

# Documents required to live in Italy

The following documents are required to live in Italy:

## **Tax Code;**

Issued by the Ministry of Finance, it is an instrument of citizens' identification.

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

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

In Italy you can apply at the nearest "Ufficio delle Entrate" (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 their residence permit application with them.

The comprehensive list of offices in Lombardy can be found on the [Agenzia delle Entrate \(Revenue Agency\)](#)

## **Health insurance**

Having valid health insurance for Italy is very important and is necessary for requesting a residence permit within 8 days of arrival into the country.

An insurance policy can be entered into in the country of origin and validated by the Italian Representation before departure, or you can choose from two options:

### *A) National Health Service*

The Italian 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 Italian 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 reason in the dedicated space: "iscrizione volontaria al SSN" (voluntary registration with the Italian NHS);

2. go to the ASL (Azienda Sanitaria Locale, 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/) [Link to an external site] -> and submit the following:

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
- tax code
- passport
- receipt of the residence permit application form
- self-certification of residence or fixed address
- self-certification 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 Euros at the post office (cost of the service for a whole year) or 49 Euros (for six months) onto postal account no. 71270003, in the name of: Agenzia Generale di Roma INA Assitalia, and write the following reason in the dedicated space: "polizza sanitaria studenti stranieri da 6 a 12 mesi" (health insurance policy for foreign students from 6 to 12 months).

Send via e-mail [info@insuranceitaly.it](mailto:info@insuranceitaly.it) the receipt of payment, copy of your passport and your address in Italy (write "presso Residenze Universitaria" if you are staying in one of the University facilities) in order to be able to receive the INA policy by post.

For further information call the telephone 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. documentation 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 bank 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 Euros for 1 revenue stamp (sold at the tobacconist's) to affix to the residence permit application form
- 30 Euros to be paid at the Post office when sending the kit
- 30.46 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 Ufficio Anagrafe (Registry Office) of the Municipality where you live. You should present the following at the Registry Office:

1. passport or identity card;
2. self-certification 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 bank account;
4. a copy of the payment receipt for health insurance.

#### It is possible to open a bank account

To open a current bank account you must:

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

Attention: the majority of bank branches are open from 8:30 am to 1:30 pm and 3:00 pm to 4:00 pm

#### Suggestions

As an alternative to a bank account, you can activate the Carta Multiservizi (Multi-services Card) issued to enrolled students by the **Crédit Agricole Italia spa**, which allows you to:

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