

COSTS:

1. Permit of stay, request of release/renewal, cost 1 (page1 of the red form): “marca da bollo” €16.00
2. Permit of stay, request of release/renewal, cost 2 (postal giroslip): “bollettino postale” €70.46 (=30.46+40)
3. Permit of stay, request of release/renewal, cost 3 (written on the envelope): “tariffa” €30.00
4. IF YOU HAVE NOT PAID THROUGH A WIRE TRANSFER YET, Document needed for release/renewal:
health insurance, e.g. “tariffa base per l’iscrizione al Servizio Sanitario Nazionale” €149.77 (for this year)
and €149.77 (for the next year)

16+
30+
70.46=
116.46
+
149.77* +
149.77*
=
€416

STEPS:

1. Check the envelope for:
 - a. Request for renewal of your permit Form 209 Modulo 1;
 - b. Letter from Students’ secretariat about enrollment to SISSA and fellowship. If you did not receive yet, when ready to send the envelope, send an e-mail to phd@sisssa.it asking for it. We (Students’ Secretariat) will send you a digital copy and you will print it.
 - c. Copy of your passport pages regarding your personal information;
 - d. Copy of Italian VISA and of the stamp on your passport you had when you entered in Italy;
 - e. Copy of the payment of SNN for this year (you need it also to request to SISSA for the reimbursement of health insurance)
 - f. Copy of the payment of SNN for next year (you need it also to request to SISSA for the reimbursement of health insurance)
 - g. One half or a copy of postal giroslip of 70,46€ for the request of the first issue of permit
 - h. Copy of registered rent contract of your apartment in Trieste or “cessione di fabbricato” (remember that if you do not have it yet, you MUST to have it when you go to Questura for the fingerprinting appointment)

An incomplete kit will determine a delay on the release of the permit of stay.

2. Buy a “marca da bollo €16.00” at a “*tabacchino*” **tobacconist** or newsagent (not sold at the Post Office)
3. Go to a **Post Office** with “*Sportello Amico*” (e.g., close to Piazza Unità, in piazza Giuseppe Verdi 2; the “Posta Centrale” of Piazza Vittorio Veneto 1; close to “Giardin Pubblico” of via Giulia, in Via Marconi 6; or Google “poste italiane uffici postali” and find the most convenient location for you)
4. Obtain the queue-management number correspondent to “Permessi di Soggiorno”, which will probably fall under the “Servizi al cittadini” definition (services for citizens)
5. **Identification! So, make sure to have with you original passport and visa**
6. Pay for the **postal giroslip** “*bollettino postale* € 70.46”; a copy (or an half) has to be inserted into the “*kit postale*” envelope
7. IF APPLICABLE, pay for the **postal giroslips** “€ 149.77 *tariffa base per l’iscrizione al Servizio Sanitario Nazionale*”. You have to hold proof of a valid health insurance covering you throughout the validity of your permit of stay (for example, if you request on September 2020 a 1 year permit renewal, you should provide 2 receipts of payment: €149,77 for the year 2020 and €149,77 for the year 2021. For students with family dependents the fee is 387,34 per year. On causale/reason of payment specify your Name/SURNAME and year of enrollment: Iscrizione al SSN anno 20xx per Name/SURNAME)
8. **Hand in the “*kit postale*” envelope**, open: they will check that the number of documents corresponds to that stated on the form, page 1, that essential documents are present and signed, insert the proof of payment of the “*bollettino postale* € 70.46” and eventually of the (two) “€ 149.77 *tariffa base per l’iscrizione al Servizio Sanitario Nazionale*”, and make you pay the “*tariffa* € 30.00 “
9. You will be asked to fill-in, and **will be given back, a small receipt (“Ricevuta Postale con Numero di Assicurata”)**, with the following data: Cognome-Surname/s; Nome-Name/s; address, street name; address, street number; CAP-ZIP code; Città-town is Trieste and “sigla provincia” for Trieste is TS.

DOCUMENTS YOU SHOULD MAKE SURE YOU HAVE WITH YOU AT THE EXIT OF THE POST OFFICE:

1. **The receipt is a B6-format piecelet of thin, yellowish and brown paper (“Ricevuta Postale con Numero di Assicurata”),** which you will keep always with you in a safe place (please, make sure that you bring/send a copy to the staff at Sissa). It substitutes your expired Permit of stay while waiting for the renewed one, & contains the “*assicurata*” code;
2. **an A-4 sheet** containing the date (&indicative hour) of your **appointment in Questura for the fingerprinting;**
3. **original proof of postal payment “bollettino postale € 70.46 (=30.46+40)”;**
4. **IF YOU HAVE NOT PAID THROUGH A WIRE TRANSFER YET,** original proof of postal payment “€ 149.77 tariffa base iscrizione Servizio Sanitario Nazionale”

DOCUMENTS ATTACHED TO THE REQUEST, THUS you INSERTED INTO THE “KIT POSTALE” and you have to bring with you (as original documents) to the police Headquarters “Questura” on the occasion of the fingerprinting appointment. If you missed something in the envelope (i.e. a rent contract for your apartment because you did not have one when you sent the envelope), please bring it at the fingerprinting appointment

1. Copy of valid passport
2. Copy of visa
3. Letter from SISSA (Students’ Secretariat) regarding Enrollment & fellowship
4. Copy of Codice Fiscale Italian tax code certificate (if newly released)
5. Copy of the proof of payment of Health insurance for the current year
6. Copy of the proof of payment of Health insurance for the next year
7. Copy of regularly registered Rent contract or “Cessione di fabbricato” statement. If you put in the envelope the old contract, bring with you the NEW contract
8. Copy of the “bollettino postale € 70.46” payment

If you want, send a scan of the 3 documents obtained at the post office to phd@sisa.it: 1) Post receipt with assicurata number; 2) fingerprints appointment; 3) receipt of payment of 70,46 in order we can help you better in case of problems.