

## **GUIDE FOR NON-EU GUESTS LONG-TERM STAY – OVER 3 MONTHS**

### **THE RESIDENCE DOCUMENTS FOR NON-EU NATIONAL**

In order to live in Italy, both European and non-European citizens need to obtain official documents in order to formalize their right of residence. International students and professionals that are enrolled at the University of Sassari for a period exceeding three months must apply for a residency permit. The Residency permit application must be submitted within 8 working days from your arrival in Italy.

### **RESIDENCE PERMIT FOR STUDY PURPOSES AT THE UNIVERSITY OF SASSARI**

The Residence Permit is issued by Police Station ('Questura' or 'Commissariato').

In order to apply for the residence permit, you have to go to one of the three authorized Post Offices in Sassari (listed below):

**SASSARI CENTRO**  
**VIA BRIGATA SASSARI, 11**  
**Phone: +39 079 2019311**

**SASSARI 2**  
**VIA BOGINO, 7**  
**Phone: +39 079 240290**

**SASSARI 5**  
**VIA LUNA E SOLE 8/A**  
**Phone: +39 079 3756231**

You can ask for the Yellow Kit (KIT GIALLO) at the "Sportello Amico" desk.

There you will get the Residence Permit Kit ("*richiesta di rilascio/rinnovo del permesso per cittadini Stranieri*"), a yellow envelope containing:

- a. *Modulo 1*
- b. Payment slip:
- c. Annexes:
  1. Table of Province abbreviation codes
  2. Codes: reasons for requesting residency permit
  3. Country codes
  4. List of documents equivalent to passport
  5. Authorities issuing travel documents equivalent to passport

Fill in the *Modulo 1*. Please remember to write with a black or blue pen in CAPITAL LETTERS and write inside the boxes (one letter per each box).

The application can be submitted in the same authorized post office. The following documents are required to submit the application:

- ✓ The *Modulo 1* duly filled in
- ✓ A revenue stamp (“marca da bollo”; you can buy it in “Tabacchi” shops) of € 16.00 to be attached on *Modulo 1*
- ✓ Your valid passport or any other equivalent travel document bearing an entry visa
- ✓ Photocopy of ALL pages of the passport (blank pages included)
- ✓ The letter of invitation from the University of Sassari declaring the duration of your study period with the stamp of the consulate/embassy
- ✓ Photocopy of your health insurance
- ✓ The payment slip of € 27.50, filled out with your name, surname, address, city and zip code (for Sassari: 07100)

You must personally hand in the **open** envelope to one of the authorized Post Offices where you will:

- show your passport;
- sign *Modulo 1*;
- pay post charge of € 30.00 so that your kit can be sent to the Police Station.
- Pay the € 27.50 slip
- Fill some receipt with your name, surname, address, zip code and city

At the post office you’ll receive:

- a receipt declaring your application has been sent. The receipt contains a code that allows you to check online the status of your application on the website of the Police Station;
- an appointment letter with day and time you must be at the Police Station for the stay permit application and for getting the fingerprints.
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On the day of the appointment, remember to bring with you:

- your passport
- all the original documents whose copies were included in the application documents
- 5 passport sized photographs
- All the receipts and papers you received at the post office, including:
- the appointment letter and the application receipt you got at the post office
- the payment receipt slip

The Police station in Sassari is in via Giovanni Palatucci, 1 - 07100 Sassari.

- **phone:** +39 079 2495000
- **fax:** +39 079 2495777
- **email:** [gab.quest.ss@pecps.poliziadistato.it](mailto:gab.quest.ss@pecps.poliziadistato.it)

## HOW TO FILL OUT MODULO 1

### APPENDIX: Fac-simile of *MODULO 1*

#### Section 1

“*Al Sig. Questore di \_\_\_\_\_*” write the Province of residence (in this case “Sassari”) and immediately below, write the abbreviation of the province (in this case “SS”)

*Right below there is the space for the 14.62 euros for the revenue stamp (marca da bollo), to be paid only after you have filled the entire form.*

*Section 1 must be filled with your personal data: Name, Surname, Province and city of domicile (the place where you are living in Italy- most likely “Sassari –SS”).*

**7. “Richiede il”** you need to put an X according to the type of request:

8. *Release*, if it’s the first time you request a residence permit;

9. *Renewal*, in case of renewal of the residence permit;

10. *Update*, in case you have already a residence permit but you need to update your personal data;

11. *Duplicate*, in case of loss of the residence permit;

12. *Conversion*, in case you need to update your residence permit for a different reason of the previous one (for example from “study” to “work”)

On the other side of the square, you will need to check the point 14 “*Permesso di Soggiorno*”.

16. *Residence permit code*: you need to put the code related to the reason of your residence permit (codes are available in the Yellow Kit in the envelop, tab.2). If you are requesting a residence permit for study reasons, the code is 24.

18. *Number of residence permit*: If you already have one permit, you must write the number. This is not needed if it’s the first time you make the request.

19. repeat the code you put in point number 16.

The final section (18 to 20) is only to be completed for renewal applications, using the data from previous applications.

#### Section 2

Leave open the section 2: it must be completed only after having filled the entire form.

### Section 3

31. *Fiscal code*: insert your fiscal code (if you have one)

32. *Civil Status*: insert A if you are not married and B if you are married

33. *Gender*: F for female, M for Male

Until the end of the section, insert all the data related to your date and place of birth. The country codes are in the yellow kit envelop, Tab 1.

### Section 4

40. *Passport*: if you have a passport, check the box and insert the number at point 44.

- If you have another document, check point 41. “Other document”. Check the list of equivalent documents in the yellow kit envelop, tab. 4, and the list of the Authorities that release the documents at tab. 5, in order to fill the point 46. “*released by*”.

### Section 5

This section needs to be filled only if it's the first request. Insert the data of your VISA:

48. *date of arrival in Italy*

49. *Border*

50. *VISA number*

51. *Type of VISA*

52-53 *single or multiple entrance*

54. *Reason of VISA*

55. *duration of VISA*

56-57. *Valid from / until* – insert date

### Section 6

Section 6 should be completed only by refugees or stateless persons who require the renewal of the travel document.

### Section 7

Insert all the data related to your Italian address and your phone number

## Section 8

In Section 8 enter the address only if different from section 7. This section is important because after having sent the kit, the police will send a registered letter to the specified address with the appointment letter for getting the fingerprints.

## Section 9 - 12

The section 9, from point 85 to point 111, is reserved only for applicants for the “residence card” (Carta di Soggiorno). The points 113 to 118 must be filled only if the applicant’s request is related to a parent’s or a spouse’s request.

The sections 10, 11 and 12 are to be filled only in case of application for the issue of a residence card or conversion residence permit related to family reasons. In those sections you must insert the data of the spouse and children.

Once you have filled out the forms and have attached all the necessary documents for the submission of the application, return to the first module in first page, section 2, called “Dati sull’istanza compilata”.

22. *Which form has been filled:* in the case of a study permit, only the first form (01)

23-24: in the case of a study permit, check only the “*Modulo 1*” box

25. *total number of papers:* here you need to write the exact number of papers that are in the envelop, included the filled form, the payment slip, and all your personal documents.

26. *dependent children:* insert the number of the declared dependent children

27-29: date and signature

## ITALIAN TAX CODE (CODICE FISCALE)

The tax code, or “codice fiscale” is an identification number issued by the Ministry of Finance, and is needed in order to open a bank account or to sign contracts. The tax code can be requested at the Tax Office (Agenzia delle Entrate).

In Sassari, the Tax Office is located in Piazzale Giovanni Falcone 5/E – Località Piandanna (<http://www1.agenziaentrate.it/strumenti/mappe/percorsog.php>).

Opening hours: Monday to Friday: 8:00-12:00 – Tuesdays and Thursdays 14.30 – 16.30

In order to receive the tax code, it is necessary to fill out an application form: in attachment you’ll find a fac-simile of the application form and the guidelines

## HEALTH INSURANCE

Health insurance is necessary for covering your stay in Italy, both if it’s a short term or a long term stay.

Most likely you already have health insurance, which was taken out in your home country and validated by the diplomatic representation prior to your departure, and that you used to get the residence permit. Moreover, if you are a student enrolled at the University of Sassari, your health insurance is in charge of the University.

However, if you are not a student, or the insurance you got in your home country is expiring, the two safest options for having a health insurance in Italy are:

- If your stay lasts less than 3 months, you should apply for a **private** insurance.
- If your stay is longer than 3 months, the best option is to register at the Italian National Health Service (Servizio Sanitario Nazionale or SSN), which gives you free access to all the health services.

To register at the Italian National Health Service you need to:

- Go to the ASL offices in Via Tempio n. 5 and ask for the registration at SSN; you will be given a payment slip of €149,77, the registration fee for a calendar year. Once you complete the payment – the nearest post office is in Via Roma, 49 – you must come back to the ASL office and proceed with the registration.

**Remember to bring with you:**

- The residence permit application receipt
- The residence permit (if you already have it)
- Your passport

The registration is valid for one calendar year and it lasts until December 31st. If you are staying for one academic year, you'll need to register again on January 1st.

Once you completed the registration you will be assigned to a doctor.

*The University of Sassari, in cooperation with the Organization for Students Affairs (ERSU) also offers an free health care service. The outpatient clinic open Mondays to Fridays from 16.00 to 18.00 and offers medical examinations as well as the issue of sport certificates. In order to access this service you need to be registered to the SSN.*

**The outpatient clinic is located in:**

**Via Padre Manzella 2 – Sassari**

**+39 079 258261**