**A GUIDE TO**

**Obtaining Your First Residence Permit**

**STEP 1**

**POSTAL APPLICATION KIT**

International students have to apply for their residence permit by submitting the postal Application Kit at a Post office of their preference. On the application form they have to specify the following address: **Via Mercanti, 8 (20121 Milan)**.

**STEP 2**

**1ST APPOINTMENT WITH THE IMMIGRATION OFFICE AT THE QUESTURA (POLICE HQ) IN VIA MONTEBELLO, 26 (MILAN)**

Students are invited to go to the Office on the date and time specified on the postal receipt to have photo and fingerprints taken. Moreover, they will have to specify their home address in Milan.

**STEP 3**

**SCHEDULE OF THE 2ND APPOINTMENT WITH THE IMMIGRATION OFFICE AT THE QUESTURA IN VIA MONTEBELLO, 26 (MILAN)**

Students will receive the 2nd appointment with the Immigration Office for the collection of their residence permit via SMS or by registered postal mail.

**STEP 4**

**2ND APPOINTMENT WITH THE IMMIGRATION OFFICE AT THE QUESTURA IN VIA MONTEBELLO, 26 (MILAN)**

Students can finally collect their residence permit.

**Important:** On the application form (as shown in the next page) you will have to specify the following address: **Via Mercanti, 8 (20121 Milan)**. Moreover, if students miss the appointment with the Immigration Office, they will lose the fast track available to them and they will have to ask for a new appointment through their University.
A guide to fill the application form

**IMPORTANT:** You have to fill the red and blue sections. Regarding the first ones, please copy the information as above.