



Dear student,

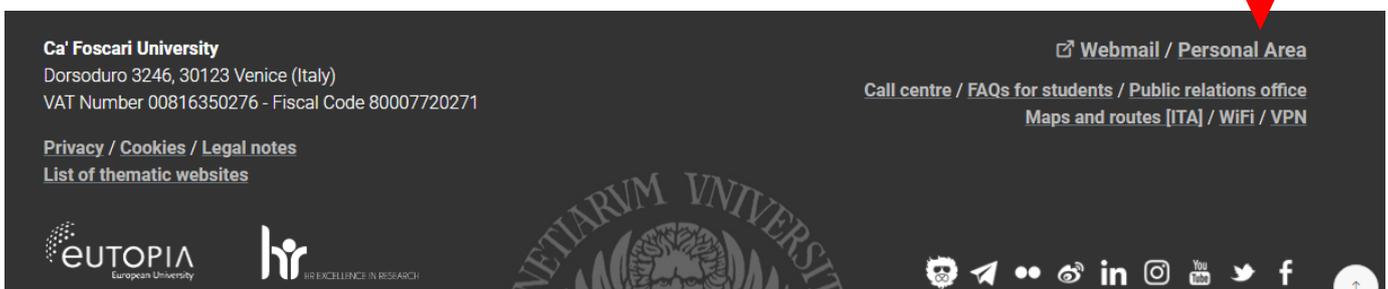
As you might know, if you are a non-EU citizen and plan to come to Italy for a period exceeding 90 days, you must apply for a residence permit within 8 days from your arrival.

If you haven't applied yet, you can find the whole procedure, either for the first issue and for the renewal, explained at this link, under the tab "Residence Permit": www.unive.it/pag/12525/

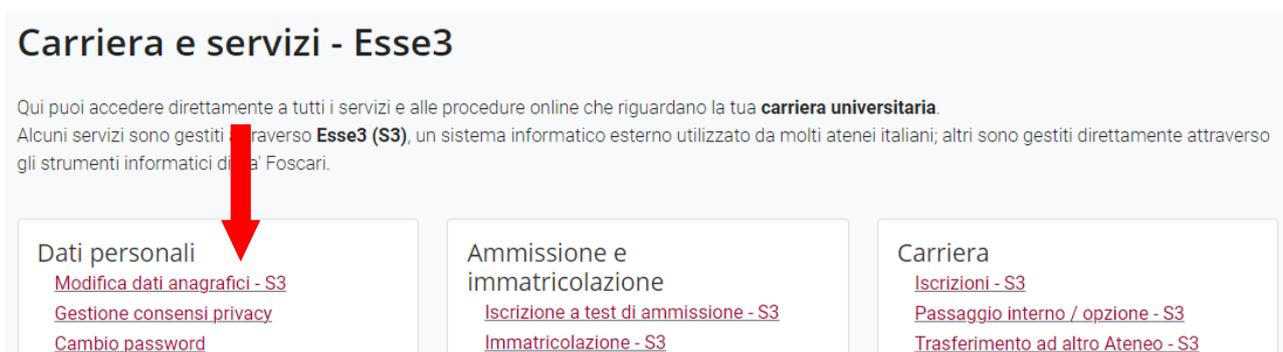
It is very important to provide the University with a copy of both post office receipt and residence permit card as soon as you receive them, otherwise, we will not consider you as legally staying in Italy and therefore you will not be able to access to students' services and, finally, to graduate.

Here we will explain how to upload the post office receipt/residence permit card in your student personal area.

1. Access your Personal Area from the bottom of the main page www.unive.it



2. Click on "Modifica dati anagrafici – S3"





3. You can switch language into English by click on the 3 lines menu on the right

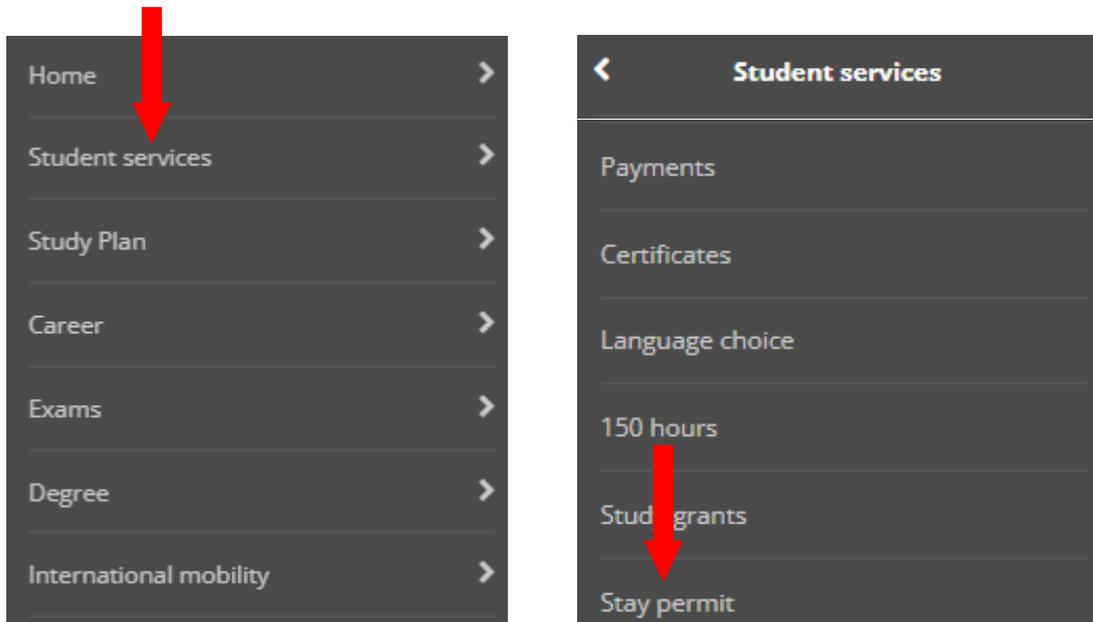


Dati Anagrafici

In questa pagina sono riepilogati le informazioni relative ai dati anagrafici, di residenza e di domicilio. Selezionare la voce "Modifica" per apportare eventuali variazioni.



4. In the same 3 lines menu click first on "Student Services" and then at the bottom on "Stay permit"



5. Click on "Add a new visa / residence permit" and then on "Residence permit management"

List of visa/residence permits

The are no visa/residence permits

[Add a new visa/residence permit](#)

Residence permit management

Through the following webpages you will be able to update the details regarding your residence permit.

[Residence permit management](#)



6. How to fill in the blanks:

- If you have the post office receipt:
 - a. Date of issue: date on the bottom-right of the receipt
 - b. Expiring date: date of issue plus 6 months
 - c. Type of residence permit: "presentata domanda"

Residence permit

Date of issue*	date on the bottom-right of the receipt (dd/mm/yyyy)
Expiring date	date of issue plus 6 months (dd/mm/yyyy)
Type of residence permit*	<input type="checkbox"/> Tempo indeterminato <input type="checkbox"/> Tempo indeterminato <input type="checkbox"/> Tempo determinato <input checked="" type="checkbox"/> presentata domanda

0614 PASSWORD 34000 USER ID

Posteitaliane Mod. 22-A - FP80017A SP - Ed. 09/13 - OP017A - BL/16

Accettazione **ASSICURATA** RICEVUTA

Si prega di compilare a cura del mittente a macchina o in stampatello

DESTINATARIO	C.S.A. per conto della Questura di	
	Viale Palmiro Togliatti	1505
	VIA / PIAZZA	N° CIV.
	00155 ROMA	RM
	C.A.P. COMUNE	PROV.
MITTENTE	SURNAME / COGNOME	
	NAME / NOME	
	ADDRESS / INDIRIZZO	
	C.A.P. COMUNE	PROV.

Richiesta di rilascio/renovazione/aggiornamento e duplicato Totale €

Causale: AVU 13/12/2016 08:49

DATE OF ISSUE / DATA DI RILASCIO

- If you have the residence permit card:
 - d. Date of issue: back side of the card
 - e. Expiring date: front side of the card
 - f. Type of residence permit: "Tempo determinato"

Residence permit

Date of issue*	<input type="text"/> (dd/mm/yyyy)
Expiring date	<input type="text"/> (dd/mm/yyyy)
Type of residence permit*	<input type="checkbox"/> Tempo indeterminato <input checked="" type="checkbox"/> Tempo determinato <input type="checkbox"/> presentata domanda

PERMESSO DI SOGGIORNO

NOME
NAME AND SURNAME /
NOME E COGNOME

VALIDO FINO AL
EXPIRING DATE / DATA DI SCADENZA

LUOGO E DATA DI RILASCIO
PA 16.02.2016

TIPO DI PERMESSO DI SOGGIORNO
KIND OF PERMIT /
TIPO DI PERMESSO

OSSERVAZIONI

AUTORITÀ RILASCIANTE
FIRMA TITOLARE

ANNUNZI / REMARKS

DATA / AUTORITÀ DI RILASCIO / DATE AND AUTHORITY OF ISSUE
DATE OF ISSUE / DATA DI RILASCIO

LUOGO DI NASCITA / PLACE OF BIRTH
PLACE OF BIRTH / LUOGO DI NASCITA

PERSONAL INFO / INFORMAZIONI PERSONALI



7. Check the data and click on “confirm”

Residence Permits

In this page you can find the information about your residence permit. If they are correct click "Confirm", otherwise use "Back" to change your data.

Residence permit	
Date of issue (dd/mm/yyyy):	04/08/2022
Expiring date (dd/mm/yyyy):	04/02/2023
Type of residence permit:	presentata domanda
Stato permesso di soggiorno:	Presentata



8. Attach a copy of your residence permit document (either post office receipt or permit card)

- First click on “upload new attachment”

Attachments

In this page you can upload documents related to your residence permit.

Residence permit	
Date of issue (dd/mm/yyyy):	04/08/2022
Expiring date (dd/mm/yyyy):	04/02/2023
Type of residence permit	presentata domanda

Attachments' list

 There are no documents attached



- And then upload from fill fin as follow and upload the file from your device

Attachment details

Title:*	POST OFFICE RECEIPT / RICEVUTA POSTE or RESIDENCE PERMIT CARD / PERMESSO DI SOGGIORNO
Description:*	POST OFFICE RECEIPT / RICEVUTA POSTE or RESIDENCE PERMIT CARD / PERMESSO DI SOGGIORNO
Attachment:	<input type="button" value="Scegli file"/> <input type="button" value="UPLOAD FILE FROM HERE / CARICA IL DOCUMENTO DA QUI"/>



9. Check again your data and attachments and click on "next"

Attachments

In this page you can upload documents related to your residence permit.

Residence permit	
Date of issue (dd/mm/yyyy):	04/08/2022
Expiring date (dd/mm/yyyy):	04/02/2023
Type of residence permit	presentata domanda

Attachments' list

Title	Description	Nome file	Actions:
ricevuta	ricevuta	FAC SIMILE ricevuta.jpg	  

Upload new attachment

Back

Next



10. Once you arrive on this page, you are done!

Visa/Residence Permit

In this page you can find your visa/residence permit. From this page you can see its details and eliminate it. If you don't hold a visa/resident permit yet, please click on Next.

List of visa/residence permits

Date of issue	Expiring date	Type of visa/residence permit	Attachment uploaded	State	Actions
04/08/2022	04/02/2023	presentata domanda	Yes		 

Add a new visa/residence permit

Any time you apply for a new residence permit, or you collect the renewed the residence permit card, you need to upload it in your personal area through this procedure.

Thank you.