



Ambassadors
Aligned

Immigration and
International Discourse

Head: Anja Panova

RENEWAL / RINNOVO OF PERMESSO DI SOGGIORNO (PDS)

 LUISS



About Us:

Ambassadors Aligned is a student-led association at LUISS that blends diplomacy, education, and innovation to empower globally minded students.

As part of Ambassadors Aligned, the **Immigration Department for International Discourse** is dedicated to assisting international students at LUISS in managing the bureaucratic and administrative processes required for their stay in Italy. We aim to simplify complex procedures by offering personalized support and clear information, helping students feel confident and informed. Through collaboration, dialogue, and cultural sensitivity, our department fosters a welcoming environment where international students can thrive both academically and personally.



WHEN SHOULD I RENEW MY PERMESSO DI SOGGIORNO?

- From 2 months before it expires until the day it expires.
- **PAY ATTENTION:** If you leave Italy during the summer and come back after the PdS has expired, you have to submit a request for a renewal BEFORE you leave Italy.

If you come back after your PDS has expired, the police at the border will not let you in the country.

HOW TO ENTER AND LEAVE ITALY AFTER APPLYING FOR RENEWAL OF PdS?

Holders of the postal receipt for the PdS renewal can leave and enter Italy, only provided that:

- they have the passport, the postal receipt of the residence permit renewal and the original of the expiring/expired residence permit;
- the travel does not include transit through Schengen Countries.

Also in this case, for travelling in the Schengen Area and in other countries, you are strongly recommended to verify with the embassy/consulate of the country you are planning to go to, if you need a visa for entering, according to your citizenship and your current domicile.



WHAT IS THE PROCEDURE FOR RENEWAL OF MY PDS?

1. **Collect the envelope** at the post office
2. **Submit the envelope** together with the required documents to the post office.
3. Attend the **interview with the police** and submit the required documents.
4. The police will send you an sms when your new PDS is ready (usually after a month).

Check the status of your PdS at:

<http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN>.



STEP 1

**COLLECT THE DOCUMENTS,
FILL IN THE FORM, SUBMIT THE
ENVELOPE TO THE
POST OFFICE**





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WHICH DOCUMENTS SHOULD I INCLUDE IN THE ENVELOPE?

- Modello 1 and bollettino / Payment slip (collect it at any post office)
- Photocopy of passport in b/w– bio data page
- Photocopy of expiring permesso di soggiorno
- Marca da bollo of 16 euro (buy @ tobacco shop)
- Photocopy of current health insurance payment receipt / contract
- Self-declaration statement of enrollment including exams already passed to be printed, available from Web Self Service < Registration/Certificates < Self Declarations < Self-declaration Registration with exams and dates - ENGLISH

List of available self-declaration models

 [Self-declaration Registration with exams and dates - ENGLISH](#)



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WHICH DOCUMENTS SHOULD I INCLUDE IN THE ENVELOPE?

PLEASE NOTE:

The Permesso di soggiorno can be renewed upon condition that:

- you passed at least one exam during the current academic year (if you are a first year student)
- you passed at least two exams during the current academic year (if you are a second or third year student)

The permesso di soggiorno can be renewed up to 3 years after the normal duration of the programme.



COSTS

The PdS administrative cost will be a total of € 101,96:

- € 30 Form
- € 70,46 Bollettino to get the electronic permit of stay
- €1,50 Taxes



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RENEWAL OF PERMESSO DI SOGGIORNO

HOW TO COMPLETE THE APPLICATION

IMPORTANT:

WRITE IN BLOCK. CAPITAL LETTERS USING A BLACK PEN

THE FORM (MODULO 1) - pag.1

 **MINISTERO DELL'INTERNO**

Al Signor Questore di: MILANO

(Sigla Provincia)^(a) MI

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MARCA DA BOLLO
€14,62

MOD. 209
MODULO 1

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME ^(a)
LAST NAME

4. NOME ^(a)
NAME

5. PROVINCIA DI DOMICILIO ^(b) MI

6. COMUNE DI DOMICILIO
MILANO

7. RICHIEDE IL:

8. RILASCIO ^(c) ☐

9. RINNOVO ^(c) ☒

10. AGGIORNAMENTO ^(c) ☐

11. DUPLICATO ^(c) ☐

12. CONVERSIONE ^(c) ☐

13. DEL/DELLA:

14. PERMESSO DI SOGGIORNO ^(c) ☒

15. CARTA DI SOGGIORNO ^(c) ☐

16. CODICE TIPOLOGIA PERMESSO
CARTA DI SOGGIORNO IN RICHIESTA ^(d) 24

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI ^(c) ☐

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI
RIFERIMENTO ^(e) 24

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO ^(d) 24

20. DATA DI SCADENZA DEL PERMESSO gg/mm/aaaa

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA ^(f)

22. INDICARE QUALI MODULI SONO STATI COMPILATI ☐ ☐

23. MODULO 1 ☒ 24. MODULO 2 ☐

25. INDICARE IL NUMERO TOTALE DI FOGLI ^(g) ☐ ☐

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO ^(h) ☐ ☐

27. CHIUNQUE RILASCI A DICHIARAZIONI MENDACI, FORMA ATTI FALSI O NE FA USO NEI CASI PREVISTI DAL DPR 28 DICEMBRE 2000
N. 445, E' PUNITO AI SENSI DEL CODICE PENALE E DELLE NORME IN MATERIA DI IMMIGRAZIONE

28. DATA gg/mm/aaaa

29. FIRMA

Mod. 209 Modulo 1 - Pagina - 1 di 8

Indicate the Province of the city where you live

Last name

First name
(as they appear on your passport)

Number of your PdS

Expiration date of your PdS

Your signature





An abstract graphic featuring a large, light blue rectangle in the upper left corner. A white triangle is positioned in the lower right, with its hypotenuse running diagonally from the bottom left towards the center. The background is a solid light blue. The overall composition is minimalist and geometric.





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RENEWAL OF PERMESSO DI SOGGIORNO

HOW TO COMPLETE THE “BOLLETTINO” (PAYMENT SLIP)

YOUR ADDRESS IN ITALY



BOLLETTINO / PAYMENT SLIP - 2

CONTI CORRENTI POSTALI - Ricevuta di Accredito BancaPosta

€ sul C/C n. 67422402 di Euro 70,46

TD 674 CODICE IBAN *****

INTESTATO A: Importo in lettere SETTANTA / 46

MEF DIP.TO DEL TESORO VERS. DOVUTO RILASCIO
PERMESSO SOGG.NO Elett.CO

508747666080154964 BU3WXHTGKU

CAUSALE
Importo per il rilascio del permesso di soggiorno elettronico

ESEGUITO DA
NAME LAST NAME

RESIDENTE IN VIA - PIAZZA
CARDUCCI 28

CAP LOCALITA'
20123 MILANO

BOLLO DELL'UFF. POSTALE codice cliente

IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE

<508747666080154964> 000067422402< 674>

WRITE YOUR
NAME AND
LAST NAME

WRITE YOUR
ADDRESS IN
ITALY

ZIP CODE





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**NEXT:
SUBMIT THE KIT**

WHERE TO SUBMIT THE KIT?

POST OFFICE

Recommended Post Offices:

- Via Giovanni Giolitti, 14 (Termini Station)
(M-F 8:20 am - 1:35 pm, Sat 8:20am - 12:35pm)
- Piazza Bologna, 39
(M-F 8:20 am - 7:05 pm, Sat 8:20am - 12:35pm)

Bonus tip: Be early.



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IMPORTANT!

The Poste Italiane officer will check your passport (**remember not to seal the envelope in the kit**) and will give you **a new receipt** (Mod. 22A – registered letter receipt). This receipt includes a USER ID and PASSWORD, which you must keep with you at all times until you receive your electronic residence permit card.

You will also be given **an appointment for an interview at the local police station** (Commissariato/Questura). If you need to reschedule, you must go in person to the police station to request a new date.

Make photocopies of both the receipt and the appointment document and keep them in a safe place.



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STEP 2

**COLLECT THE DOCUMENTS
FOR THE POLICE AND ATTEND
THE INTERVIEW**



WHICH DOCUMENTS SHOULD I SUMBIT TO THE POLICE?

- Ricevuta with the user ID and password
- Letter with the appointment (date and time) at Police Station
- Certificate of regular enrolment
 - NOTE: to obtain the certificate of regular enrolment, you must not have pending payments of the tuition fee.
- Original of expired permesso di soggiorno
- Original of passport
- New Health Insurance (the new Permesso will expire on the same day of your insurance)
- Proof of accommodation
- Proof of economic means (at least €6000)
- 4 identical passport-size photograph

We suggest that you make a photocopy of all the documents



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LAST STEP:

- During your appointment at the Questura (police station), you will be assigned to your local police office where you will later collect your permesso di soggiorno (residence permit).
- You can check the status of your card at:
 - <https://questure.poliziadistato.it/stranieri/?mime=1&lang=EN>
- The permit is usually ready within about two months.
- Tip: Once you receive your permit, be sure to print a copy and keep it in a safe place.





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Head: Anja Panova

YOUR HOME AWAY FROM HOME
DON'T HESITATE TO WRITE US AN EMAIL IN CASE
OF NEEDED ASSISTANCE!



Mail: Head of Immigration

panova.anja@studenti.luiss.it



Mail: AAA

contact@ambassadorsaligned.org



Website

<https://www.ambassadorsaligned.org/>