POST ARRIVAL:
Bureaucratic Procedures

DISCLAIMER: The University is not responsible for ensuring the absolute veracity of this document. Rather, it is the student's responsibility to verify the information provided directly with the relevant authorities.

While we are happy to assist you in this process, it is your responsibility to ensure that your permit of stay *(permesso di soggiorno – PdS)* card is issued successfully, by completing all steps of the process in a timely fashion, presenting yourself on time at your scheduled appointments, and by submitting missing documentation promptly, if necessary.

Be aware that, due to the ongoing health emergency, many offices may require you to email or call in advance and schedule an appointment. So, plan accordingly.

LOCATIONS TO MAKE PHOTOCOPIES IN BRA:

- Business Space (Via Principi di Piemonte, 17, 12042 Bra)
- Centro Copie Braidese (Via Guala Ernesto 4, 12042 Bra)
- Ferrera Claudio (Corso Garibaldi 12, 12042 Bra)
- Mailboxes Etc. (Via Adua, 4/A, 12042 Bra)

We suggest making double copies of all your documents, as officials may unexpectedly request more than one.

(1) ***All non-Italian students:*** **REQUEST A "*CODICE FISCALE*"**

All non-Italian students must apply for an Italian fiscal code or *codice fiscale* at the *Agenzia delle Entrate* (Italian Revenue Agency) located in Via Monte di Pietà 5 in Bra (Opening hours: Monday to Friday: 8:30 A.M. - 12:30 P.M.).
IMPORTANT: due to the ongoing health emergency, the Italian Revenue Agency in Bra is temporarily closed. Therefore, we suggest that you instead go to their offices in Via Giuseppe Romita, 6 in Alba (Opening hours: Monday to Friday: 8:30 A.M. – 1 P.M., by appointment only) or **(highly recommended) apply for your *codice fiscale* via email, which you can do even prior to your arrival in Italy**.
Simply fill out the AA4/8 form (here is a version in English, along with instructions for completing it). Then, attach a copy of it, the photo page of your passport, and a photo of your study visa (non-EU students) or a copy of your admission letter (EU students), and send all of them to: dp.cuneo.utalba@agenziaentrate.it to the attention of Enrica Zunino.

We encourage students who do not yet have a long-term Italian living address to indicate the UNISG Registrar Office (Via Amedeo di Savoia, 8 12042 Pollenzo, Bra (CN)) as their mailing address.

Important: **all information presented on your *codice fiscale* must correspond exactly to your legal name as indicated on your passport** (e.g.: first, second and last name(s), date and place of birth). Otherwise, you will be asked to have it corrected. We ask that you double-check that this information is correct before sending it to the Registrar Office to be archived.

The *codice fiscale* will allow you to open a bank account and set up your internship, along with other important services.

(2) ***EU/EEA students only:*** **REGISTER AS PART OF THE TEMPORARY POPULATION OF BRA**

All EU students living in Bra or Pollenzo must inform the Hall of Records (*Ufficio Anagrafe,* located in via Barbacana 6) that they live in Bra **within 3 months of their arrival in Bra**. To this end, the University has created a special legal status together with Bra city hall, known as the "temporary population" of Bra or *popolazione temporanea*. You will need to provide them with photocopies of the photo page of your passport, *codice fiscale*, and your certificate of enrollment, the last of which may be picked up at the Registrar Office, or have sent to you via email. The Hall of Records is open from 8.45 A.M. to 12.45 P.M. Monday, Tuesday, Wednesday and Friday, from 8.45 A.M. until 4 P.M. Thursday, or from 9 A.M. to 12 noon on Saturday.

Be aware that students may only be registered as part of the temporary population of Bra for a maximum of 12 months. After which, they must become full-time residents.

IMPORTANT: due to the ongoing health emergency, temporary population registrations may continue to be accepted exclusively via email. To this end, send your request to the *Ufficio Anagrafe* at anagrafe@comune.bra.cn.it with photocopies of the aforementioned documents in attachment.

*Italian citizen students with legal residence outside Italy and therefore enrolled in the List of Italians Residing Abroad (A.I.R.E), may register as part of the temporary population of Bra for the duration of their studies. That said, they are ineligible for the National Health Service unless they de-register from A.I.R.E and become full legal residents of Italy. For more information, see point (3.c.) of the "Student Health" document found here online: https://www.unisg.it/en/services/bureaucratic-procedures-student-health/

EU/EEA students are now done with their bureaucratic procedures; they do not have to apply for a permit of stay (Step 3).

(3) ***For non-EU/EEK students only:*** **APPLY FOR YOUR PERMIT OF STAY**

IMPORTANT: US citizens studying in Italy but staying for fewer than 150 days are exempt from obtaining a permit of stay.

NOTE: We strongly suggest you **purchase an Italian SIM card upon your arrival** in Bra as you will need to provide a valid Italian contact number for updates regarding your permit of stay application **which must be mailed off within 8 working days of your arrival in Italy.** Do note, however, that you will need to have a fiscal code or *codice fiscale* and either an Italian ID or international passport in order to obtain a SIM.

Within 48 hours of your arrival in Italy you will need to begin obtaining the following documents in order to apply for your permit of stay, a document issued by the Immigration Authority or *Questura* which allows you to legally reside in Italy for the duration of your studies. Note that **you must mail off your permit of stay application within 8 working days of your arrival in Italy**.

For those students who must complete a 14-day quarantine upon arrival: simply mail off your PdS application kit as soon as you can thereafter, being sure to include a copy of your quarantine self-certification form (available from the "COVID" section of the Bureaucratic Procedures page of the website).

(3.a.) **OBTAIN YOUR *DICHIARAZIONE DI OSPITALITÀ***

The Declaration of Hospitality or *Dichiarazione di Ospitailtà* (DdO) is a document that must be requested from the person hosting you **during the first 48 hours of your arrival in Italy** (e.g.: your hotel, B&B, landlord, or informal couchsurfing / student host). For more information, including a printable DdO form for the city of Bra, please see this link.

We suggest you **bring 2 completed DdO forms, together with 2 copies of your host's *Carta d'Identità* or passport (and not any other form of ID) to the *Polizia Municipale*, located in Via Moffa di Lisio, 24** (Opening hours: Mon. through Fri. from 8.15 to 12.15)**, to have stamped, as they will keep one copy for their records**. **Be aware that the DdO must be stamped by the police before it can be utilized as an official document.** Your host does not have to be the apartment owner, nor does he have to accompany you to the *Polizia Municipale*. That said, if your host is not an EU citizen, you will need to obtain a copy of his permit of stay card for your Al Elka appointment.

Important: Due to the ongoing health emergency, the municipal police may be closed to the public. We therefore recommend you send your DdO request via email. To this end, please write to the *Ufficio Verbali* at ufficioverbali@comune.bra.cn.it, with copies of the completed and signed DoH form, your passport and your landlord's ID in attachment. They should send you back the stamped document within a few days.

All hotels and B&B's in Bra have been reminded of the law surrounding the DdO. However, should you encounter resistance to the aforementioned procedure, please feel free to reference the following text in Italian (which has been sent out to hotels in Bra):

Gentili Hotelier, Proprietari di Alloggio o Persona che Ospita,

innanzitutto grazie da parte di UNISG per accogliere i nostri studenti nelle vostre strutture. A seguito di segnalazione dalla Questura, vorremo informarvi circa l'importanza della Dichiarazione di Ospitalità, quale documento obbligatorio da produrre in caso uno studente straniero soggiorni presso di voi. Vi invitiamo pertanto a leggere attentamente le indicazioni che seguono.

E' obbligatorio ai fini delle legge di compilare e presentare la Dichiarazione di Ospitalità per qualsiasi soggetto si voglia ospitare nella propria struttura alla Polizia Municipale di Bra entro le 48 ore dall'arrivo. Per gli hotelier è importante prendere atto che per i soggetti

internazionali non è sufficiente comunicare il loro arrivo alla Questura di Cuneo, ma, essendo l'autorità locale di Bra il sindaco, è necessario anche presentare la Dichiarazione di Ospitalità alla Polizia Municipale di Bra. Rispettare questa legge D.lgs. n. 286/98 L'art. 7, è molto importante soprattutto per i nostri studenti non-Europei che devono richiedere il permesso di soggiorno per motivi di studio. La Dichiarazione di Ospitalità va presentata, firmata e timbrata alla polizia municipale di Bra entro e non oltre i 48 ore dell'arrivo dello studente internazionale in Italia. Una copia della Dichiarazione di Ospitalità firmata e timbrata dalla polizia municipale deve essere consegnata allo studente, praticamente in tempo reale, perché lo deve includere nella sua pratica della richiesta del permesso di soggiorno per studio.

In caso di non ottemperanza il rischio di sanzioni può riguardare sia il proprietario di casa sia lo studente ospitato.

Maggiori informazioni e il modulo da compilare al seguente link: http://www.comune.bra.cn.it/index.php?option=com_content&view=article&id=187:dichiarazione-di-ospitalita&catid=143&Itemid=165

Ricordiamo che il semplice modulo compilato non é sufficiente, ma deve essere presentato, firmato e timbrato presso la polizia municipale entro le 48 ore.

Resto a disposizione per ulteriori domande o chiarimenti al riguardo.

Best regards / Cordiali saluti,

Charles Wolinsky
Registrar Office / Segreteria Studenti
Università degli Studi di Scienze Gastronomiche
Via Amedeo di Savoia, 8
12042 Pollenzo, Bra (CN)
Italy
T 0039 0172 458 502
F 0039 0172 458 500
segreteria@unisg.it
www.unisg.it

(3.b.*) ***For Non-EU students with a stopover in a Schengen country prior to arriving in Italy:*** **FILE A *DICHIARAZIONE DI PRESENZA*.**

Important: UNISG students who apply on time in Bra are waived from this requirement.

Within 8 days of your arrival, the *Dichiarazione di Presenza* (DdP) must be filed with the immigration authorities or *Questura* in Via Guala 2 in Bra. You will need to bring:

- The DdP Form (downloadable here, write "*90 giorni*" for "duration of stay", and "*per studio*" for "kind of visa")
- 4 passport-sized photos (these can be taken at the photo booth in the lobby of the station);
- A photocopy of all pages of your passport, including cover page. **If possible, please prepare this prior to departure;**
- 1 copy of your *Dichiarazione di Ospitalità*;
- 1 copy of your host's *Carta d'Identità or passport (and no other form of ID)*

You will need to bring the *Dichiarazione di Presenza* to your Al Elka appointment.

(3.c.) **PREPARE YOUR PERMIT OF STAY KIT***
***Permit of stay kits may be obtained (for free) at the *Poste Italiane*. It is advisable to get one as early as possible, as they sometimes run out. See permit of stay bullet point below for kit pickup locations.**

The entrance to the Al Elka Foreigner Services Center is accessed through the courtyard next to *Palazzo Garrone* in Piazza dei Caduti 18 in Bra (adjacent to the Tourist Information Center).
They receive clients on Thursdays from 8.45 A.M. to 12.15 P.M. for general information and to schedule appointments. They can be reached by phone (on Thursdays only) at 0172438151.

Alternatively, you can also contact Charles Wolinsky at c.wolinsky@unisg.it, and he can make the necessary arrangements for you. Appointment slots are available on Thursdays from 12.45 P.M. to 4.45 P.M.

Permit of Stay Kit Checklist:

- A photocopy of all pages of your passport (cover page, photo page and all subsequent pages, both stamped and blank) **If possible, please prepare this prior to departure**;
- A photocopy of your *codice fiscale*;
- Proof of housing:
  (a) "*contratto di locazione*" or lease agreement in Bra valid for the whole duration of the extended residence period, or;
  (b) *Dichiarazione di Ospitalità* together with photocopy of host's *Carta d'Identità* or passport (and no other form of ID) (note: if your host is not an EU citizen, you will need to also include a photocopy of your host's permit of stay);
- Admission letter stamped and signed by the consulate (you received this by mail);
- Enrollment letter containing proof of health insurance prepared by the Registrar Office; **come by our office before your appointment to pick it up**;
- Proof of economic self-sufficiency:
  (a) proof of scholarship status and, for living expenses, a Registrar document or bank statement indicating some means of financial support (any value, any currency), your last name, and a recent date (within the last month), or;
  (b) bank statement indicating means of financial support (any value, any currency), your last name, and a recent date (within the last month) for study and living expenses;
- **Only necessary if filing through Al Elka:** €5 cash Al Elka processing fee (be sure to bring the exact amount, as employees may not be able to make change);
- €16 tax stamp or marca da bollo - purchased in most tobacco shops (*tabaccheria)* displaying a large blue "T" above its entrance. Tax stickers may not be purchased at the post office;
- Permit of stay kit (You can pick one up for free at the central post office in Bra in Piazza Carlo Alberto 28, the secondary one in Via Adua 6/A, or the Pollenzo post office in Via Regina Margherita 50. Find their opening times here. The central post office is open until 7.05 P.M. on weekdays.

IMPORTANT: make sure that the employee at Al Elka has filled in all documents of the permit of stay kit, including the postal slip with the amounts (in €) required to mail off the kit. Furthermore, **the envelope of the PdS kit and its contents must match**. Do not switch the envelope for a new one if damaged; if need be, obtain a new kit altogether.

For those who are filling out the kit themselves (recommended), the following elements must be filled out prior to mailing:

1. **"Mod. 209 Modulo 1". Please see the document entitled "TEMPLATE_PdS_Kit_FIRST TIME ISSUE" " here (https://www.unisg.it/en/services/bureaucratic-procedures-student-health/) on the Bureaucratic Procedures page of our website for indications on completing the form;**
2. **Mailing slip with "CONTI CORRENTI POSTALI – Ricevuta di accredito" written in the red band at the top;**
3. **The envelope itself.**

Once completed, insert the "Mod. 209 Modulo 1" together with the mailing slip in the envelope, together with copies (no originals) of all the aforementioned supporting documentation.

Any other papers found in the kit not among those indicated above, such as "Mod. 209 Modulo 2" or those containing the general instructions and country codes, should be removed from the envelope and discarded prior to mailing.

(3.d.) **MAIL YOUR PERMIT OF STAY APPLICATION AT THE CENTRAL POST OFFICE** in Piazza Carlo Alberto, 28 in Bra. You will need to provide the following:

- €102,26 paid in cash or by card;
- your passport (to verify your identity);
- a return mailing address (your long-term apartment address if you already have one, or Via Amedeo di Savioa 8, 12042 Pollenzo, Bra CN);
- Italian mobile contact number.

IMPORTANT: **Please remember that you will be automatically scheduled a fingerprinting appointment in Bra approx. 3 months following the moment of mailing your PdS kit. Therefore, plan on being physically present in Bra during that period.**

You will receive a confirmation slip for your follow up fingerprinting appointment along with the mailing receipt or *ricevuta*. Please bring these to our office so that we may scan them for our records.

Please note that the *ricevuta* confirms you are in line with Italian law and therefore should be kept on you at all times. The receipt allows you to keep track of the status of your application through the User ID and password indicated on it either by consulting Poste Italiane's *permit of stay* tracking site or with the filing number or *numero assicurata* by checking the Immigration Authority or *Questura* tracking site.

IMPORTANT: As soon as you have your permit of stay postal receipt, make sure you have it photocopied or scanned by the Registrar Office.

(3.e.) **ATTEND THE ITALIAN CIVICS CLASS**
This civics class is a required component of your permit of stay application. The date and time for this class will be announced during your orientation day. You must attend this class in order for your permit of stay to be successfully processed.
Important: for those students who, for whatever reason, cannot be present in Pollenzo for the civics class, the video presentation will be made available to you online.

(3.f.) **GO TO YOUR FINGERPRINTING APPOINTMENT**
Before your permit of stay can be issued, you must present yourself at the Immigration Authority or *Questura* in via Guala 2 to have your fingerprints taken. The date and time of your fingerprinting appointment can be found on your postal receipt. **Be aware that you must arrive at the start of the hour in which your appointment takes place (e.g. 10 A.M. for a 10.47 A.M. appointment) in order to be let in to the building.** Bring the following documents with you:

Essential:
- Passport;
- Postal receipt or *ricevuta*;
- 4 identical colour passport photos (these can be taken at the photo booth in the lobby of the Bra train station);
- Fiscal code or *codice fiscale*;
- *Dichiarazione di Ospitalità* **for your long-term apartment**;
- Photocopy of your host's *Carta d'identità or passport (and no other form of ID)* **for your long-term apartment**;

- Original copy of your apartment contract, or a Declaration of Hospitality, and a photocopy of said document. **Be advised**: if your apartment contract or Declaration of Hospitality has expired or is no longer valid, you will need to provide a new one.

Suggested:
- A copy of your lease agreement or *contratto di locazione* **for your long-term apartment**;
- Any other documents you may have been missing from your application at the time you mailed off your original permit of stay application.

(3.g.) **PICK UP YOUR PERMIT OF STAY**

When your Permit of Stay is ready, you will receive a text message at the number you indicated when applying for your permit of stay (e.g. your Italian cell phone). Usually the message comes in two parts and starts with "Long1/2..." and a second one starting with "Long 2/2...". Read it carefully as it contains your appointment date and time for picking up your Permit of Stay. Alternatively, you can also verify the state of your permit either by consulting Poste Italiane's permit of stay tracking site or by checking the Immigration Authority's permit of stay tracking site. Once indicated as ready, go to the Immigration Authority or *Questura* in Via Guala, 2 in Bra (unless otherwise specified on the text message or website) from 9 AM to 12 PM, Monday through Friday to pick it up. You do not need an appointment. Be sure to **bring your passport and original postal receipt with you**.

Be aware that you must arrive at the start of the hour (i.e. 9.00 – 9.05; 10.00 – 10.05; 11.00 – 11.05) in order to be let into the building.

Be advised that your PdS may only be available for pick up beginning several days following the date indicated in the Questura's SMS message, as the SMS date sometimes refers to when the PdS is being transferred from Cuneo to Bra.

Double-check that your personal details (e.g.: first, second and last name) are correct on your PdS card. If not, tell immigration staff immediately. Otherwise, you will have to request a new PdS permit in order to have the information corrected.

Remember to either **stop by our office to have your permit of stay scanned or send us a high-quality photo** of both the front and back side of your card.

Be strongly advised: You can expect your PdS card to be issued in roughly 5 months' time from the moment of mailing, provided all your documentation is in order and there are no unexpected delays. By law, the *Questura* has at least 90 days to process and issue your PdS.

SPECIAL CASES:
Permit of Stay for Family Cohesion or *"Coesione Familiare"*

Non-EU spouses or children of UNISG students can request legal status in Italy by requesting a permit of stay "*per coesione familare*" or "family cohesion". The process is as follows:

(1) The student's marriage certificate must be legalized and translated into Italian;

(2) Prepare official bank documentation indicating that you and your spouse have liquid assets totaling no less than €11,500;

NOTE: At this point, the student's spouse should try to obtain a "following family member" visa. While this is not always granted, it would allow your spouse to immediately apply for a permit of stay

card. If it is not granted, spouses from visa waiver countries can still join their spouses in Italy without it by entering the EU as tourists and apply for their permit of stay thereafter. Spouses that require visas to travel to the EU, even as tourists, cannot;

(3) Arrive in Bra;

(4) Request full-time residency in Bra. See step 2 of the "Extending your Stay in Italy" document here on the "Bureaucratic Procedures" page of our website for further information;

(5) Once you have obtained residency, request a "*certificato di idoneità abitativa*" from the Social Services Office *"Ufficio Servizi Sociali"* in Bra, which is a document certifying that your housing is adequate for you and your spouse to live in;

(6) Have your spouse arrive in Bra;

(7) Have your spouse follow the steps described in this document pertaining to the permit of stay process. You will be the "host" for the *dichiarazione di ospitalità*. Rather than for study, spouses will indicate to Al Elka staff that they are applying for a "*coesione familiare*" permit of stay; instead of the admission and enrollment documentation, spouses will include photocopies of their "*certificato di idoneità abitativa*" in the permit of stay kit, together with the translated and authenticated marriage certificate, and bank statements;

(8) With the postal receipt *"ricevuta postale"*, spouses are immediately eligible for the Italian National Health Service. They can expect to receive their permit of stay cards, which have a validity of 5 years, around 3-5 months thereafter.

NOTE: **Children under 14 years of age** do not have to apply for their own permits of stay. Rather, they should be included in the permit of stay application for one of their parents. Be sure to mention that this will be the case to Al Elka staff when having them review your permit of stay paperwork.

Pet Registration

Registration is mandatory for dogs purchased in Italy. Both dogs and cats must be registered in order for owners to request special documentation, such as a certificate of good health for travel abroad. Should a pet be lost or run away, registration provides authorities with an additional tool in identifying and locating them.

The pet registration office can be contacted directly by writing either to veterinario.bra@aslcn2.it or animalidacompagnia@aslcn2.it or by calling 0172 420 293. Their office is open from Monday through Friday from 8.30 A.M. until 12.30 P.M. and is located in Viale Industria 4 in Bra. More information can be found here online: http://www.aslcn2.it/prevenzione/sportello-animali-daffezione/

Updated: November, 2021 - cw