive** to skip your appointment, we remind you to...

RESPECT YOUR APPOINTMENTS!



How can I change the appointment date?

If you need your appointment to be sooner than it is, follow these checklist:

Make sure you have an urgency

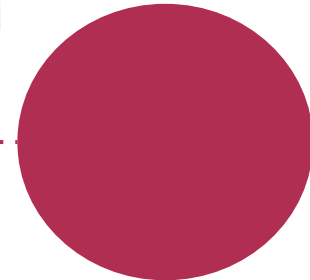
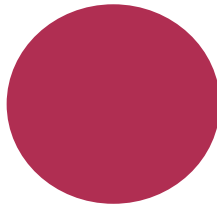
It may be an Erasmus or Overseas program. The unjustified requests **cannot** be accepted

Plan your trip carefully

Take into account, that you shall request for advance **at least 3 months** before the desired departure date

Contact the helpdesk

Prepare an **acceptance letter** or any **document** proving your urgency



How to contact the Helpdesk



WA: 3312312544

email:

permesso.soggiorno@unipv.it

web: gopa.unipv.it