



ITALIAN BUREAUCRACY FROM A → Z

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**WRITTEN BY:
AKBAR ALI KHAN
NATALI DZNELADZE**

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BUREAUCRACY 101:

How to Navigate Through the Most Common Administrative Procedures

Disclaimer

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

Created by:

Natali Dzeladze (+995 596911199) @natalidzeladze

Akbar Ali Khan (+39 3446502067) @akbar_kharal

If you have any questions, contact them or Ilaria Contini (+39 370354 3272), Head of Student Services!



1. CODICE FISCALE (Italian Tax Code)

The **Codice Fiscale** is a 16-character alphanumeric code required to identify individuals in Italian public administration. It is **essential** for health registration (ASL), opening a bank account, signing a lease, and more.

► How to request it?

EU Students:

- Fill out **Form AA4/8** and submit it at a local office of the **Agenzia delle Entrate** with a valid passport or EU ID.
- Alternatively, request it at the **Italian Embassy** in your home country.

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 have any doubts or need extra information, this is the official site you can use:

 [Official Guide – Agenzia delle Entrate \(EN\)](#)

2. VISA GUIDE (Non-EU students only)

Step 1: Check if you need a visa

You can check it on university.it (<https://vistoperitalia.esteri.it/>)

Step 2: Submit your application on University

 **Deadline: 30 November 2025 (Regardless of your date of arrival in Milan!)**

- Go to the site: <https://www.universitaly.it/>
- Create an account > Choose “International Students” > “Pre-enroll now”
- Submit:
 - Personal details (Exactly as on your passport)
 - Passport copy (First and Last page of your passport)
 - Bocconi details (degree, program, language)



Your “Institution Account” is your MyApplication username and 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

- o Educational qualifications (Same documents requested for your Bocconi enrollment application)

General checklist:

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



All documents must be **legally translated** if not in English/Italian.

Step 3: Book your Visa Appointment

After validation through University, you will get a confirmation email. Book the consulate appointment ASAP — slots fill quickly!



DoV:

Needed for most diplomas. Must first obtain **an apostille**.

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.



Even though different countries may require different specific documents for the visa process (check with your local embassy!) here is the general list:

- **Visa Application Form** – Completed and signed.
- **Passport-style Photographs** – Usually two, matching biometric standards.
- **Valid Passport** – Must be valid for at least three months beyond your intended stay and contain at least two blank pages.
- **Letter of Acceptance / Proof of Enrollment** – From an accredited Italian educational institution.
- **Proof of Accommodation** – Such as rental agreement, student housing confirmation, or a host declaration.
- **Proof of Financial Means** – Evidence like bank statements of the last 3 month, scholarship letters, or sponsor affidavits. The minimum varies by source but is typically around **€460 per month** (or sometimes reported as €467.65).
- **Health Insurance** – Must cover at least **€30,000** for medical and emergency care in Italy/Schengen.
- **Previous Academic Documents** – Transcripts, diplomas, and potentially language proficiency certificates (Italian or English), if required by your program.
- All previous Schengen visas, if any
- All valid UK and US visas, if any
- Plane tickets

3. PERMESSO DI SOGGIORNO (Residence Permit)

Once in Italy, you must **apply within 8 working days**. 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: Get your application kit

At the **Bocconi Welcome Desk (from 25 August)** or any Post Office.

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



TIP: The kit is free if you get it from the Bocconi Welcome Desk, otherwise you have to pay for the kit.

Step 2: Fill out only Form 1

The kit will have a yellow striped envelope, which will contain 2 form you only have to fill in the first form (Form 1)

Apply for: “**Permesso di soggiorno per motivi di studio**”

Fill in the forms carefully, using a black pen and capital letters and **don't** staple anything.



Use this address both on the form & payment slip:

Via Mercanti 8, 20121 Milano

NB: this address is only for the first years, not for the renewal

Step 3: Submit it at Post Office with Sportello Amico

Bring it to the post office in an open envelope, as for the renewal you must also bring the old permit of stay

Additionally to the kit bring:

- Photocopy of the Official Bocconi enrollment letter
- Copy of passport + visa page (Additionally to the copy bring your passport!)
- Photocopy of Insurance certificate (valid in Italy and for the entire period of validity of the Visa/permit of stay.)
- Financial proof, document certifying adequate financial resources (about €6,540/year)
- €16 Marca da Bollo (you can buy one at any Tabacchi shop)
- €70.46 payment slip (paid at the Post Office for the Permit of stay)
- €30 application fee (paid at the Post Office for the Permit of stay)

Step 4: Receive appointment and login

You'll get:

- A receipt (keep it! It counts as your legal stay document)
- A letter with Questura appointment details




Track status: portaleimmigrazione.it

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: Appointment at Questura

Bring:

- Passport
- Official Bocconi Enrollment documents
- 2 Identical passport photos (¾ sized photos)
- Insurance proof
- 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
- Accommodation contract (mandatory!)
- Financial documentation

 *If hosted by a friend/family:* your host must submit a **Dichiarazione di Ospitalità** to the Police with supporting documents.

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.

4. HEALTH CARD (Tessera Sanitaria – TS)

► Why do you need it?

- Access public healthcare
- Get a general practitioner
- Use prescriptions in Italy

► How to get it?


Register at the **ASL (Azienda Sanitaria Locale)** with:

- Passport/ID



- Codice Fiscale
- Residence permit or receipt

 EU students can use their **EHIC card** for up to 3 months.

 Valid for 6 years or until your residence permit expires.

Driving in Italy: What to Know About License Use & Conversion in 2025

1. EU / EEA Licenses

If you hold a valid driving license from any **EU or EEA country**, you may drive in Italy **without needing to convert** it—no bureaucratic steps are required.

While optional, you can choose to **exchange or register** your license locally to simplify renewals or replacements if it is lost or stolen.

2. Non-EU / Non-EEA Licenses

If your license is issued by a country outside the EU/EEA:

- You are allowed to drive in Italy for **up to one year** after establishing legal residency.
- However, you must also carry either:
 - An **International Driving Permit (IDP)** *or*
 - A **certified Italian translation** of your license

3. After One Year: Converting or Testing

Once a year has passed since becoming a resident:

- If your country has a **reciprocal agreement** with Italy, you may apply to **exchange** your foreign license for an Italian one—without needing a test
 - Otherwise, you must undergo the full process: **passing both the Italian theory and practical driving exams** to obtain a licence
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EXTRA TIP: What to do in case of theft?

If your phone, laptop, or ID is stolen:

- Go to the **Carabinieri** or **local police station**, not necessarily the Questura.
- Fill out a **denuncia** (theft report).

