

RESIDENCE PERMIT – DOCUMENT LIST

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

□ COMPULSORY DOCUMENTS

(COMPULSORY 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: mobilita.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)