

**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

16+
30+
70.46=
116.46
+
149.77*
=
<b>€ 266.23</b>

**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. **You can find it on ESSE3 → certificates → permit next year.** If you have a postponement of your PhD Defense contact Students’ Secretariat ([phd@sisssa.it](mailto:phd@sisssa.it)).
  - c. Copy of your actual permit of stay (Front/Back);
  - d. Copy of your passport pages regarding your personal information;
  - e. Copy of the payment of SNN for this year (you paid last year and you should have a copy of the receipt or the original one – 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 can take one in the post office after paying or the postal giroslip)
  - g. One half or a copy of postal giroslip of 70,46€ for the request of the renewal of permit
  - h. Copy of registered rent contract of your apartment in Trieste or “cessione di fabbricato”

**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 original permit (or visa, if first request)**
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 giroslip** “*€ 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.**

**NEW:** 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 scan it and send it to [immigrazione.ts@poliziadistato.it](mailto:immigrazione.ts@poliziadistato.it) during or after your fingerprinting appointment**

1. Copy of valid passport
2. Copy of previous permit of stay, or of visa, in case of first Permit request
3. Letter from SISSA (Students’ Secretariat) regarding Enrollment & fellowship. (The one you download from [ESSE3](#)).
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 (probably paid last year, in order to apply for the Permit of stay; make sure you have saved the original among your files)
6. IF APPLICABLE: Copy of the proof of payment of Health insurance for the next year (possibly paid “on the spot”, make sure you save the original among your files)
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
9. **WHEN YOU GO TO QUESTURA ONLY: 1 PHOTO (PASSPORT FORMAT)**

If you want, send a scan of the 3 documents obtained at the post office to [phd@sisa.it](mailto: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.