



## Residence permit renewal - Checklist

### Before leaving Italy

- Check your permit expiration date
- Apply for renewal **2-3 months before expiry** (early renewal may be not feasible)
- Submit your application **before departure** if possible
- Prepare all required documents (see: <https://www.unimc.it/en/international/international-students/residence-permit>)
  - ⚠ **Accommodation requirements:**
    - Provide a proof of **domicile in Italy (preferably Macerata)**
    - If no rental contract: prepare a **declaration of hospitality** (*dichiarazione di ospitalità*) and send it to the Questura before the submission
  - ⚠ **Make sure to provide all the required documents:** failure to submit even one of the required documents, or not meeting the established requirements, may result in a delay in the processing time or the rejection of the application (in such case, you may be notified at the time of your appointment and given 10 days to remedy the issue).

### After applying

- Keep your **postal receipt ("assicurata") and appointment letter** - they prove your legal stay in Italy; make copies of both of them and upload them to your UniMC account.
- Wait for your **fingerprinting appointment letter** (automatic - cannot be booked in advance)

### Appointment management (if needed)

- You may request to **reschedule (earlier/later)** *after some time* from application submission
- Send request to **international.desk@unimc.it** with:
  - Full name, student ID (*matricola*)
  - Destination university + mobility dates
  - Any planned stays in Italy
  - Copy of receipt, passport, receipt and appointment letter
- ⚠ New date is **not guaranteed** and must be respected if assigned



### After the appointment

Wait approx. **30–40 days** for issuance

⚠ Be patient - processing cannot be accelerated

Monitor your application status online:

- Portale Immigrazione: <https://www.portaleimmigrazione.it/ITA/accedi.html>
- Polizia di Stato: <https://questure.poliziadistato.it/stranieri/?mime=1&lang=english>

⚠ Status “**in trattazione**” = still being processed (cannot be expedited)

Check your Italian phone number: a notification may be sent though SMS

### Collection

Pick up your permit card **in person** at the Immigration Office (collection by proxy is not allowed, as fingerprints identification is required to activate the card)

Upload a copy of both the front and back copy of the residence permit card to your UniMC account.