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BUREAUCRACY 101: **HOW TO NAVIGATE THROUGH THE** **MOST COMMON ADMINISTRATIVE** **PROCEDURES**

Curated by
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2023-2024 Edition

Find out more at:
astrabocconi.it

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ADMINISTRATIVE PROCEDURES

The information in the guide has been elaborated by students, based on documents present on the University's main platforms and on official websites of Italian institutions therefore it is not to consider official material or replaceable with all the materials supplied by Bocconi itself.

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1. CODICE FISCALE (ITALIAN TAX CODE)

The *Codice fiscale* is a 16-character alphanumeric code that is assigned to all foreign nationals. This tax code has the purpose of identifying citizens, mainly regarding public administrative matters. It is also fundamental in order to register with the ASL (Local Health Authority).

How do you request your *Codice Fiscale*?

EU students

- You can apply for your tax code by submitting **form AA4/8** to a local office of the Revenue Agency (**Agenzia delle Entrate**). With your application, you must attach a valid document (e.g. passport or identity card valid for travel abroad).
- You can request it at the **Italian Embassy** in your country of origin.

Non-EU students

- You will be given the *Codice fiscale* by the **Immigration desk**, which you can find in any Prefecture. They will firstly provide you with a **temporary** code, since you will be assigned the **permanent** one when your resident permit is issued.
- You can request it at the Police Headquarters (**Questura**). If you apply for your residence permit at Questura, then you are immediately assigned the **permanent** code.

If you still have any doubts regarding the Codice Fiscale, here is an official guide you can use:
https://www.agenziaentrate.gov.it/portale/documents/20143/233505/Folder_CodiceFiscaleStranieri_ING.pdf/23b9c5b2-4713-155c-9e18-07e60798dbfa.

2. GUIDE ON THE VISA APPOINTMENT

Step 1: Check whether you require a visa at all.

Step 2: Pre-register on the [Universitaly](#) platform.

- Regardless of your date of arrival in Milan, you **MUST** submit your application on the [Universitaly Portal](#) by and no later than 30 November 2023 ;
- Create an account on Universitaly by clicking «*Why and how to register*» and then «*Join now*»; fill out the necessary details;
- From the home page select «*International students*» and «*Pre-enroll now*»;
- You will be asked to fill out a three-step form:



#1

Fill out the form with your personal data exactly as on your passport.

#2

Fill out the form with your passport number and expiration date, then upload a copy of the first and last page of your passport;

Your «Institution Account» is your MyApplication username;

Select the country and the Italian Authority (Embassy or Consulate) where you will be requesting your visa, then indicate why you are requesting a visa (enrollment in a University degree program) ;

University (Università Commerciale Luigi Bocconi), the type of degree program (Bachelor of Science/Laurea or Master of Science/Laurea Magistrale or Master/Master Universitario or Single courses/Corsi singoli), the degree program of admission and the language in which the program is taught.

#3

Upload your educational qualifications to the system;

Note that in this section you have to upload the same documents requested for your Bocconi enrollment application;

A general checklist to follow:

- Bocconi selection result which is printable from the Bocconi Admission Portal;
- Last three years of secondary school transcripts;
- Final secondary school diploma;
- English language requirement (upload the same document used for Bocconi enrollment).

NB: All documents are required both in their original language and in English or Italian, if not originally in either English or Italian they must be legally translated.

Step 3: The Visa Appointment.

Once the pre-enrollment application through Universitaly is “validated” you will receive a confirmation and can book an appointment for the visa. Book the appointment as soon as possible since it can be challenging to find many spots!

Information for International Baccalaureate (IB) Students only:

- A Declaration of Value (DoV) is not required;
- An apostille is not required since the results are directly received by the university via the IBIS system; **However** your Italian embassy/consulate may not know this so it's highly recommended to email Bocconi and get confirmation on the same;
- Take the email as proof to your visa appointment.

Most other high school diplomas require a DoV, so please refer to your own admission result and notifications in your enrollment application to verify if you have been asked to provide such a document.

- To get a DoV an **apostille is required first**, please check with your local Italian authorities on the procedure to follow for these processes.



While different Italian authorities may require different specific documentation for the visa process, here is a generalized list to go by:

- Passport
- Visa application form
- Covering letter
 - Name of the applicant
 - Purpose of study
 - Who will bear the expenses
 - Travel dates and duration of stay
- Documents regarding the applicant's study
- Official letter of acceptance of pre-enrolment
- Accommodation
- Adequate proof of lodging
- Economic status
- Proof of means of support in Italy of not less than 5977.79 Euros per one year or 459.83 Euro for each month of the academic year
- 3 months original bank statements stamped by the bank (can be of a bank belonging to a family member who will act as the sponsor)
- Students granted a scholarship need to present proof of the Scholarship
- First and last pages of the passport
- All previous Schengen visas, if any
- All valid UK and US visas, if any
- Overseas medical insurance
- Air tickets

3. HOW TO GET THE “PERMESSO DI SOGGIORNO” - PERMIT OF STAY

Before starting your journey in Bocconi, you need a visa to get to Italy, but once arrived, you need a permit of stay (1 year). Once you will have your permit of stay, you won't need a visa for the whole duration of your permit. In fact, to enter Italy, you just need a valid permit (which means that second year students don't need to reapply for a visa). Technically, you are not supposed to leave the country before you get your official permit of stay. You must always carry a copy of the declaration of presence, as you may be asked to show it in case of police checks.

Step #1: Go to the Bocconi Welcome Info Point (starting from the 25th of August) or any post office and ask for a kit for the “permesso” (whenever you want).

The closest ones are:

- Via Cordusio, 4 (Central Post Office of Milan) - English, Spanish and Chinese speaking staff.
Opening Hours: Monday to Friday: 8:30 - 19:00 | Saturday 8:30 - 12:30
- Viale Sabotino, 21/a - Opening Hours: Monday to Friday: 8:20 - 19:05 | Saturday: 8:20 - 12:35
- Via Costantino Baroni, 11/C (near the Arcobaleno Residence) Opening Hours: Monday-Friday: 08:20 - 13:35 | Saturday 8:20 - 12:35

Step #2: In said kit, there will be an envelope (with a yellow stripe), in which you will find two forms. You only have to fill in the first form. You must apply for a permit of stay for study purposes (“Permesso di soggiorno per motivi di studio”).



IMPORTANT: please write the following address on the application form: *Via Mercanti 8, 20121 (Milan)*. This address must also be included on the €70,46 payment slip. **Please note:** this address is valid for the permit of stay first-release application, not for the permit of stay renewal application.

Step #3: The paper kit must be delivered in an open envelope to post offices with Sportello Amico. If you are applying for renewal, you must also deliver a copy of the expired residence permit and you must always show your passport.

- To find the office closest to you, you can consult the “Cerca ufficio” service and select the “Residence permit” item from the drop-down menu (<https://www.poste.it/cerca/index.html#/>).



- Other than the filled form, you will have to present:
 - Photocopy of the official Bocconi acceptance letter / declaration of enrollment** (better if sealed by the Italian Consulate during the visa application process)
 - Photocopy of the passport** (personal data page + student Visa page only) or other equivalent document (you must show the original document when submitting the application at the Post Office)
 - Photocopy of insurance policy:** health insurance coverage is required in order to obtain a permit of stay in Italy. It must cover against the risk of illness and injury throughout the country, and for the entire period of validity of the Visa/permit of stay. If you have a private health insurance provider, you must have a certificate in English that specifies the start and end dates of this coverage which must be valid internationally. If you are not insured, you might consider purchasing WAI ITALY (formerly known as INA ASSITALIA)
 - Photocopy of Financial Statement:** document certifying adequate financial resources (approximately **€6.540** per year)
 - Italian duty stamp** (*Marca da Bollo*) of **€16,00**. It can be purchased at any Tabacchi shop and it needs to be glued on Form 1 of the permit of stay application
 - Receipt of payment of €70,46** paid at the Post Office for the Permit of stay. You will have to fill in the payment slip, included in the Post Office Kit, by indicating this amount in euros and by specifying the following address: **Via Mercanti 8, 20121 (Milan)**. Please note: students who write the *Via Mercanti, 8, 20121 (Milan)* address in the post office application form, will get an appointment with the Immigration office at the Milan’s Police Headquarters at *Via Montebello 26*.
 - Application Fee: €30,00** to be paid at the Post Office when submitting the application. You can pay both in cash and by card (however they often prefer for you to pay by cash).

IMPORTANT: Step #1 to Step #3 have to be completed within the first 8 working days of your arrival in Italy.



Step #4: After submitting these documents at the Post Office, the applicant will receive the 2 following documents:

- A *ricevuta* (mod.22A, certified letter receipt) with the user ID and password needed to monitor the status of the permit of stay application at <http://www.portaleimmigrazione.it/> (click on Area Riservata Stranieri on the bottom right of the page). You will need to keep the receipt with the hologram code (it's the code at the top right of the receipt) that will be issued to you by the post office operator: it has the value of the current slip. In cases of renewal of the residence permit, it must be attached to the expired permit and replaces the current slip.
- At the end of the delivery of the required documentation, you will be issued a letter* containing the date, time and place established for the appointment necessary for the subsequent activities to be carried out at the local Police Office "Questura - Ufficio Stranieri" (where they will ask you a few questions and will have photos and fingerprints taken). There is a questura porta ticinese, very close to Bocconi. You don't need to go to the main Questura for your permit when renewing it.

**If this letter is not given to the applicant at the Post Office it will be sent later on as certified mail, called raccomandata, to the applicant's address in Italy. In case you don't receive the letter by mail, please monitor your permit of stay application status at <http://www.portaleimmigrazione.it/>. You can access this website by using your user ID and password found on your post office receipt (ricevuta).*

IMPORTANT: You are required to upload the receipts and the sheet with the appointment date at "Questura" in the dedicated section in your enrollment application. These documents are compulsory to finalize your enrollment.

Step #5: For your appointment at the Immigration Office (Questura-Ufficio Immigrazione), you are required to bring:

- Passport or other equivalent document
- Official Bocconi acceptance letter/declaration of enrollment (better if sealed by the Italian Consulate where the entry visa was issued)
- 2 identical passport-size photos
- Insurance policy: it must cover against the risk of illness and injury throughout the country, and for the entire period of validity of the Visa/permit of stay
- A certificate of enrollment in the Bocconi academic program for Immigration Purposes (in Italian). This certificate is mandatory **ONLY** for students who - while in Italy - do not live in the city of Milan (and therefore have to apply in the city where they live). Those students who declare they are living in the city of Milan when filling out the permit of stay application **DO NOT NEED** to bring this certificate, thanks to a specific agreement between Bocconi and the Police of Milan
- Financial Statement: document certifying adequate financial resources (approximately €6.540 per year)
- Copy of the Accommodation Contract (**MANDATORY** when you show up at the Police Station).
 - If you live in a private flat a copy of the rental contract, which must state your name, must be signed and registered with the Tax Authorities (it's your landlord's duty to register the contract).
 - If you live in a university dorm: a declaration issued by the Housing Office stating that you live there.
 - If you stay in a hotel/accommodation facility (e.g. Airbnb): a declaration from the administrator confirming that your place is booked.



- If you are hosted by a friend or a family member: declaration of hospitality (dichiarazione di ospitalità), a document stating that you are being hosted. Please refer to your landlord for all details.

The document should be submitted by the host in person to the local Police station ("Commissariato di zona" of the area where you live) or sent either via: **(a)** a certified mail ("PEC") to immig.quest.mi@pecps.poliziadistato.it or **(b)** a registered mail (*raccomandata A/R*) to the local Police station ("Commissariato di zona" – Ufficio Immigrazione). It must be dated and signed by the person who provides the accommodation, together with a copy of the student's and the host's ID, and a copy of their residence permit (if a non-EU citizen).

- Post office receipt + receipt of payment of €70,46 paid at the Post Office for the permit of stay. During the appointment, students will have to specify their home address in Milan.

Step #6: Students will receive the next appointment with the Immigration Office for the collection of their permit of stay. Only students with an Italian phone number will receive a confirmation via SMS from the Police.

It is possible to track the status of the permit of stay application on the Portale Immigrazione website at <http://www.portaleimmigrazione.it/> by accessing it with the user ID and password found on the permit of stay post office receipt (*ricevuta*). **IMPORTANT:** when typing your password, do not include the dash (-).

What happens if within the 8 working days you don't manage to get the permit of stay?

You are not illegal because you have a student visa but, because you don't have a permit, once your visa expires, you will have to apply again in order to come back to Italy.

[At the end of this guide \(page 9\) you'll find an Appendix showing exactly how to fill the form for the Permit of Stay!](#)

4. HEALTH CARD

In order to benefit of the Italian National Health service, you will need to have a Health card (TS - Tessera Sanitaria), provided by the SSN (National Healthcare Service). EU citizens are allowed to use the Italian Health Service with the EHIC (European Health Insurance Card) issued by their country of residence.

When you register to the SSN, you will be provided with a primary care physician, that is essential, for instance, if you need medical prescriptions.

The Health card contains your biographical information, as well as your tax code. It has a validity of **six years**, or until the expiration of the residence permit. After the period of validity has expired, if you obtain the extension of the residence permit, you must contact the competent ASL.

How do I register to the SSN - Servizio Sanitario Nazionale?

You will have to go to the relevant ASL office.

Remember to bring:

- a validity identity document
- your Italian tax code
- the Residence permit or the receipt of the application for the issuance or renewal of the permit



How do I get my Health Card?

The Tessera sanitaria is available and free to all foreign nationals who:

- have the permanent tax code assigned by the Agenzia delle Entrate;
- are registered with the competent ASL (Local Health Authority).

If you are staying in Italy for a maximum of three months, and you are an EU citizen, then you can use your European Health Insurance Card (EHIC).

With your EHIC, you are entitled to the same treatment at the same cost as that of your country of origin. However there may be applicable fees for certain treatments, that may need to be paid at the time of treatment.

The card is only valid for **state provided services** and not private hospitals or treatments.

In the case you will be staying in Italy for more than three months or do not have EU citizenship, then you must submit to your specific ATS (find it [here!](#)) the S1 form, issued from your home country, along with an identity document and your Italian Tax Code.

5. HOW TO CONVERT YOUR DRIVERS LICENSE

For EU driving license holders: you don't need to convert your driving license.

For non-EU/EEA license holders: Many holders of a standard driving license issued by a country outside the European Union/European Economic Area (non-EU/EEA) may drive in Italy using the foreign license for up to one year after obtaining residency. The document must be accompanied by an International Driving Permit (Certificato di Guida Internazionale). For a full list of countries to which this applies, see below.

If the license or permit does not conform to international conventions, the driver must have that license officially translated into Italian or carry an International Driving Permit (IDP). The translation or the IDP must be carried at all times together with the original driving license. A translation of a license can be obtained from the appropriate Consulate or Embassy for a small fee.

For holders of a driving license issued by a non-EU/EEA country who wish to continue driving in Italy after their first year of residency an Italian license must be obtained, whether by exchange or by completing the required theoretical and practical tests before the end of the first year of residency.

Note: On being issued with an Italian license in exchange for a non-EU/EEA license, the original license will no longer be valid anywhere and may be marked as such or taken away by the authorities.

Exchanging a non-EU/EEA driving license for an Italian license

Some countries have a reciprocal exchange arrangement with Italy whereby a person with a valid license issued by one of these countries may swap their license for an equivalent Italian one. If such a reciprocal arrangement exists, the foreign license must be exchanged for an Italian driving license within the first year of residency. If the exchange is not done within a year, full testing must be successfully completed in order to receive an Italian license.

As of August 2021, the countries with a reciprocal exchange agreement are: Algeria, Argentina, Brazil (until 13/1/23) El Salvador (until 4/8/2021), the Philippines, Japan, Lebanon, Liechtenstein, Morocco, Moldova, Monaco, Republic of Korea (South Korea), San Marino, Sri Lanka (until 4/3/2022), Switzerland (until 12/6/2026) Taiwan, Tunisia, Turkey, Please check beforehand with the relevant Embassy or Consulate or through a local office of the Ministry of Transport **uffici della motorizzazione civile**.



Special exchange agreements exist for the diplomatic staff and families of Canada, Chile, the USA and Zambia. To convert a foreign license the holder should go to the nearest Provincial Office of Motor Vehicles (*Ufficio Provinciale della Motorizzazione Civile*) and be prepared to provide the following:

- Application form **TT 2112** (PDF)
- The license and at least one clear photocopy of front and back
- Official translation of the license (may not be required)
- Valid ID and at least one photocopy of the front and back
- Residence permit and at least two photocopies of the front and back
- Two recent passport photographs (white background, head uncovered), signed on the reverse
- Medical certificate, with photographs, issued within the previous six months certifying that the driver is physically and mentally fit
- Receipt of payment of the fee (for the current fee amount, inquire at the **Office of Motor Vehicles**)
- Requirements may vary by regional office. The original license will be retained or stamped as exchanged. Expect the process to take up to four months after which an Italian license will be issued.

For licenses issued by **Argentina** and **Romania**, proof of authenticity must also be provided. This can only be obtained from the Italian Consulate in those countries.

Drivers with licenses that **may not be exchanged** will need to take a full Italian theory and practical driving exam to obtain an Italian license. For information on obtaining an Italian license, see the Angloinfo information Page, **Getting an Italian Driving License**.

LITTLE EXTRA TIP

What to do in case of theft?

If you are a victim of theft, whether it is of an electronic device or another good, you don't need, contrary to popular belief, to go to the "Questura". In fact, there are many offices you can report the theft to, including the local police, the "carabinieri". They will normally give you a form to fill out. Officially, if one of your devices, of which you have the localisation, gets stolen, the carabinieri are supposed to escort you to the place your device is located. However, it doesn't always happen as mentioned above, especially if your device is situated far away. There is not much you can do in said case, other than hoping for the best.





MINISTERO DELL'INTERNO

Al Signor Questore di: _____

(Sigla Provincia)^(b)

Codice Istanza
Spazio per codice a barre

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

MOD. 209
MODULO 1

MARCA DA BOLLO
€ 16,00

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME (a)
 S U R N A M E

4. NOME (a)
 N A M E

5. PROVINCIA DI DOMICILIO (b) M I

6. COMUNE DI DOMICILIO
 M I L A N O

7. RICHIEDE IL:

8. RILASCIO (c)	<input checked="" type="checkbox"/>	13. DEL/DELLA:	
9. RINNOVO (c)	<input checked="" type="checkbox"/>	14. PERMESSO DI SOGGIORNO (c)	<input checked="" type="checkbox"/>
10. AGGIORNAMENTO (c)	<input type="checkbox"/>	15. CARTA DI SOGGIORNO (c)	<input type="checkbox"/>
11. DUPLICATO (c)	<input type="checkbox"/>	16. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA (d)	<input type="checkbox"/> <input type="checkbox"/>
12. CONVERSIONE (c)	<input type="checkbox"/>	17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI (c)	<input type="checkbox"/>

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (e) *↳ Number of the expiring permit of stay* N U M B E R

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (d) D *18, 19 and 20: ONLY IN CASE OF RENEWAL*

20. DATA DI SCADENZA DEL PERMESSO *↳ Expire date of the Permit* 0 0 / M M / 4 4 4 4
gg mm aaaa

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

22. INDICARE QUALI MODULI SONO STATI COMPILATI 0 1

23. MODULO 1

24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI (g) *↳ total number of pages for your application* ? ?

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO (h) *↳ number of children, if you have any* ? ?

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 0 0 / M M / 4 4 4 4
gg mm aaaa

29. FIRMA
SIGNATURE



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO) F I S C A L C O D E

32. STATO CIVILE (i) A → not married B → married

33. SESSO (i) M → male F → female

34. NATO/A IL (a) DD / MM / YYYY
↳ date of birth gg mm aaaa

35. CODICE STATO NASCITA (k)

36. CODICE STATO CITTADINANZA (k)

37. RIFUGIATO (c) SI NO

38. CITTA' DI NASCITA CITY OF BIRTH

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO (c) 41. O ALTRO TIPO DI DOCUMENTO (c) 42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (l)

43. ALTRO

44. NUMERO P A S S E P O R T N U M

45. VALIDO SINO AL DD / MM / YYYY
↳ Expire date of your passport gg mm aaaa

46. RILASCIATO DA (m) 0 1 → ONLY IF THE PASSEPORT HAS BEEN RELEASED BY THE GOVERNMENT

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA DD / MM / YYYY
↳ Arrival date in Italy gg mm aaaa example: MILANO DALPENSA, MILANO

49. FRONTIERA A R R I V A L A I R P O R T

50. NUMERO VISTO (n) V I S A N U M 51. TIPO VISTO (n) D

52. INGRESSO SINGOLO (c) 53. INGRESSO MULTIPOLO (c)
↳ Enter the number of your visa without the first 0

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n)
S T U D I O

55. DURATA DEL VISTO (n) 3 6 5

56. VALIDO DAL (n) DD / MM / YYYY
↳ Issue date of the visa gg mm aaaa

57. SINO AL (n) DD / MM / YYYY
↳ Expire date of the visa gg mm aaaa



**MOD. 209
MODULO 1**

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

58. SEZIONE 6 - RICHIESTA RINNOVO TITOLO / DOCUMENTO DI VIAGGIO

59. TITOLO DI VIAGGIO PER STRANIERO (c)	<input type="checkbox"/>	60. TITOLO DI VIAGGIO PER APOLIDE (c)	<input type="checkbox"/>
61. DOCUMENTO DI VIAGGIO PER RIFUGIATO (c)	<input type="checkbox"/>		
62. PERIODO PER IL QUALE SI CHIEDE IL RINNOVO (o)		63. 1 ANNO (c)	<input type="checkbox"/>
		64. 2 ANNI (c)	<input type="checkbox"/>

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

66. PROVINCIA (b)	<input type="text" value="M"/>	<input type="text" value="I"/>																				
67. COMUNE	<input type="text" value="M"/>	<input type="text" value="I"/>	<input type="text" value="L"/>	<input type="text" value="A"/>	<input type="text" value="N"/>	<input type="text" value="O"/>																
68. INDIRIZZO → Your address in Milan. If you do not have one yet, write the address below	<input type="text" value="V"/>	<input type="text" value="I"/>	<input type="text" value="A"/>	<input type="text" value="M"/>	<input type="text" value="E"/>	<input type="text" value="R"/>	<input type="text" value="C"/>	<input type="text" value="A"/>	<input type="text" value="N"/>	<input type="text" value="T"/>	<input type="text" value="I"/>											
69. NUMERO CIVICO	<input type="text" value="8"/>	/	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>																	
70. SCALA	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	71. INTERNO	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	72. CAP	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>					
73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)	<input type="text"/>																					
74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)	<input type="text"/>																					
75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)	<input type="text"/>																					

76. SEZIONE 8 - RECAPITO PER EVENTUALI COMUNICAZIONI (q)

77. PRESSO (r)	<input type="text"/>																
78. PROVINCIA (b)	<input type="text"/>	<input type="text"/>															
79. COMUNE	<input type="text"/>																
80. INDIRIZZO	<input type="text"/>																
81. NUMERO CIVICO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>								
82. SCALA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	83. INTERNO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	84. CAP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

128. SEZIONE 11 - CONIUGE

129. COGNOME (a)

Form with two rows of 30 empty boxes each for the spouse's surname.

130. NOME (a)

Form with two rows of 30 empty boxes each for the spouse's name.

131. SESSO (i)

132. NATO/A IL (a)

gg

/

mm

/

aaaa

133. CODICE STATO NASCITA (k)

134. CODICE STATO CITTADINANZA (k)

135. CITTA' DI NASCITA

Form with two rows of 30 empty boxes each for the spouse's city of birth.

136. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA (u)

137. COGNOME (a)

Form with two rows of 30 empty boxes each for the child's surname.

138. NOME (a)

Form with two rows of 30 empty boxes each for the child's name.

139. SESSO (i)

140. NATO/A IL (a)

gg

/

mm

/

aaaa

141. CODICE STATO NASCITA (k)

142. CODICE STATO CITTADINANZA (k)

143. CITTA' DI NASCITA

Form with two rows of 30 empty boxes each for the child's city of birth.



Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

144. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA^(u) (CONTINUA)

145. COGNOME (a)

Grid for surname entry (40 boxes)

146. NOME (a)

Grid for name entry (40 boxes)

147. SESSO (i)

Sex selection box

148. NATO/A IL (a)

Day selection box

gg

Month selection box

mm

Year selection box

aaaa

149. CODICE STATO NASCITA (k)

Country of birth code boxes (3)

150. CODICE STATO CITTADINANZA (k)

Country of citizenship code boxes (3)

151. CITTA' DI NASCITA

Grid for city of birth entry (40 boxes)

152. COGNOME (a)

Grid for surname entry (40 boxes)

153. NOME (a)

Grid for name entry (40 boxes)

154. SESSO (i)

Sex selection box

155. NATO/A IL (a)

Day selection box

gg

Month selection box

mm

Year selection box

aaaa

156. CODICE STATO NASCITA (k)

Country of birth code boxes (3)

157. CODICE STATO CITTADINANZA (k)

Country of citizenship code boxes (3)

158. CITTA' DI NASCITA

Grid for city of birth entry (40 boxes)



MINISTERO DELL'INTERNO

Codice Istanza
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MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

159. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA^(u) (CONTINUA)

160. COGNOME ^(a)

161. NOME ^(a)

162. SESSO ⁽ⁱ⁾ 163. NATO/A IL ^(a) / /
 gg mm aaa

164. CODICE STATO NASCITA ^(k) 165. CODICE STATO CITTADINANZA ^(k)

166. CITTA' DI NASCITA

167. COGNOME ^(a)

168. NOME ^(a)

169. SESSO ⁽ⁱ⁾ 170. NATO/A IL ^(a) / /
 gg mm aaa

171. CODICE STATO NASCITA ^(k) 172. CODICE STATO CITTADINANZA ^(k)

173. CITTA' DI NASCITA