

RESIDENCE PERMIT RENEWAL

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

MOD. 209
MODULO 1

2. SEZIONE 1 - DATI DELLA RICHIESTA

HERE

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 identical red payment slips (Modulo 1) from Poste Italiane. Each slip is for the amount of 674.224.02. The slips are for the Ministry of Economy and Finance, specifically for the release of an electronic residence permit. The slips include fields for C/C/N, CODICE BAH, and various identification numbers. The rightmost slip also includes fields for the recipient's name, address, and city.

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 **expiring RESIDENCE PERMIT** (front and back)
- Proof of economic and financial capacity (Example scholarship or account balance)
- Copy of REGISTRATION at University, with EXAMINATION COMPLETED (you have to request it to your Segreteria)

Studenti*

<https://www.studenti.unige.it/servizi/segreteria/>)

- Copy of the receipt of the **HEALTH INSURANCE**
(you can find, duly attached, the example to fill concerning the public Health Insurance. More information on this link <https://www.studenti.unige.it/sass/assistenza/>)

*If you are not a degree-seeker, you can use the document attesting that you are doing a mobility exchange in 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 office) for fingerprints.

