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APPLICATION GUIDE

VISA PERMIT OF STAY TAX CODE

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FRESHMEN BOCCONI 25-26

DISCLAIMER:

This guide is not an official Bocconi document. Every information you can find here is to help those in need.

In order to have precise information we strongly suggest using the official sources like the site or Be in Touch and to contact the representatives elected in the collegial bodies for B.Lab.

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1. VISA

WHO?

Every non-EU freshman

WHEN?

Before your arrival in Italy, at last by the 30th September

HOW?

Register on <https://www.universitaly.it/index.php/>

Complete the pre-enrollment application

Wait for the confirmation email

Book an appointment with your Italian embassy/nearest consulate

Apply for a type D student visa

Upload your Visa on MyApplication

N.B. The whole VISA procedure must be completed before coming to Italy

1.1 UNIVERSITALY

- Insert your personal data, your contacts and your address

- **Passport:**

Insert number, expiration date and upload size picture and copy of the its first two pages

- **Visa application:**

Select your country and Embassy/consulate; choose "I want to enrol in a study course"

- **Course:**

Institution: Università

Name: Università Commerciale "Luigi Bocconi"

Course name: as in the admission result

- **ID account:**

Myapplication username



1.2.1 UNDERGRADUATE

UNDERGRADUATE:

- **Bocconi admission result** undersigned and Confirmation letter
- **Last three years** of secondary school transcript
- Final secondary school **diploma**/proof of graduation

1.2.2 GRADUATE

- **Bocconi admission result** undersigned and Confirmation letter
- Most updated **University transcripts**
- Final Bachelor or Master **diploma**/proof of graduation
- Diploma supplement (if available)

All documents must be submitted in both original language and Italian/English; if not issued by the school in those languages, they must be legally translated (no apostille)

FURTHER INFORMATION

- **Declaration of value (DoV):**

Control if the University asks you to provide one for your high school certificate; you can also upload a statement of Comparability issued by CIMEA (**All documents must be submitted in both original language and Italian/English; if not issued by the school in those languages, they must be legally translated (no apostille)**).

- **Proof of accomodation:**

In case you are in a Bocconi residence, refer to housing@unibocconi.it to get it



1.2 EMBASSY

If your application is considered valid, you will receive a confirmation mail from the system and you will have to contact your Italian Embassy/consulate (same as before) to book your appointment with them

Useful documents:

- Passport
- University pre-enrollment confirmation
- Bocconi admission letter
- Proof of accommodation
- Health insurance
- Financial proof

Useful info:

- Institution: Bocconi University
- Address: Via Sarfatti 25, 20136 Milano
- Telephone: +39 0258361
- Email: visa.support@unibocconi.it

2. PERMIT OF STAY

Documents to stay for the whole period of study

2.1 APPLICATION PROCESS:

1. Pick up your PERMIT OF STAY APPLICATION KIT at Bocconi (from 25th August) or at any Post Office
2. Fill in the form (modulo 1). You can follow the video tutorial on you@b.
3. Hand over your application kit at the Post Office and take the receipt (to get temporary legal stay while waiting for the permit) with the date to go to the immigration office to finalize the process
4. Upload the PAYMENT and APPOINTMENT receipts on my application to notify Bocconi that you have applied for the permit
5. Go to your appointment with the immigration office (**DO NOT MISS IT!**). Give your documents and fingerprints
6. Collect your permit





2.2 APPLICATION KIT:

1. Pick up your PERMIT OF STAY APPLICATION KIT at Bocconi Welcome Info Point, from 25th August
2. Fill out the form (it is in Italian) while watching the video tutorial available in your you@B agenda
3. Specify the following address, to get fast track appointment: Via Mercanti 8, 20121, Milan. (Bocconi has an agreement with authorities to get faster processing)
4. Put an Italian phone number as your contact. Get it as soon as you can (it is very important).
5. **The permit of stay application has to be started in Italy within 8 working days of arriving in Italy.**



Example:

12995784992-5

MOD. 209
MODULO 1

1. 32. A: not married; B: married
33. M: male; F: female
34. Date of birth
35. Check the document TABELLA - ALLEGATA n. 3 and find you Country code
36. The same as number 35

30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO) **FISCAL CODE**

32. STATO CIVILE (i) 33. SESSO (i) 34. NATO/IA IL (2) **DD / MM / YYYY**
gg mm aaaa

35. CODICE STATO NASCITA (k) 36. CODICE STATO CITTADINANZA (k) 37. RIFUGIATO (c) SI NO

38. CITTA' DI NASCITA **BIRTH CITY**

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO (c) 41. O ALTRO TIPO DI DOCUMENTO (c) 42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (l)

43. ALTRO

44. NUMERO **PASSPORTNUMBER**

45. VALIDO SINO AL **DD / MM / YYYY EXPIRE DATE**
gg mm aaaa

46. RILASCIATO DA (m) **Enter the code 01 if the passport has been released by the Government**

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA **DD / MM / YYYY** **48. Date of your arrival in Italy**
gg mm aaaa

49. FRONTIERA **ARRIVAL AIRPORT**

50. NUMERO VISTO (n) **VISANUMBER** 51. TIPO VISTO (n) D

52. INGRESSO SINGOLO (c) 53. INGRESSO MULTIPLO (c)

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n) **STUDIO** **49. Airport of arrival (e.g. MILANO MALPENSA, MILANO)**
50. Enter the Visa number (without the first zero)
56. Issue date of Visa
57. Expire date of Visa

55. DURATA DEL VISTO (n) **365**

56. VALIDO DAL (n) / / 57. SINO AL (n) / /
gg mm aaaa gg mm aaaa

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2.3 AT THE POST OFFICE

At the Post Office bring with you:

- application kit
- photocopy of the Bocconi confirmation letter
- photocopy of the passport
- photocopy of the health insurance policy It must be valid for the entire period of stay
- photocopy of the financial statement
- Italian duty stamp ("marca da bollo") It costs €16,00 and you can purchase it at any Tabacchi shop, BEFORE going to the Post Office
- Receipt of payment of €70,46 (including the address Via Mercanti 8, 20121, Milan)
- Application fee of €30,00 to be paid at the Post Office when submitting the application

"MARCA DA BOLLO"



2.4 AFTER THE APPLICATION

- Do not lose the Post Office receipt
- Do not miss your appointment at the Immigration Office (rescheduling times are very long!)
- Bring all the original documents with you at the appointment (otherwise, you will have to go back and delay the process)
- You can check your permit of stay status at www.portaleimmigrazione.it by clicking on "Area Stranieri" and inserting the USERNAME and PASSWORD you find on your receipt
- If you need to leave Italy before you have your permit of stay, check your visa status and the regulations of the countries you are going to

The screenshot shows the homepage of the Portale Immigrazione website. At the top, there is a navigation bar with links for HOME, Mappa del Sito, Contatti, FAQ, and cookie policy, along with a language selector for Italiano and Inglese. The main header features the site's name and a search bar. Below the header, there are several sections: a list of request types (Tipologie di Richiesta) including residence permits for non-EU citizens, EU citizens, and renewal of permits; a search for structures (Ricerca Strutture) with dropdown menus for province, municipality, and CAP; and a multilingual instructions section (Istruzioni Multilingue). The central content area contains a welcome message, a recommendation to use a user and password, and information about the collaboration with Poste Italiane and Patronati. It also includes a 'Benvenuto nel Portale dell'Immigrazione' section with details about the application process and a 'Links Utili' section with links to the Ministry of the Interior, Polizia di Stato, and Adobe Reader. On the right side, there is a 'Contact Center' section with a phone number (800.200.309) and a list of services, and two 'Area Riservata' buttons for 'Comuni/Patronati' and 'Stranieri'.

3. ITALIAN TAX CODE

3.1 WHAT IS IT ?

It is an alphanumeric code of 16 characters issued **FOR FREE** by the Italian Revenue Agency, to identify Italian citizens and foreign residents.

You **need** to have your own Tax Code to:

- open a bank account
- sign any contract (e.g. phone line or rental)
- register at the National Healthcare Service (SSN)



DISCLAIMER: in some documents from Bocconi, you may have received such a code, but it is **AUTOMATICALLY GENERATED** and it is **NOT** the actual code!

3.2 HOW TO OBTAIN IT ?

3.2.1 ARE YOU STILL ABROAD

Non-resident people who need to obtain the tax code can apply for it at the Italian consular authorities in the country of residence

3.2.2 ARE YOU IN MILAN

Wait for the email that Bocconi will send you at the end of July with all the instructions

For non-EU citizens:

- A passport with related visa (when required) or residence permit is necessary

If you request the Codice Fiscale on your own, once you have received it you have to send an email to **fiscalcode@unibocconi.it**

— BEFORE YOUR ARRIVAL —

Check the status

- Italian Ministry of Foreign Affairs:
<https://www.esteri.it/en/>
- YesMilano - Administrative updates:
<https://www.yesmilano.it/en>
- Italian Ministry of Health:
<https://www.salute.gov.it/portale/home.htm>
- Bocconi website and your inbox:
<https://www.unibocconi.eu/arrival>



For further information, please contact us!
@blabbocconi
@freshmenbocconi



TO KNOW MORE



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