1. Students should go to the Foreign Student’s office (SPORTELLO STRANIERI UNIPV - Tuesday from 9.30 to 12.00 in Via Sant’Agostino 1 and Wednesday from 14.00 to 16.00 in Via Ferrata) and bring the following documents:

- Photocopy of all the pages of your passport (also blank pages)
- Photocopy of an insurance policy
- Photocopy of the enrolment document at the University of Pavia
- Photocopy of your Tax Code
- 1 “marca da bollo” (revenue stamp) of 16,00 euros
- 4 passport size photographs (they must be identical and preferably on white background)

2. The ‘Visa application kit’ will be filled in at the Sportello Stranieri, and after that, the student should take the kit to the post office to send it to the Immigration Authorities.

   The postal fees and the sending will cost about 140 euros.

   You will receive a receipt with the indication on the date where you will have to report to the Questura (Police Station) in Pavia for the subsequent steps.

   The Italian post offices offer a new service on the website called “Portale Immigrazione”, that allows you to check the status of your Permit of Stay application. To know whether your permit is ready to be issued, you can visit the following website (username and password are shown on post office receipt):

   https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx

3. Go to the Appointment at the Questura (Police Station) for the verification of the documents delivered at the Post office.

   Remember to bring:

   - 4 ID photos (on white background, in passport format)
   - Copy of the documents previously delivered in the Kit
   - Passport (original document) and the receipt of the registered mail

   During the appointment, they will take your fingerprints.