

RESIDENCE PERMIT ISSUE

Step 1



Buy a 16-euro **MARCA DA BOLLO** (revenue stamp) at a Tabacchino (tobacconist's shop).

Step 2



Go to POST OFFICE (Poste Italiane) and take the Kit for Residence Permit (Kit per il Permesso di soggiorno).
The Kit is **FREE OF CHARGE!**

Step 3

You have to stick "Marca da Bollo" on top of the first page of FORM 1 (see the picture below)



MINISTERO DELL'INTERNO

Al Signor Questore di: _____

(Sigla Provincia)^(b)

Codice Istanza
Spazio per codice a barre

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

HERE

MOD. 209
MODULO 1

2. SEZIONE 1 - DATI DELLA RICHIESTA

Step 4

you have to fill in “Modulo 1” (Form 1) like the PDF we sent you attached to the email.

IMPORTANT: YOU MUST USE A BLACK PEN

Step 5

you have to fill in the red payment slip that you find inside the Kit of Poste Italiane like the file that we attached to the email (always black pen).

The image shows three examples of Italian postal forms for electronic residence permits. The first two are 'MODULO 1' forms, and the third is a payment slip. All forms are from the 'MINISTERO DELL'ECONOMIA E DELLE FINANZE' and have the C/C/n. 67422402. The first two forms are for 'PERMESSO SOGG. NO ELETT.CO' and 'PERMESSO SOGG. NO ELETT.CO' respectively. The third form is a payment slip for 'MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO PERMESSO SOGG.NO ELETT.CO'. The payment slip includes fields for 'Importo per il rilascio del permesso di soggiorno elettronico', 'RISOLTO DA', 'RESIDENTE IN VIA / PIAZZA', 'CAP', and 'LOCALITA'. The bottom right of the payment slip shows the barcode '000067422402< 674>'.

Step 6

You have to add Into the envelope:

- FORM 1 duly completed (not the other form and the instructions)
- Copy of the pages of your **PASSPORT** showing personal data, visa, and all the pages including stamps.
- Copy of the fiscal code (tax code, only if you have it)
- Copy of the **PRE-REGISTRATION** (PRE-IMMATRICOLAZIONE) that you can download at the end of the pre-enrolment procedure:

<https://servizionline.unige.it/studenti/Iscriversialluniversita/preimmatricolazione2020/2021>

If you are not a degree-seeker, you can use the document attesting that you are doing a mobility exchange at UNIGE

Step 7

You have to pay the invoice (70,46€ +30€ for the issue) at the Post Office and they will give you a receipt with date and time in which you have to go to Questura (Police Headquarters) for fingerprints.

