RESIDENCE PERMIT – DOCUMENT LIST

Both originals and copies: show originals to the officers, but put only copies in the application kit

☐ COMPULSORY DOCUMENTS

(COMPELLSORY to bring them both to Post Office and to Questura)

- Original application form
- Copy of passport (only the page with your personal data);
- Copy of visa (only for 1st application) / expiring residence permit (only for renewal)
- Original €16 revenue stamp (Marca da Bollo). You can buy it in any tobacco shop (don’t stick it anywhere, just put it inside the envelope)

☐ POSTPONABLE DOCUMENTS

(NOT COMPULSORY, But highly recommended to bring them to the post office – STEP 2
COMPULSORY to bring them to the Questura Police – STEP 3)

- Iuav Certificate of Enrollment (signed and bearing €16 stamp - Marca da Bollo):
  1. if you are bachelor’s degree student request it to: studenti.triennale@iuav.it
  2. if you are master’s degree student request it to: studenti.magistrale@iuav.it
  3. if you are exchange student request it to: mobilità.studenti@iuav.it

- Health Insurance (private insurance, Italian National Health Insurance or both):
  1. if you are a Degree Seeker it should last at least 1 year;
  2. if you are an exchange student, it should cover the whole period of your mobility in Italy;

- Declaration of Financial Support. Different kinds of documents are accepted (bring at least one):
  1. scholarship official documentation
  2. bank statement with your name on it
  3. copy of a bank card with your name on it;

- Accommodation Contract. Different kinds of contracts are accepted (bring at least one):
  1. Private flat: contract must include your name, surname, tax code, and registration paper issued by the Revenue Office (Agenzia delle Entrate). It is your landlord’s duty to register it;
  2. If you are hosted by a friend or a family member: declaration of hospitality (template here);
  3. If you live in a University residency: official accommodation proof issued by the residency;
  4. If you temporarily live in a hotel / BnB: receipt reporting hotel name and details, your name and surname, duration of your stay. You will have to bring a proper and registered Accommodation Contract at the fingerprint appointment in Questura Police Office (STEP 4).

- Four ID photos - NOT needed at post office, ONLY at Questura (passport format - white background)