

## MANDATORY DOCUMENTS FOR NON-EU CITIZENS

For all students and workers from non-EU countries, a **Permit of Stay** is required for the signing of the lease and/or sublease contracts. To access DoveVivo apartments you will need to bring your Permit of Stay with you or, if you do not yet have it, the receipt confirming an **application for a Permit of Stay** has been submitted, plus a **VISA valid for more than 90 days**. We, therefore, recommend you arrive well in advance to be able to present all the necessary documentation.

RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA DI SOGGIORNO PER CITTADINI STRANIERI

Tariffa Euro 30,00

Al Signor Questore di:

CAP LOCALITÀ PR

Centro Servizi - CSA  
VIALE TRASTEVERE 191  
00153 ROMA RM

You are able to collect the documentation for the application for the Permit of Stay named "KIT GIALLO" in any Post Office who provides the service "SPORTELLO AMICO". To be able to apply, you will need bring to the Post Office the following documents:

- Passport (original)
- Visa (original)
- €16 duty stamp (which you will be able to purchase in any tobacconist)

The kit consists of different forms which will have to be filled based on the

motivation of your stay in Italy (study or work). If you are a student, you will only have to fill the form number 1, if you are a professional you will have to fill forms number 1 and 2. By [clicking here](#) you will be able to find the guidelines that will help you filling up the forms. We recommend that you complete the form by writing in capital letters, with a black pen and in the appropriate spaces. You can ask for assistance completing the form at the Patronato or at any qualified Municipality.

Once you have filled the form(s), you will have to insert all documentation in the appropriate envelope to hand **opened** at the Post Office operator. You will also have to pay the following costs:

- €30 for the registered Italian Post Office letter
- €30,46 for the release of the Permit of Stay
- A variable cost depending on the length of the required residence permit (€ 40 / € 50 / € 100)

You will be given a first receipt which you will have to fill in order to send the registered letter.

The second receipt that you will be issued is equipped with security requirements and shows the access codes to the reserved area to know the progress of the practice. You will need to keep this receipt and take it with you when you check-in.

0614-2-3  
PASSWORD

34000-2-3  
USER ID

**Posteitaliane** Mod. 22-A - FPE00107A SP - Ed. 09/13 - OP0317A - 04 - 04

Accelerazione **ASSICURATA** RICEVUTA

Si prega di compilare a cura del mittente a macchina o in stampatello

DESTINATARIO	C.S.A. per conto della Questura di <u>Arezzo</u>	
	VIA / PIAZZA	N° C/A
	Viale Palmiro Togliatti	1505
	00155 ROMA	RM
	C.A.P. COMUNE	PROV.
MITTENTE	XXXXXXXXXXXXXXXXXXXX	
	COGNOME	
	XXXXXXXXXXXXXXXXXXXX	
	NOME	
	VIA / PIAZZA	PROV.
	3047 Terme di Diocleziano	RM
	C.A.P. COMUNE	PROV.
		00137

Richiesta di rilascio/ri-novo/conversione/aggiornamento e duplicato Totale €

13/12/2016 08:49

Cassa: AVO 13/12/2016 08:49

Tariffa € 30,00 Affr. € 30,00

Afterwards, you will receive a registered letter by post with the meeting appointment at the immigration office for the delivery of the residence permit.

Once you have received your Permit of Stay, kindly send us a copy in order to regularize all your documentation.

Below you will find the addresses of the post offices closest to the DoveVivo offices, however, to know the other postal counters that offer the "SPORTELLO AMICO" service click [here](#):

## MILAN

Via Luigi Federico Menabrea, 14  
From 8.20 to 13.35 Monday-Friday  
From 8.20 to 12.35 Saturday

## ROME

Via delle Terme di Diocleziano, 30  
From 8.20 to 19.05 Monday-Friday  
From 8.20 to 12.35 Saturday

## BOLOGNA

Via Cairoli, 9  
From 8.20 to 13.35 Monday-Friday  
From 8.20 to 12.35 Saturday

## TURIN

Via Francesco Giuseppe Guicciardini, 28  
From 8.20 to 13.35 Monday-Friday  
From 8.20 to 12.35 Saturday