

Visas and Permissions

Le Arti Orafe Jewellery School, in cooperation with [EDUITALIA](#) can assist and advise those students who require a STUDY VISA to study in Italy or those would like to obtain a **Permission of stay** (Permesso di Soggiorno) for the purpose of prolonged study overseas. If you are a citizen of the EU (European Union) you do not require a Visa but have to report to the [Police Headquarters](#) of Florence and apply for a Declaration of Stay (see European Union citizens box over). If you are not a citizen of the EU, you require a **Study VISA** obtainable at the Italian Consulate in your home country. Obtaining the VISA and arriving in Italy, you need to ask for a **Permission of stay** within 8 business days from your arrival in Italy.

Obtaining a VISA

You should contact the **Italian Embassy** or **Consulate** in your country to determine exactly what is required for you to enter Italy as a foreign student. Take with you a copy of your **Enrolment Certificate** (a certified document from Le Arti Orafe confirming that you will be attending the school on a specified date).

The school will send out the **Enrolment Certificate** when we have received the fully completed **Student enrolment form and payment of the course/courses in full**.

Note

If your VISA is not issued on time, you must notify the school's secretary prior to the commencement of your course with an authorized document from the Embassy stating that your VISA application was rejected. Without this authorized document, we cannot reimburse the deposit. Failure to notify the school prior to the commencement of your course, will result in the loss of your deposit and the annulment of your enrollment.

Obtaining a Permission to Stay

Upon your arrival to Florence, if you have the Study VISA, you need to contact the **Questura of Florence** (Florence's [Police Headquarters](#)) and notify them of your presence in Italy. They have a department dedicated to the needs of foreign people (Ufficio immigrazione) and will be able to help you attain your **Permission of stay** (Permesso di soggiorno) documents.

You can also contact [EDUITALIA](#): they can assist in preparing and submitting your Permit to Stay application. Their online Permit to Stay program and detailed instructions guide students step by step through the entire preparation process. They also provide you with the Revenue Tax Stamp (Marca da Bollo) and assist you in obtaining the required basic Italian Health Insurance: permittostay@eduitalia.org

EDUITALIA

Piazza di San Lorenzo, 6
50123 Firenze ITALIA

Tel. +39 055 210460; +39 055 3909809; info@eduitalia.org

<http://www.eduitalia.org>

In order to obtain a PERMISSION OF STAY, you will need to take the following with you when you visit the QUESTURA:

1. Three passport photos
2. A photocopy of your passport
3. Your ENROLLMENT CERTIFICATE from LE ARTI ORAFE JEWELLERY SCHOOL validated by the Italian Consulate
4. Your health insurance documents or the INA Health Insurance for Urgent Hospital Care that can also be done in Florence.
5. A revenue stamp of 14.62 €
6. Your VISA issued by the Italian Embassy in your country
7. A photocopy of your credit card or a financial guarantee

**Police headquarters – Questura di Firenze
Ufficio Immigrazione - Sportelli**

Via della Fortezza, 17

50129 (FIRENZE - FI)

tel:+39 055 49.77.602 - 49.77.603 - Fax: +39 055 49.77.062 - immig.quest.fi@pecps.poliziadistato.it

European Union citizens

Under [Legislative Decree no.32 of 28 February 2008](#) (pdf 39 Kb) EU citizens who wish to stay in Italy for **periods not exceeding 3 months** should report their presence on Italian territory to the local Police authorities filling out the [relevant form](#) (pdf 44 Kb). They will be issued a duly stamped copy that must be shown whenever requested by Police. If they fail to comply with the obligation to report they will be deemed to stay in Italy for a period exceeding 3 months.

EU citizens who wish to stay in Italy for a **period exceeding 3 months** should [register with the local Anagrafe](#) (population register of the place of residence) (pdf 19 Kb) for the district they reside in.

Documents needed for the registration should attest that they work, study or attend vocational training courses.

Otherwise evidence must be given to have sufficient financial resources as well as to be covered by a sickness insurance policy for the duration of one's stay in Italy.

The Fiscal Code

The Fiscal Code identifies a citizen in all his or her dealings with Public Authorities and Administrations. It can be used to open a bank account or at the local post office; Money Transfers (Money Gram, Western Union, etc.); Sign a legal part-time contract (max 20 work hours/week; 1040 work hours/year); private apartment rental contract; public transportation ticket subscriptions; car and bicycle rentals, etc...

To get it you can go to Agenzia delle Entrate Office with your passport and permission of stay application receipt and ask for it or ask to [EDUITALIA](#)

Agenzia delle Entrate

Via S. Caterina d'Alessandria, 23

Florence, Italy

Opening:

Mon – Fri 8.30 a.m. to 12.30 p.m.

Thursday: 2.45 p.m. – 4.45 p.m.

Links:

<http://www.eduitalia.org>

<http://www.poliziadistato.it/articolo/view/10619-English>

<http://www.portaleimmigrazione.it>

<http://www.cantieriditalia.rai.it>