26 August, 2016

To: All non-EU JFRC Students

Upon arrival in Italy, all JFRC students who are non-EU passport holders must complete the legal process by reporting their presence and registering for a permit to stay (permesso di soggiorno) first through the post office then at the police station (questura). Under Italian law, all non-Europeans studying in Italy must obtain official permission to stay (the permesso di soggiorno) within eight days of arrival into the country. European Union passport holders do not have to complete this process.

**Step one: Post Office Processing:**
During Orientation, you will attend a mandatory session the day after arrival to complete necessary paperwork to request the Permit to Stay. Please consult the Orientation schedule.

The week of **September 5 - 8**, you must present your completed paperwork kit and passport in person to the local post office.

This is an important step and MUST be done during the following times:

<table>
<thead>
<tr>
<th>Monday Sep. 5</th>
<th>Tuesday Sep. 6</th>
<th>Wednesday Sep. 7</th>
<th>Thursday Sep. 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-10:30 AM</td>
<td>8:00-10:30 AM</td>
<td>8:00-10:30 AM</td>
<td>8:00-10:30 AM</td>
</tr>
<tr>
<td>3:30- 5:30 PM</td>
<td>3:30- 5:30 PM</td>
<td>3:30- 5:30 PM</td>
<td>3:30- 5:30 PM</td>
</tr>
</tbody>
</table>

Students will be allowed to sign up for one of the above slots during the Permesso Workshop on Sep. 1

Please bring your passport to this appointment and your completed permesso kit. After successfully completing this step, you will then be issued a very important receipt and appointment to be fingerprinted. These must be stapled in your passport and presented at passport control if asked.

**Step two: Questura Fingerprinting:**
The next step is to present yourself to the main Questura-Ufficio Immigrazione to be digitally fingerprinted and eventually issued the Permesso di Soggiorno card. **You will receive more detailed instructions regarding this appointment time and procedure. This appointment depends on the main Questura’s availability and schedule.**

Once a student has been assigned the appointment time, he/she MUST appear at the police station as scheduled in order to complete the required paperwork and be fingerprinted. Failure to do so means that the student is in Italy illegally—an unacceptable situation since the Rome Center cannot house illegal residents. You can also face difficulty when you travel outside of Italy and will have trouble returning into the country if you do not follow this process.

**Step three: Pick-up your Permesso di Soggiorno card at the local Questura**

Once your card is ready, you will be summoned to pick up your actual permesso card at the local Questura in Via Guido Alessi, 19.

**You may risk conduct sanctions if you do not adhere to these or future instructions given regarding the Permesso di Soggiorno process.**

Please check your LUC email for further details or contact the Dean for JFRC Student Life’s Office with any questions.
Thank you for your collaboration. Grazie per la collaborazione.