



HOW TO APPLY FOR A PERMIT TO STAY/RESIDENCE CARD

Applications for residence permits and cards can be submitted at any competent Post Office, using the **kit** provided at school.

PERMITS TO STAY FOR NON-EU CITIZENS

Any non-EU citizen entering Italy legally, must **apply** for a permit to stay **within eight working days** of arrival. The reason for your stay must be the same as the one indicated on your visa. To apply for a tourist visa (3 months maximum stay) you will need to provide the following documents:

- application filled in and signed by the applicant, together with a "marca da bollo" (tax stamp, used to certify bureaucratic documents) (See *Modulo 1*);
- a photocopy of all pages of your passport or other equivalent document;
- a photocopy of evidences of personal financial means covering the cost of your stay, as stated in Decree of 1st March 2000 issued by the Ministry of Interior;
- a photocopy of health and accident insurance policy, valid throughout Italian territory and covering the entire period of your stay;
- a photocopy of evidences of personal financial means covering the cost of the return to your country

As to point a), the school will help the student to fill in the application form to be submitted to the post office. As to point d), the insurance policy covering the whole period of the course will be taken out directly by the student. If necessary, the school will help the student do so.

Instead of a tourist visa, the student can apply for a **student visa** (one year maximum stay). In order to apply for this type of visa, the following documents are needed:

- application filled in and signed by the applicant, together with a "marca da bollo" (tax stamp, used to certify bureaucratic documents);
- a photocopy of all pages of your passport or other equivalent document;
- a photocopy of documents certifying you will attend a course. The evidence must be certified by the Italian Embassy / Consulate at the issuing of the entry visa;
- a photocopy of health and accident insurance policy, valid throughout Italian territory and covering the entire duration of your permit to stay.

As to point c), before their departure, foreign students will be sent by the school all documents certifying what courses they will attend.

As to point d), the insurance policy covering the whole period of the course will be taken out directly by the student. If necessary, the school will help the student do so.

At the application stage, the foreign citizen will have to pay either EUR 30,00 or EUR 27,50 if he/she requested an electronic permit to stay. Payments can be made by pre-printed payment slip, available at any competent post office.

RESIDENCE CARD FOR EU CITIZENS

As stated in Presidential Decree (D.P.R.) n. 54 of 18th January 2004 and amendments, if the EU citizen plans to attend courses for a period longer than three months, a residence card must be requested. To apply for it, the applicant must provide the following documents:

- application (no stamp needed) filled in and signed by the applicant (Residence card application form for EU citizens)
- a photocopy of an identity document

As to point a) the school will help the student to fill in the application to be submitted to the post office.

The residence card application can be submitted by the applicant both for him/herself and his/her family members. In the latter case, when the application is submitted via post office, a form has to be filled in for each applicant, and all forms must be sent out together with one kit only.

COMPETENT POST OFFICES in RAGUSA Municipality

Address	ZIP Code	Phone number	Fax number
VIA MONTI IBLEI, 38	97100	(0039)0932-641433	(0039)0932-642964
VIA RISORGIMENTO, 59	97100	(0039)0932-651836	(0039)0932-654503
ZONA INDUSTRIALE – COMPLESSO A.S.I, S.N.	97100	(0039)0932-660511	(0039)0932-660532