



CONTACT DETAILS

DIDACTICS AND STUDENTS OFFICE (*Segreteria Didattica*):
 Vittorio Carloni / vittorio.carloni@unimc.it

STUDENT ADMINISTRATION OFFICE (*Segreteria Studenti*):
 Emanuela Saporito / segreteria.studenti.spocri@unimc.it
 From Monday to Friday 9.30-12.00
 Thursday 14.30-16.00

TUTOR INTERNATIONAL STUDENTS

Irene Toscana / gpr.spocri@unimc.it
 via Don Minzoni 22/A, Macerata, Floor -1
 Desk opening hours:
 Tuesday and Wednesday 9 - 13
 Thursday 13 – 17

POSTAL ADDRESS

Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali
 Università degli Studi di Macerata
 Via Don Minzoni, 22/A
 I - 62100 Macerata

INFO

<http://gpr.unimc.it/>

RESIDENCE PERMIT

If you are a NON-EU student, you must apply for an EU residence permit for study reasons within 8 days of your arrival in Italy. Foreigners that are NOT EU citizens and intend to come to Italy, may enter and sojourn in Italy only when in possession of a valid passport (or another travel document recognized as valid by the Italian government) and, if required, a Visa issued in their home country by the Italian Embassy. Please, contact the Italian Embassy in your country and check if you need a Visa. The Italian Embassy will provide you direct assistance in applying for Visa. You should contact the Italian Embassy well in advance, before your arrival in Macerata, in order to obtain the Visa in time.

➔ STEP 1

The Italian **Identification Tax code** (*Codice Fiscale*) must be obtained *before* applying for the Residence Permit. It can be obtained for free at the *Agenzia delle Entrate* (District Tax Office) by simply presenting an identity card or passport. This doesn't require a great deal of time since the tax code is issued immediately, after filling in the specific [form](#)

AGENZIA DELLE ENTRATE

Via Pannelli, 1 - 62100 Macerata
 Tel: +39 0733365111
 Fax: +39 0650763458

Opening hours:

Monday, Wednesday, Friday: from 8.45 a.m. to 1.05 p.m.
 Tuesday and Thursday: from 8.45 a.m. to 1.00 p.m. and from 2.45 p.m. to 5 p.m.

You will need this code to:

- 1) make a payment in any Italian bank;
- 2) apply for the canteen card, on the [ERDIS office's website](#);



3) register with the [Italian Health Care System](#) ;
More information at: <https://www.agenziaentrate.gov.it/wps/portal>

→ STEP 2

The application form for Residence Permit (or *Permesso di Soggiorno*) is to be filled in with the support of "[Patronati](#)": local unions offering free advice and social assistance to workers and non-European citizens.

REQUIRED DOCUMENTS

Please present the following documents to the local union, on the day of your appointment (the date will be scheduled as soon as we know your arrival date), to apply for your residence permit:

- The acceptance letter issued by the University of Macerata received to apply for the Visa before your departure.
- A copy of your passport or another valid travel document bearing an entry visa, if required.
- Copy of your Health insurance valid in the Italian territory for the period of your stay in Italy.
- Copy of the tax code (codice fiscale) to be done in the Agenzia delle Entrate
- Copy of the accommodation declaration or of the contract of rent in Macerata.
- Copy attesting the possession of an income necessary to live in Macerata (the address of your temporary residence is enough)
- 4 recent and identical passport-size photographs with a white background.

After you have filled out the application form, you must hand it in at Macerata's Central Post Office ([via Gramsci, 44](#)).

COSTS

To apply for your residence permit, you will have to pay at the Central Post Office:

- € 16.00 for the electronic revenue stamp. This stamp is called a "marca da bollo" and is sold in shops called "[Tabaccherie](#)";
- € 30.00 when posting your registered letter;
- € 70,46 (to be paid using a pre-printed paying-in slip at the cost of € 2.00) to get the electronic residence permit for a duration of ONE year

AFTER POSTING YOUR APPLICATION

Upon submitting your application to the post office counter you will receive a slip asking you to report to the Questura (Immigration Office) on a given date (after approximately 15 days/1 month), bringing your 4 photographs and all the original documents presented to the Union. If this is your first time in Italy, you will also be fingerprinted.

While the request for residence permit is pending

All the non-European students asking for residence permit for the first time for study reasons are not allowed to travel outside the territory of Italy while their request is still pending. For further information, visit the following webpage provided by the Italian State Police: <http://www.poliziadistato.it/articolo/213>



IMMIGRATION OFFICE / UFFICIO IMMIGRAZIONE

Questura di Macerata

[Via Prezzolini nr. 4](#) – zona San Francesco

Telephones:

+39 0733 2541+39 0733 2541 (general number); +39 254663 (Fax)

+39 0733 254662+39 0733 254662 (U.R.P. Ufficio Relazioni con il Pubblico – Public Relations Office)

@:urp.quest.mc@pecps.poliziadistato.it

Office hours: Monday to Friday: 9.00 a.m./11.00 a.m.

For further information you can refer to the following websites:

www.portaleimmigrazione.it

<http://www.poliziadistato.it/articolo/10619-English>

ENROLMENT

Required documents:

- 2 passport-sized photos;
- your qualification awarded by a university or your post-secondary qualification awarded by a non-academic higher education institution enabling you to proceed to the subsequent level of education in the country where it is issued (or certified copy);
- copy of the *Permesso di soggiorno* (Residence permit) issued by the competent Italian police office (this concerns only non-Eu citizens legally living in Italy). **This permit is to be applied for within 8 days of arrival in Italy.** Students are required to deliver the residence permit application receipt first, then, having collected the residence permit card, they must hand in a copy as soon as possible, exhibiting the original document to the University Registrar's office. For further information, visit the [Italian Immigration website](#);