

# Documents required to live in Italy

The following documents are required to live in Italy:

## Revenue Tax code

This instrument for identifying citizens is issued by the Ministry of Finance.

It is needed for various procedures, for example completing enrolment, but also to open a bank account, applying for a health card or signing a tenancy agreement.

Citizens resident abroad can apply for it at the Italian diplomatic and consular representation in their country of residence.

In Italy you can apply at the nearest "Revenue Office" in the city where you live, presenting yourself in person with a valid passport.

A passport is sufficient for EU citizens or citizens from one of the following countries: Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Canada, Chile, China, (Hong Kong and Macau only), South Korea, Costa Rica, Croatia, Ecuador, El Salvador, Guatemala, Honduras, Israel, Japan, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, San Marino, Singapore, USA, Vatican City and Venezuela.

Non-EU citizens should also take the receipt of the residence permit application with them.

The comprehensive list of offices in Lombardy can be found on the Revenue Agency website.

## Health Insurance

It is fundamental to have valid health insurance for Italy; this is also required in order to apply for the residence permit within 8 days of your arrival in the Country.

An insurance policy can be issued by your country of origin and approved by the Italian consular representation before your departure. Alternatively, you can choose between two options:

### *A) National Health Service*

The National Health Service (NHS) provides all-round healthcare: you can choose a reference GP who will take care of health problems free of charge and prescribe medicinal products, tests and any specialist visits.

Validity: one calendar year

To register with the NHS, you must:

1. fill in and pay a payment slip for 149.77 Euros at the post office (cost of the service valid for the calendar year) onto postal a/c no. 379222, in the name of: Amministrazione P.T. Regione Lombardia and write the following wording in the space intended for the payment reason: iscrizione volontaria al SSN;

2. go to the ASL (Local Health Authority) office nearest to your place of residence (the addresses can be found at [www.salute.gov.it](http://www.salute.gov.it) (Servizio Sanitario Nazionale) and submit:

for EU citizens:

- payment receipt;
- the European Health Insurance Card (EHIC) or the E106 Form provided in your Country of origin;

for non-EU citizens:

- payment receipt;
- Revenue tax code- passport;
- receipt of the residence permit application form;
- self-declaration of residence or fixed address;
- self- declaration attesting to enrolment at the University.

## B) *Private INA Assitalia policy*

The INA-Assitalia policy only covers emergency healthcare treatment in public hospitals.

Validity: 6 months or 1 year from payment

In order to take out the policy you must fill in and pay a payment slip of 98.00 Euros at the post office (cost of the service for a whole year) or 49.00 Euros (for six months) onto postal a/c no. 71270003, in the name of: Agenzia Generale di Roma INA Assitalia, and write the following wording in the space devoted to the payment reason: *polizza sanitaria studenti stranieri da 6 a 12 mesi*. E-mail contact of INA Assitalia: [info@insuranceitaly.it](mailto:info@insuranceitaly.it); Ph. Number: +39-06-3611676

## **Residence permit**

### First application

Non-EU citizens should apply for the residence permit within 8 days of entering Italy, by filling in and submitting the residence permit application kit to one of the post offices featuring the “Sportello amico” logo, together with:

1. a photocopy of their passport (only the pages with personal information and the visa);
2. four passport photographs;
3. documents regarding the study programme selected with details of the duration of the same and the stamp of the Italian diplomatic Representation which issued the visa;
4. a copy of the payment receipt for healthcare insurance, valid for the whole duration of the residence permit.

The nearest “Sportello amico” is at Via U. Foscolo, 1/A - 25128 Brescia, or in Piazza Della Vittoria 1 – 25121 Brescia

### Renewal

To renew your residence permit you must fill in the application kit, by specifying that you are renewing your permit. The kit can be found at post offices displaying the “Sportello amico” logo, where it should be returned together with the following documents:

1. photocopy of your passport (only the pages with personal information and the visa);
2. a copy of the residence permit;
3. a copy of the documentation attesting to the availability of adequate financial resources, such as the certificate attesting to the holding of a scholarship or current account;
4. enrolment certificate listing the examinations sat;
5. a copy of the payment receipt for health insurance.

Please note: It is best to initiate the renewal procedure 60 days before the deadline.

### Costs:

- 16.00 Euros for 1 revenue stamp (sold at the tobacconist shops) to affix to the residence permit application form;
- 30.00 Euros to be paid at the Post office when sending the kit;
- 107.50 Euro to be paid to the Post office for issuance of the electronic residence permit.

## **European citizens**

EU citizens do not need a residence permit. It is possible to stay in Italy for up to three months without formalities, as long as you have a valid identity document for expatriation. Three months after entering the country you must register at the Registry Office of the Municipality of the city where you live. You should present the following at the Registry Office:

1. passport or identity card;

2. self-declaration attesting to enrolment at the University;
3. a photocopy of the documentation attesting to the availability of adequate financial resources, such as the certificate attesting to the holding of a scholarship or current account;
4. a copy of the payment receipt for health insurance.

**It is possible to open a Current Account**

To open a current bank account you must:

- be at least 18;
- have a valid identity document;
- have a revenue tax code;
- not have been made bankrupt in business;
- pay in a small starting amount.

Please note: Most bank branches are open from 8.30 a.m. to 1.30 p.m. and from 3 p.m. to 4 p.m.

***ADVICE***

As an alternative to a current account, you can activate the Carta Multiservizi (Multi-services Card) issued to enrolled students by the Banca Popolare di Sondrio, which allows you to:

- receive and order bank transfers;
- pay bills directly;
- withdraw cash;
- purchase online;
- pay university fees.