

RESIDENCE PERMIT FOR STUDY

The non-EU students accepted at the Academy of Fine Arts of Bologna as Erasmus/International guests students, having a Visa for study for more than 90 days, must require the residence permit. The request must be presented within 8 working days from the day of the arrival in Italy, using a special postal kit: for any help, please, contact the Erasmus office of the Academy at you arrival or before.

To help you to fill the kit, the Erasmus Office of the Academy will arrange an appointment with an officer of the **Patronato ACLI**, seated in Via Delle Lame 118/a, open for students from Monday to Friday during the morning (8 - 12 am; it's free of charge)

At the appointment the student must bring with him/her:

- Tax stamp of 16,00 Euro
- Original passport and the copy of every page (personal data, visa, the entrance stamp and other stamps)
- Copy of the health insurance for sickness and injuries
- Copy of the acceptance letter of the Fine Arts Academy of Bologna, approved by the Italian Embassy when the same embassy has given the Visa to the student.
- Address in Italy (your name must be written clearly on the mail box or upon the doorphone of your accommodation to receive any communication)

Once you fill the kit to require the first and provisional residence permit, the Patronato will invite you to go to a **Post Office (Sportello Amico)** to send your request and get another appointment for the photographic registration at the Central Police Station (Questura).

It is very important not to miss this appointment.

At the Post Office the student has to pay:

- 30,46 euro (postal bill)
- 30 euro (postal shipping)

At the **Central Police station (Questura)**, for the photographic registration, the student must show:

- All the original documents inserted into the kit
- Registration Certificate at the Academy of Fine Arts
- 4 (four) recent and identical pictures
- The postal receipts
- The convocation letter given at the Post office

Mind it:

- Save the postal receipts in the event of a police check
- Give the copy of the request for the residence permit to the Erasmus office of the Academy to conclude the enrolment and pick up the Enrolment certificate. This certificate must be given to the Central Police Station (Questura) during the photographic registration, to guarantee the correct enrolment at the Fine Arts Academy of Bologna.
- If you missed the first appointment you will receive, by post communication, another date for an appointment (your name must be written clearly on the mail box or upon the doorphone of your accommodation). If you change your address please inform the Central Police Station by post communication (registered letter).

The residence permit for study will be ready within 60 day. The Police of Bologna does not send any message to alert that the residence permit is ready.

For information about the condition of your documents, on the website www.questura.bologna.it you can type the code of your procedure (given you by the Police at the appointment) or the number of the registered letter (you can find the password on the receipt given you by the Post office).

Anyway Patronato ACLI is at your disposal for any doubt or problem, and also for cheking if you permission of stay is ready.