

VISA procedure (study visa) & Permit to stay (permesso di soggiorno)

The starting point is always the enrollment for a course. You could start every Monday as all courses start every Monday for various durations (1 week up to a year). For long term stays exceeding 90 days, students originating from outside Europe require to apply for a **study visa**.

After receiving the enrollment we require full course payment, to give validity to our documents. Upon receipt of the course fees we will immediately start preparing you certain documents and look for adequate accommodation according to your preferences (if required, as some students don't require accommodation). Other documents need to be arranged by the you, the student or by the person offering/ providing you accommodation in Italy.

Documentation

The documents the school prepares are the following:

1. a course admission certificate,
2. a letter for the embassy,
3. an invoice (statement course paid),
4. a guarantee of availability of appropriate accommodation (in case you stay with a friend/ family, they will need to declare the availability of accommodation), also called 'invitation letter',
5. extract registration school at the Chamber of Commerce,
6. a copy of the passport of the director of the school,
7. and copies of our partnerships with several Universities in Italy (Genoa, Siena and Milan) and recognition as a CILS examination center by the University of Siena.

You yourself will be responsible for:

1. Health insurance coverage (Schengen policy (covering costs up to €30000,- and repatriation)
2. a valid passport for the total duration of your envisioned stay in Italy + 3 months,
3. sufficient financial means to support your stay in Italy (table with rates included at the end of document).
4. airplane ticket (two-way – open ticket)
5. optional: in some countries a motivational letter is requested/ recommended

Generally speaking students would need to apply for a tourist visa if there stay doesn't exceed 90 days or 12 weeks + 6 days. For any study/ stay exceeding this period a study visa is required.

Duration of the procedure

1. Enrollment course
2. Payment course
3. Preparation documents
1 week – international money transfers may take up to 3 – 4 working days to arrive. Preparation of the documents is done by the school the same day.
4. Shipping documents
Depending the destination this might take 1 to 2 weeks with regular mail. Available also the service of express courier at €40,-. Delivery normally in 2 working days and insured.
5. Making apointment in the embassy/ consulate for interview and consignment application
6. Interview
7. Visa practise (2 – 14 working days) – final decision

Totale duration of the procedure from 3 weeks up to 6 weeks.

You could also consult the official website for more information (also available in English): [Visto per l'Italia](#). We would also recommend to contact the Italian consulate/ Embassy in your country of residence for confirmation and if any specific terms, rules or conditions exist.

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Permit of Stay

Once you have obtained your study visa, it will be necessary to apply '**permesso di soggiorno**' or permit of stay. You will need to do this within 8 days of arrival in Italy. You can do this by going to any post office in Italy and get the 'kit' or application form, which you will need to fill in. You will need to add copies of pages of your passport. Once filled in you will need to return to the post-office to send everything and pay a tax (currently around €125,-, but this varies from year to year). You will be given a provisional confirmation and simultaneously an appointment is set at the 'Questura' or main police station, generally 3/4 weeks later. Here you will receive your 'permesso di soggiorno'. The status of your case can be consulted online.

Fiscal Number

Optional: if you are interested in working in Italy, prolong your stay, open a bank account, etc., you will require a '**Codice Fiscale**' or fiscal number. With your 'permesso di soggiorno (provisional or definitive certificate) you will have to go to the 'agenzia delle Entrate' at Piazza Carignano, Genova and apply for a fiscal number.

Please contact us if you require any additional information.

See you in Genova!

Required Financial Means

Duration of stay/ holiday	1 participant	2 or more participants
From 1 to 5 days: fixed rate	€ 269,60	€ 212,81
From 6 to 10 days: daily rate per person	€ 44,93	€ 26,33
From 11 to 20 days: fixed rate	€ 51,64	€ 25,82
Daily rate per person	€ 36,67	€ 22,21
Exceeding 20 days: fixed rate	€ 206,58	€ 118,79
Daily rate per person	€ 27,89	€ 17,04