***REQUESTED DOCUMENTATION FOR THE RELEASE/RENEWAL/CONVERSION
OF THE RESIDENCE PERMITS FOR FOREIGNERS STUDENTS, TRAINEES AND RESEARCHERS.***

**Instance to be applied through the postal envelope (kit Postale) at the Italian post office**

***Requested documentation (photocopied) to be attached to the Kit Postale and to exhibit in original the day of your appointment at the immigration office of Sassari police Headquarters.***

**It is noted that in derogation from the legislation on self-certification the foreign Citizen, on the base of what is determined by the consolidated immigration text (D.Lgs. 286/98 e succ.mod.), must exhibit the certificates previously requested at the competent administration.**

**For all types of residence permits**

1. 16 euro Revenue stamp
2. A valid passport and a photocopy of the pages where you have stamps, visa and personal data
3. Current Residence permit
4. Personal photos of the applicant and the minors under 14 years old whom follow the applicant, in the case of minors they must be present the day of the appointment
5. National Italian number (codice fiscale) if present
6. Current residence certificate or rental agreement registered to Agenzia delle Entrate

Please note: the day of delivery and activation of the residence permit; parents must be present with their children.

**A) Release of residence permit for study and professional training (art.39, d,lgs. N.286/98 e succ.mod. ed integration, art.46 D.P.R. N.394/99).**

**Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

1- Photocopy of the entrance visa.

2-Photocopy of the enrolment certificate for the study course for which you apply (higher technical-professional study or education courses, even single university courses ,other academic programs) endorsed by the Italian diplomatic consular representation in the country of origin at the time of issuing the entrance visa.

3-Insurance policy copy covering medical expenses for the period of stay or the voluntary registration at the Italian national health service (postal payment slip for the contribution). The day of identification you need to exhibit the original and a photocopy of the formalized registration at the local health and social care competent office.

4- postal slip for the smart card (€30,46) and for the expected contribution (€40,00) for the residence permit for the duration of one year or less.

The stipulation of the integration agreement is expected at police headquarter in the case of residence permit duration of one year (art.4-bis, D.Lgs. n 286/98 e succ. mod. e integration e D.P.R. 14 September 2011 n.179).

**A1) Residence permit renewal for study/professional training (art.14, c 4 e46 D.P.R. N.394/99 E succ.mod. ed integration).**

**Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

1- Photocopy of the documentation that certifies the current enrolment at the university or at a professional training course for which occurred the entrance in Italy.

2-Photocopy of the documentation that certifies means of livelihood (postal or bank account statements, study grant, income from work ,income from family maintenance).

3-Postal slip for the smart card (€30, 46) and for the expected contribution (€40, 00 for 1 passed exam the first study year and 2 passed exams the second study year).

**Only for citizens who entered with a visa for study reasons even:**

**4- in the case of university course: university certificate** containing the list and dates of the passed exams.

5-A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (payment of postal slip of the contribution required for applying to formalise at the health service local office ,or the national card number, tessera sanitaria).

**B) Release/renew of residence permit for study for whom have a study grant, researchers, students who are practicing scientific activities for advanced high cultural research, curricular internships, a minor’s exchange plan: ex art.39/bis, D.Lgs. n. 286/98 e succ.mod. ed integration e art.44/bis, commi 3 e 4, D.P.R. n.394/99 e succ.mod.**

**Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

1-Photocopy of entrance visa.

2-Photocopy of the study grant certificate, high culture activity certificate, advanced research, curricular training ,or underage exchange plans, with visa released from the Italian diplomatic consular delegation in your country of origin.

3- A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (payment of postal slip of the contribution required for applying to formalise at the health service local office ,or the national card number, tessera sanitaria).

4-Photocopy of the documentation that certifies means of livelihood (postal or bank account statements, study grant, income from work ,income from family maintenance).

5- postal slip for the smart card (€30,46) and for the expected contribution (€40,00) for the residence and for the expected contribution permits for the duration of one year or less.

The stipulation of the integration agreement is expected at police headquarter in the case of residence permit duration of one year (art.4-bis, D.Lgs. n 286/98 e succ. mod. e integration e D.P.R. 14 September 2011 n.179).

**C)** **Residence permit for training** (ex art.27, comma 1, let. f) D.Lgs. N.286/98 e succ.mod. e integration ed art.40 comma 9 lett.a) D.P.R.n.394/99 e succ.mod.). Instance to be applied through the postal envelope (kit Postale) at the Italian post office.

**Release and renew:**

1- Photocopy of the entrance visa.

2- A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (payment of postal slip of the contribution required for applying to formalise at the health service local office ,or the national card number, tessera sanitaria).

3- Photocopy of sustenance support means: work grant/pay check (busta paga) if present.

4-Photocopy of the agreement stipulated between the internship promoter and the host company.

5-Photocopy of the training project with work grant in the field of what you are training for validated from the region.

6-Photocopy of the communication model (UNILAV).

7- postal slip for the smart card (€30,46) and for the expected contribution (€40,00) for the residence and for the expected contribution permits for the duration of one year or less.

The stipulation of the integration agreement is expected at police headquarter in the case of residence permit duration of one year (art.4-bis, D.Lgs. n 286/98 e succ. mod. e integration e D.P.R. 14 September 2011 n.179).

**D) Conversion of the residence permit for study/professional training or work training to work permit (ex art.27, comma, 1, let. F.) D.Lgs. n.286/98 esucc.mod. E integration ed art.40, comma, 9, lett, e b), D.P.R. n.394/99 e succ.mod.). Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

The demand of conversion of the residence permit for study reasons ,professional training or internship to a residence permit for work reasons can be submitted from a third country citizen’s whom in possession of the residence permit for study reasons, professional training, internship, who :

* Reached the age of majority in Italy and received a work offer, subordinate or self-employed, could in any moment, before the expiration of his residence permit, apply for a conversion of his residence permit for work reason.
* Whom has completed his academic course of studies achieving one of the expected tittles, academic degree first level or second level, high technic degree, three years degree or specialization master or PhD. ( Regulation of the interior ministry of 11 march 2009 and the regulation of the interior ministry of 12 October 2009) or whom did not terminate yet his academic course and received a work offer, subordinate or self-employment;
* Whom achieved the internship or the professional training and received an offer of work, subordinate of self-employment.

The demand of conversion of the residence permit must be presented at the prefecture office for immigration within the exact model online (VA/Z) on the portal of the ministry of interior ([www.nullaostalavoro.dlci.interno.it)using](http://www.nullaostalavoro.dlci.interno.it)using) using your digital ID card (SPID). Once verified the existence of the expected requirements, the prefecture immigration office will invite the foreigners citizen’s who submitted the instance and releases the relevant certificate and simultaneously the 209 model (already fulfilled) necessary for the release of the residence permit for work reasons, subordinate or self-employment, at the police headquarter within the sending of the postal kit envelope at the postal office.

**D1)** **From study (art.14, comma 6, e 46 D.P.R. n394/1999 e succ. Mod.) And from internship/professional training (art.27, let. F) d.l.g.s. n286/89 e succ. Mod. And integration, art.14, comma.6, D.P.R. 394/1999 E SUCC.MOD).To subordinate work.**

**Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

1-209 model prepared by the immigration office of the prefecture;

2- The enrolment at the academic study course, or the certificate of achievement of study tittle, professional qualification or the completion of internship.

3-A photocopy of the work contract endorsed by the labour inspectorate, (ispettorato del lavoro).

4-Photocopy of the ID card of the employer (for non EU citizen resident permit and passport photocopy is also needed).

5-If there was already an employment relationship, before the stipulation of the work contact: communication of the UNILAV/UNISOM, last pay check (busta paga), annual income declaration (CU) if present.

6- Postal slip for the smart card (€30, 46) and for the expected contribution (€40, 00 for one year or less residence permits or €50,00 for residence permit with duration over one year or more).

D2) **From study (art.14, comma 6, e 46 D.P.R. n394/1999 e succ. Mod.)And from internship/professional training (art.27, let. F) d.l.g.s. n286/89 e succ. Mod. And integration, art.14, comma.6, D.P.R.) to self-employment. Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

**1-**209 model prepared by the immigration office of the prefecture;

2- Postal slip for the smart card (€30, 46) and for the expected contribution (€40, 00 for one year or less residence permits or €50,00 for residence permit with duration over one year or more).

3-Documentation based on the specific activity:

\*Industrial labour activities, professional, craftsmanship, commercial (art, 26, 2, D.Lgs. n.286/98 e succ. Mod. E integration)

1-Certificate of incorporation, Visura Camerale (except in the case of freelancers; registration at the exact professional register where needed).

2- Certificate copy of the attribution for the VAT granting.

3-Certified documentation for the particular practiced labour.

-Copy of the Modello Unico with electronic mailing registration or promise to send.

-Copy of the balanced sheet endorsed from the professional accountant registered at the expected register.

-Copy of all the purchases, sales invoices relatives to all the practiced activities either deposited nor less to the accountant office.

\*Activity for which is not expected the release of any authorization or license or registration to the register or enabling list (example, consultancy activity , even on the base of collaboration contract coordinated and continuous) (art.26 comma 2, D.Lgs. n.286/98 e succ. Mod. E integration e art.39 comma 3, D.P.R. N.394/99 E SUCC.mod.)

1. Recent declaration of the client who indicates the type of contact, and its expiration, and equivalent or in alternative copy of collaboration contract.

2. Copy of the client ID card (copy of resident permit and passport if not Italian citizen).

3. Possible presentation of F24 model (occasional labour) or pay check (busta paga) if present.

4. Copy of the company tax code.

\*Members administrators of society or cooperative whom already in activity (art.26, comma 2, D.Lgs. N.286/98 e succ.mod. Ed integration, art.39 comma,4. D.P.R. N.394/99 e succ. Mod.).

**1**. Recent declaration of the legal representative of the company about the worker permanence in the company.

2. Copy of ID document of the legal representative of the company (residence permit and passport if not Italian citizen);

3. Copy of the page in the registration number where it is written the employee name.

4. Documentation to certify the means of livelihood: copy of the last income declaration and last three month of paycheck.

5. Copy of the company tax number.

**E) Residence permit release for scientific research reasons (art.27-ter, D.Lgs. n.286/98 e succ.mod. e integration).**

**Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

1. A photocopy of the no objection file (nulla osta) for entrance ex art.27-ter T.U. immigration released from the immigration office in prefecture with a photocopy of the entrance visa.
2. A photocopy of the reception agreement stipulated with the research institution.
3. A photocopy of the research project approved by the organs of administrative institution.
4. Registration certificate from the research institution ministerial list.
5. A photocopy of the labour contract stipulated in the immigration office of the prefecture (if the convention indicates and permits the work activity in subordinate form) or collaboration form, freelancer (if the convention permits the labour activity as autonomous worker).
6. Documentation to prove the means of livelihood, it should be minimum the double of the social check (last pay check or certificate of training grant for research or relative documentation for work practice in autonomous form) if present.
7. A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (payment of postal slip of the contribution required for applying to demand service local office, or the national card number, tessera sanitaria, postal slip of contribution payment). The day of the appointment you should present the certification of registration at the local social health office.
8. Postal slip for the smart card (€30, 46) and for the expected contribution (€40, 00 for one year or less residence permits or €50,00 for residence permit with duration over one year or more).

The stipulation of the integration agreement is expected at police headquarter in the case of residence permit duration of one year (art.4-bis, D.Lgs. n 286/98 e succ. mod. e integration e D.P.R. 14 September 2011 n.179).

**E1) Renewal of the residence permit for the motivation of scientific research (art.27-ter.D.Lgs.n.286/89 e succ.mod. e integrazioni). Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

1. A photocopy of the hospitality convention certificate which expects the confirmation of the research program.
2. A photocopy of the labour contract stipulated in the immigration office of the prefecture, UNILAV, if the convention indicates and permits the work activity in subordinate form or collaboration form, freelancer (if the convention permits the labour activity as autonomous worker).
3. Documentation to improve the means of livelihood, it should be minimum the double of the social check (last pay check or certificate of training grant for research or relative documentation for work practice in autonomous form) if present if the work is practiced as a freelancer ,is needed the income declaration and the invoices for the last three months.
4. A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (payment of postal slip of the contribution required for applying to demand service local office, or the national card number, tessera sanitaria, postal slip of contribution payment). The day of the appointment you should present the certification of registration at the local social health office.
5. Postal slip for the smart card (€30, 46) and for the expected contribution (€40, 00 for one year or less residence permits or €50,00 for residence permit with duration over one year or more).

**F) Residence permit conversion from study or research motivation in a permit to a labour research motivation for students and researchers. (Art.27-ter, comma 9-bis.1, D.Lgs. n286/98 e succ.ed integrazioni). Instance to be applied through the postal envelope (kit Postale) at the Italian post office.**

1. A photocopy of the documentation witch certifies the livelihood meaning on the base of parameters of expected income of the art.29, comma 3 let b) D.Lgs. 286/98 (postal account/or bank account or a study grant or a work income or family income to support the applicant with substitute notoriety declaration about the livelihood).
2. A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (art.34 comma 3, D.Lgs. n286/98 e succ.mod. e integrazioni).
3. Documentation relating to the achievement of the study course in Italy (research doctorate, master, three year diploma, specialization diploma, first level diploma or second level diploma or a high technical diploma. If one those certificates is not available it can be present within 60 days after the residence permit request.
4. A photocopy of immediate declaration of labour availability (D.I.D.) presented at the expected labour office (art.19, D.Lgs. n.150/15) e/o a photocopy of business project in coherent with the study course concluded.

**G) The release of a third country citizen Presence document whom hold a residence permit for study/ scientific research from another EU country (art.39, comma 4 –bis e 27-ter, d,lgs. N.286/98 e succ.mod. e integrazioni).**

**Instance presented at the Police headquarter immigration office without appointment.**

1. A photocopy of the residence permit for study reason released by EU country at foreign citizen.
2. A photocopy of the documentation legalized and translated then apostilled coming from the academic authorities of the EU country witch certify that the citizen benefits from a EU country or a multilateral including measures on student mobility (art.39, comma 4-bis, D.Lgs. n.286/98 e succ. mod. e integrazioni) or from the communication at SUI of the prefecture office of the activity for scientific research for short period max duration (180 days) carried out by the Italian institution whom host the researcher (art.27-ter comma 11, D.Lgs.n.286/98 e succ.mod. ed integrazioni).
3. Documentation to certify the livelihood means such as (postal account, bank account, study grant, work income or family income witch in charge to support economically the applicant with substitute for notoriety declaration of livelihood).
4. A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (payment of postal slip of the contribution required for applying to demand service local office, or the national card number (tessera sanitaria) postal slip of contribution payment; the day of the appointment you should present the certification of registration at the local social health office.

**H) Conversion of the residence permit released at the foreign citizen from third country or another EU country to a residence permit for national study. (Art.39, comma 4-ter, D.Lgs. n.286/98 e succ. Mod. E intergrazioni).**

**Instance to be presented by envelope (kit postale) at the Italian post office.**

1. A photocopy of the residence permit for study reasons released by the EU country or a third country at the foreign citizen registered at a study course, technical, higher education, high teaching, whom benefits from the EU programme or a multilateral comprising measurements of mobility for students or the agreement between a two or more institution for high education.
2. A photocopy of documentation, legalised and translated (or apostilled) coming from the academic authorities from the EU country where the foreign citizen completed his study course which certify that the study programme completed is compatible with the study programme intended to be started in Italy.
3. Documentation to certify the livelihood means such as postal account, bank account, study grant, work income or family income witch in charge to support economically the applicant with substitute for notoriety declaration of livelihood.
4. A photocopy of the insurance policy with annual coverage of health expense or a receipt certifying voluntary registration at the National Health Service (payment of postal slip of the contribution required for applying to demand service local office, or the national card number (tessera sanitaria) postal slip of contribution payment the day of the appointment you should present the certification of registration at the local social health office.
5. Postal slip for the smart card (€30, 46) and for the expected contribution (€40, 00 for one year or less residence permits or €50,00 for residence permit with duration over one year or more).