

GUIDELINES FOR FOREIGN STUDENTS: AFTER ARRIVING IN ITALY

What should I do immediately after arriving in Pisa?

You will receive instructions by the Scuola Superiore Sant'Anna staff in charge of welcoming procedures:

Undergraduate courses, Master of Science Courses and Doctoral Programmes:

Undergraduate and Doctoral Students Division

(Divisione Formazione Universitaria e alla Ricerca - FUR)

Tel +39 050 883273/707/383

Fax +39 050 883250

Email: infostudenti@sssup.it, infophd@sssup.it

Masters and Advanced Training Programmes:

Contact: Silvia MARCACCI – Masters and Training Programmes Division

(Divisione Alta Formazione – DAF)

tel. +39 050 882629

fax +39 050 882633

Email: altaformazione@sssup.it

Visiting Students and Scholars:

Contact: Claudia AMBROGI, Elisa ZANOBINI – International Relations Office (Ufficio Relazioni Internazionali – IRO)

Tel +39 050 883712/705

Fax +39 050 883324

Email: iro@sssup.it

Is a Buddy Service available?

Senior students at the Scuola Superiore Sant'Anna are available to help International students familiarize themselves with the Scuola and the city of Pisa.

Will I get a student ID card from the Scuola Superiore Sant'Anna?

Yes, Scuola students will receive a student ID card upon arrival at the Scuola Superiore Sant'Anna. This badge allows students to use/access the student services listed in this guide. *Contact:* Cristiana Neri – General Services (Servizi Generali) Tel. +39 050 8833398/280 Fax +39 050 883222 Email: infobadge@sssup.it



Post Office, Piazza Martiri della Libertà 14

I am a EU citizen: what I should do?

Under Legislative Decree no.32 of 28 February 2008 EU citizens who wish to stay in Italy for **periods not exceeding 3 months** should report their presence on Italian territory to the local Police authorities filling out the relevant form (www.poliziadistato.it/articolo/10930-European_Union_citizens). They will be issued a duly stamped copy that must be shown whenever requested by Police. If they fail to comply with the obligation to report they will be deemed to stay in Italy for a period exceeding 3 months.

EU citizens who wish to stay in Italy for a **period exceeding 3 months** should register with the local *Anagrafe* (population register of the place of residence) www.poliziadistato.it/pds/file/files/Certificate_registration_population_register-1.pdf for the district they reside in. Documents needed for the registration should attest that they work, study or attend vocational training courses.

Otherwise evidence must be given to have sufficient financial resources as well as to be covered by a sickness insurance policy for the duration of one's stay in Italy.

EU citizens who have applied for a residence permit before 11 April 2007 are entitled to register with *Anagrafe* by simply submitting the receipt issued by *Questura* or by Italian Post Offices as well as a self-certifying statement that the above-mentioned requirements are met.

For stays of more than 3 months family members of EU citizen who are not EU nationals need to apply for a residence permit to the local *Questura* or to a Post Office (please use the application kit with a yellow stripe).

The application must include the following documents: an identity document or valid passport with an entry visa (if required); proof of the family link to an EU citizen; a receipt certifying that the family member has applied for registration to *Anagrafe*.

Family members of an EU citizen who are not EU nationals may apply for a permanent residence card after five years of continuous residence.

Application for permanent residence must be made to the *Questura* of the place of residence before the residence permit expires.

I have a valid visa: is there anything else I need to do to reside legally in Italy?

Yes, holding a valid visa is not enough to grant you a stay permit. Within **eight (8) days** of arrival, all non-European citizens who hold a study visa for Italy must apply for a "stay permit" for study purposes. The stay permit is issued by the local Questura Centrale (Central Police Station) for your place of residence in Italy. You have to apply for a stay permit (and renewal) at the following post offices in Pisa:

1. Central Post Office, Piazza Vittorio Emanuele 11-7-9, opening hours: Monday to Saturday: 8:15-19:00, phone 050 519514. Application are accepted only until 17:00.

What is the exact procedure to apply for a "stay permit"?

STEP 1: documents required by the Post Office

1. Application form completed and signed by the interested party - "*Modulo*" 1 of the envelope **yellow stripe for non-EU citizens** (available free at Post Offices)
2. Photocopy of Scuola Superiore Sant'Anna acceptance letter stamped by the Italian Embassy or Consulate
3. Photocopy of all passport pages. You will also need to show your passport itself.
4. Photocopy of insurance policy against the risk of illness and injury (**p. 28**). This must be valid throughout Italy and for the entire period of validity of the stay permit.
5. € **14.62** "Marca da Bollo" Italian stamp duty, available from any tobacco shop
6. Non-EU applicants must also submit a copy of the € **27.50 receipt of payment** made at the Post Office on a form to issue the stay permit electronically (only for requests exceeding 90 days). If the request is for less than 90 days, you do not need a stay permit, but you have to register at the police office in the airport. The cost of sending the application is € **30.00** to be paid at the post office once your documentation has been checked, you will get a registered letter receipt (mod. 22A), which gives you a user ID and password so that you can check the state of progress of your application at www.portaleimmigrazione.it, which is the immigration web portal, where you can also learn about application procedures.

The status of your application can be checked by inserting the *user ID* and *password* indicated on the receipt you were given at the post office when submitting the application. You will also get a letter with the date for your appointment, which will list all the documents (originals, not photocopies) that you will need for Step 2.

STEP 2: documents required by the Questura

The following are extra documents you must provide the Questura for the stay permit:

1. Passport or other equivalent document.
2. Original Scuola Superiore Sant'Anna enrolment letter released by the Scuola stamped by the Italian Embassy / Consulate when the entry visa was issued.
3. Four identical passport size photographs.
4. Original health insurance policy against the risk of illness and injury and a photocopy, valid throughout Italy and for the entire period of validity of the resident permit.

For further information, visit:

www.portaleimmigrazione.it

www.interno.it

www.poste.it

Free help line: 800 309 309

Contact Centre: 848 855 888 (to verify the process of your application)

Is there any special rule if I am staying in Italy for less than three months?

Non-EU citizens wishing to stay in Italy as tourists, for business visits or studies for less than three months are not required to apply for a stay permit. You need to report your presence directly to the border authorities when entering the country if you arrive from non-Schengen States and the border authority will stamp your travel document with a Schengen mark. If you are arriving from other Schengen States, you can report your presence directly to the Questura (Central Police Station) completing the relevant form within eight days of your arrival in Italy. If you are staying in a hotel/guest house, the hotel management are legally obliged to provide the police with a copy of the hotel report. It is important that you do not stay in Italy for more than three months or whatever period is indicated in the entry visa (if a visa is required) and that entry conditions are met.

What if I plan to stay in Italy for longer than three months?

Non-EU citizens who would like to stay in Italy for more than three months must apply for a stay permit. Foreigners arriving in Italy for the first time must apply for a stay permit within **8 days**. A Non-EU citizen who is already in Italy and whose stay permit is about to expire must apply for its renewal within the time limit indicated below, and in any case not more than **60 days** after its expiry date.



How do I renew my "stay permit"?

The application for **renewal** of the stay permit must be submitted at least:

- 60 days before its expiry date, where the stay permit is valid for 1 year;
- 30 days before the expiry date, for all other permits. For information about the renewal procedure please contact IRO, iro@sssup.it

Requests of renewal made before the suggested timing will be accepted and will give the possibility of a faster release of the "stay permit".

I plan to go back to my country for a short vacation: what do I need to do?

You should agree with your course coordinator about the appropriate time to take a vacation. If you already have your official stay permit you can re-enter Italy any time you wish. If you applied for the stay permit but have not yet received the official documents you should take the receipt the Post office gave you at the time of the application with you. Please note that you can only re-enter from your own country if you do not hold the official stay permit.

I need to attend a conference in another country: can I re-enter Italy?

If you hold the official stay permit you can enter any Schengen area country. You can visit other countries on the basis of the immigration rules of the country you plan to visit. You can re-enter Italy only if you have your official stay permit with you. If you do not hold an official stay permit you should contact the International Relations Office for assistance. You will NOT be allowed to re-enter if you only possess the receipt the Post office gave you at the time of the application, even if you have a visa stamped on your passport.

Piazza Martiri della Libertà





Central Police Station (Questura), Via Lalli 3 **19**

Questura (Central Police Station) is located at nr. 3, Via Mario Lalli, Phone 050 583511, Immigration Office opening hours: Monday-Saturday 9:00- 13:00, Tuesday and Thursday 15:00-18:00. **19**

Prefettura (Prefecture) is located at nr. 7, Piazza Giuseppe Mazzini, number 050 549511 Fax number 549666, web site www.prefettura.pisa.it **23**

Central Post office is located in Piazza Vittorio Emanuele 11-7-9, opening hours: Monday to Saturday: 8:15-19:00, phone 050 519514 **14**

GUIDELINES FOR LIVING IN PISA

Will Scuola Superiore Sant'Anna provide me with accommodation?

It depends. If you are an undergraduate student attending regular courses for the Laurea or the *Laurea Specialistica*, the Scuola will provide you with accommodation in one of its colleges. Accommodation for undergraduate students is free of charge. If you are a Masters course student or a PhD course student, the Scuola will help you find accommodation in Pisa, by providing you a list of cheap hotels, hostels, B&Bs and rooms for rent in advance.

Is accommodation in Pisa expensive?

The cost of accommodation depends a lot on the location. The cost of a furnished single room with shared facilities in the centre of Pisa or close-by ranges from € 300 to € 350 euros per month, whereas one bed in a double room costs around 200/250 euros. The rent for a furnished flat/apartment in Pisa ranges from € 500 to