

Ambassadors Aligned Association

INFORMATION REGARDING EU STUDENTS

Guide to Residence Registration for EU Students in Italy

If you are an EU/EEA/Swiss/Schengen student planning to stay in Italy for more than 90 days, you must register your residence through the Dichiarazione di Residenza at the local Registry Office (Ufficio Anagrafe) of your municipality. This process ensures your official presence in Italy and grants you access to certain local services.

Before applying, you will need to determine which Roman municipality (Municipio) you belong to, either by checking the official Comune di Roma website with your address or by calling 06/0606. Once identified, you can contact the relevant office to begin your registration.

How to Register Your Residence in Rome (EU/EEA/Swiss/Schengen Students)

To apply for the Dichiarazione di Residenza, submit the request form to your local Registry Office (Ufficio Anagrafe) either in person, by certified email (PEC), regular email, or registered mail, attaching a copy of your ID.

You will also need:

- Valid personal ID or passport
- Acceptance letter from LUISS
- Proof of sufficient financial resources for your studies (self-declaration allowed)
- Comprehensive private health insurance or European Health Insurance Card (EHIC)
- Further details are available on the official Comune di Roma website.

How to Register Your Residence in Rome (EU/EEA/Swiss/Schengen Students)

How to fill out the temporary registration (Dichiarazione di residenza):

First Page:

- In the first section, select the second option: “Dichiarazione di residenza con origine dall'estero” (Declaration of residence with origin from abroad), and specify the foreign country of origin.

In the following section, provide the requested personal details.

At the Bottom of the First Page:

- Below the word “Dichiara,” select the option “Di aver trasferito la dimora abituale al seguente indirizzo” (I declare that I have transferred my habitual residence to the following address) and indicate the residence address.
- Disregard the next section, which concerns family members moving in with you.

Third Page:

- In the last section, indicate whether other people reside at the same address. You can indicate only one person.
- If you have no familial relationship with the person (i.e., no relationship by marriage, parentage, affinity, adoption, guardianship, or emotional bonds with the family members already residing), select the option on the left.
- If you do have a relationship with them, select the option on the right and specify the relationship.
- After "Si allegano i seguenti documenti" (The following documents are attached), specify whether you are attaching the indicated person's ID card or passport..

Fourth Page:

- Specify the type of contract for the room/apartment. If you have a standard rental contract, select option 2 and fill in the details: the location of the Agenzia delle Entrate (Revenue Agency) where the contract was registered, the date, and the contract reference number.

Fifth Page:

- At the beginning of the page, fill in your personal address in Italy, followed by the date and your signature.

Final Step: Attach the Necessary Documentation:

Attach the documents mentioned in our previous paragraph, which are also listed in point 3 of the request form “Cittadino studente (non lavoratore)” (Student Citizen [Non-Worker]).

Contact Us:

contact@ambassadorsaligned.org

Head of Department: panova.anja@studenti.luiss.it