

## VISA procedure (study visa) & Permit to stay

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 reception 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 have friends, family or partner living here). The documents we prepare 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. our regular registration 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,
2. a valid passport for the total duration of your envisioned stay in Italy,
3. sufficient financial means to support your stay in Italy.
4. airplane ticket (two-way – open ticket)

Generally speaking students would need to apply for a tourist visa if their stay doesn't exceed 90 days or 12 weeks + 6 days. For any study 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 on 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.
5. Making appointment in the embassy/ consulate
6. Interview
7. Visa practise  
From 10 days up to 2,5 weeks.

Total 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):

[http://www.esteri.it/visti/index\\_eng.asp](http://www.esteri.it/visti/index_eng.asp). I would also recommend to contact the Italian consulate/ Embassy in your country of residence for confirmation.

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. You can do this by going to any post office in Italy and get the kit or module you will need to compile. You will need to add copies of pages of your passport. Once compiled you will need to return to the

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post-office to send everything and pay a tax (currently around €115,-, but this varies from year to year). You will be given a provisional certificate/ 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. The status of your case can be consulted online.

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.

Cari saluti,

