

HOW TO FILL IN THE *Kit Postale* FORM FOR THE REQUEST OF **FIRST ISSUE** OF YOUR **PERMIT OF STAY FOR STUDY** – NO DEPENDANT FAMILY MEMBERS IN ITALY

In case of Dependant Family Members who live with you in Italy, please contact phd@sissa.it for additional instructions!

IMPORTANT! You have to send the request within 8 days from your entry date in Italy!

You can find the “**Kit Postale**” envelope for the request of the renewal of your permit of stay in any post office. If you do not find it in a postal Office, you can find it at SISSA reception.

Inside the envelope, you will find:

- Form 209 Modulo 1;
- Form 209 Modulo 2;
- several instructions booklets (in Italian);
- A red postal giroslip “bollettino postale”, pre-filled for PSE (“Permesso di Soggiorno Elettronico”) for the cost of the permit of stay card.

You need to fill in:

- **the first 3 pages of Form 209 Modulo 1**
- **the red giroslip**
- **the envelope** (addressed “Al Signor Questore di”: **34121 TRIESTE TS**)

Please disregard Modulo 2.

USE A BLACK PEN TO FILL IN THE FORM, write in CAPITAL letters, one letter in each red box.

For instructions on which sections/points to fill in, and how to fill them, please refer to the attached pdf of Form 209- Modulo 1: **1A - Request for the first issue of the permit of stay - NO FAMILY MEMBERS.pdf** and to the following instructions.

FIRST PAGE

“Al signor Questore di”: TRIESTE

“(Sigla Provincia)” TS

MARCA DA BOLLO € 16,00. You can find it in any tobacco shop in Trieste. You can find them because they have a big black & white signboard marked with a “T” outside the shop.

3. SURNAME(S) - exact and complete, as in your passport's international spelling (lines at the bottom of personal data page)

4. NAME(S) – as above

5. If your Italian domicile is different from Trieste (TS), please check the correct code of the city you live in

6.

8.

14.

16. Code number 24 stands for “Study” permit of stay requested

23.

25. Here you can write the number of “interesting pages” are in the envelope. The sum is:

3 (the pages you have to fill in this form 209, Model 1) +

1 (letter of Students’ Secretariat regarding enrollment & fellowship) +

N (the number of pages of the copy of your current permit of stay, front/back) +

N (the no. of pages of the copy of your passport; only pages with personal information) +

N (the no. of pages of the copy of the receipt of the payment of SNN for next year) +

N (the no. of pages of the copy of the receipt of the payment of SNN for this year, you paid last year) +

N (the nb of pages of the copy of the contract of your apartment in Trieste)

28. The date when you fill in the form (or you send it);

29. DO NOT FORGET TO SIGN THE FORM!

SECOND PAGE

31. if you already have it, insert your ITALIAN FISCAL CODE NUMBER (“codice fiscale”, 16 digits: XXXXXX##X##X###X); leave it blank, if you do not have it yet, but send an e-mail to phd@sissa.it to ask for it.

32. Insert “A”, if you are NOT married; “B”, if you are MARRIED.

33. “M” if you are MALE; “F” if you are FEMALE.

34.

35. Put the code of the country where you born. Check TABLE 3 in the end of the pdf form.

36. CITIZENSHIP COUNTRY. Same as point 35.

37. Choose and check YES-SI, if you are a refugee; NO, otherwise

38. BIRTH PLACE, as reported on your passport

40. You are supposed to use your passport as ID document. If different, please write us to phd@sissa.it.

44. Insert your current passport number.

45. Insert the current passport expiring date.

46. Authority issued your document. Usually the right code is “01” for gouvernement (Ministry of Interior; Ministry of foreign affairs) or “02” and “03” for a Consulate/Embassy. “02” for your country consulate/embassy outside Italy. “03” for your country consulate/embassy in Italy. If different, write to phd@sissa.it including the copy of your passport.

48. Insert the date you entered in Italy as reported on the stamp on your passport

49. Insert the border/airport you arrived to Italy as reported on the stamp on your passport



50. Insert the number of your italian VISA (see the top right corner of your visa)

51. D (“type D” is a VISA of more than 90 days)

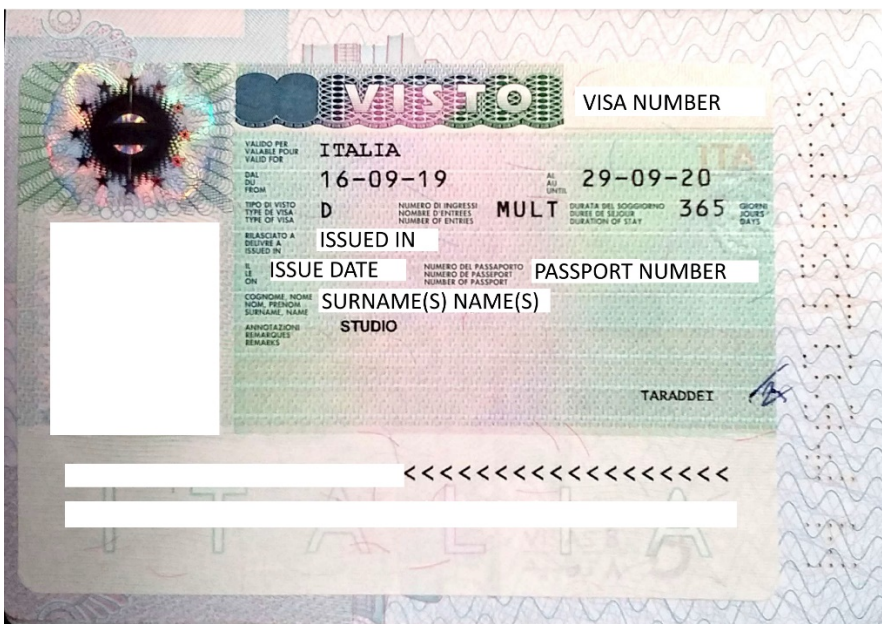
53. Usually you have a multiple entries visa (marked as “MULT” on your VISA)

54. Annotations. Copy last line of your VISA. Usually marked as “STUDIO”.

55. Duration of your VISA. Usually “365” days.

56. Date of the beginning of validity of your visa. Check second line of your visa.

57. Expiring date of your visa. Check second line of your visa, second field.



THIRD PAGE

66.

67.

68. If you do not have an address in Trieste yet, use SISSA address (check down, point 80)

69. Same as above (check down, point 81)

72. Same as above (check down, point 84)

73. Use your personal e-mail.

75. If you have an Italian cellphone number, write it. Not compulsory but **strongly advised**: Police authorities DO sometimes send notifications as text messages on **personal ITALIAN cellphone numbers**

77.

78.

79.

80.

81.

84.

POSTAL GIROSLIPS

On the last pages of the pdf, you can find also 2 pages on how to fill in:

1) the **red postal giroslip** for the payment of the permit of stay card;

2) a blank giroslip for the payment of the SNN (health insurance). You have to pay it twice, for this here and for the next year.

Blank giroslips are available at post offices.

HEALTH INSURANCE PAYMENT VIA BANK TRANSFER (ALTERNATIVE OPTION TO POSTAL GIROSLIP)

About the payment of the health insurance for this year and for the next year, remember that you can pay it **also** via bank transfer (see the attached pdf document "**3 - SSNviaBANK coordinates of Italian Health Authority 2020.pdf**"). Proceed with the payments with some advance, so that you are able to download the receipts of payments from your personal area and insert it in the "Kit postale" envelope. It is your choice to pay it via postal giroslips or via bank transfers.

SENDING THE ENVELOPE from a POSTAL OFFICE

Before going to postal office, please read docx document “**2 - INSTRUCTIONS for Study KIT POSTALE.docx**” to check if you have **ALL THE DOCUMENTS NEEDED** and to understand what will happen there.

TIMING

The request of the first issue of your permit of stay **MUST** be submitted within **8 days** from your entry date in Italy.

HEALTH INSURANCE REIMBURSEMENT AND RENEWAL OF CARD

REMEMBER that you can ask for the reimbursement of the payment of the health insurance, filling in the right form and sending it (with the receipts of the payments) to phd@sissa.it and to protocollo@sissa.it;

REMEMBER to renew your health insurance card (before the expiring date!), usually twice a year: a) before the end of academic year (September-October); b) in December.

If you need help, write to phd@sissa.it or call Marco to 0403787247. Marco cannot always answers to the phone but try, if you are **really** in trouble.