

# THE PERMIT OF STAY

## Useful information for you

If you are a non-EU citizen, you must request your Permit of Stay for studying reasons within eight days from your arrival (or enrolment) at the University of Pavia by filling the *KIT for the Permit of Stay* at the International Students Help Desk (located at the Police Station in via Rismondo 68, on **Tuesdays 9:00 - 13:00** and **Thursdays 9:00 - 13:00**).

Look for this sign when you enter the Police Station!



**INFOPOINT  
FOR  
INTERNATIONAL  
STUDENTS**

**OPENING HOURS:**  
Tuesday 9:00 - 13:00  
Thursday 9:00 - 13:00

**Please make sure you hand in the following documents:**

### FIRST TIME

#### 1. PASSPORT

photocopy of all the pages of your passport (including blank pages)

#### 2. INSURANCE

photocopy of an insurance policy (public or private, one of the options below)

- a)** Register with the Italian National Health Service (Servizio Sanitario Nazionale) and rely on Public Healthcare. It costs around 150 EUR and it will be valid from January to December of the same year (ATS office - Via Indipendenza 3, 27100 Pavia)
- b)** Insurance of the post office - Poste Italiane (piazza della posta 1, 27100 Pavia)
- c)** Private health insurance for students on the open market

#### 3. ENROLMENT

proof of enrolment at the University of Pavia - this document must be requested at the Students Administrative Office - **Segreteria Studenti**

#### 4. ACCOMMODATION

photocopy of house lease or, if staying in one of the halls of residence, a letter signed by the Rector or the bursar of the hall of residence. Please note: your house lease contract must be registered at the local tax office

#### 5. PROOF OF ECONOMIC SUPPORT

photocopy of scholarship or bank account, details or front and back of your credit card

#### 6. A 16 EUR REVENUE STAMP ("marca da bollo")

7. If you are an exchange student, the document "NOMINATION LETTER" includes the documents listed at 3, 4 and 5. The "Nomination letter" is issued by the International Relations Offices of the University of Pavia.



### RENEWAL

- PASSPORT: photocopy of the pages with your personal information
- PERMIT OF STAY
- INSURANCE: photocopy of an insurance policy (public or private)
- ENROLMENT: proof of enrolment at the University of Pavia and list of passed exams - document must be requested and issued by the students administrative office for the purpose of the permit of stay
- ACCOMMODATION: photocopy of house lease or, if staying in one of the halls of residence, a letter signed by the rector or the bursar of the college. Please note: your house lease contract must be registered at the local tax office
- PROOF OF ECONOMIC SUPPORT: photocopy of scholarship or bank account details or front and back of your credit card
- A 16 EUR revenue stamp ("marca da bollo")



**UNIVERSITÀ  
DI PAVIA**