

Information for international students

Important Information for international students who want to enroll in a university Master in Italy.

How to apply for and enroll in a Master is described in the Call for Applications (“bando”), which are public tenders available and published on the website of BBS and the University of Bologna. You can consult the page for each respective Master and download the file.

By connecting to [StudentiOnline](#) you can fill out the online application as according to the rules described in the Call for Applications.

After completing the application and paying the application fee, you must print the “Eligibility Summary Sheet” pdf, sign it and hand it in (or ship it) within the deadlines defined in the Call for Applications to the University of Bologna (Master Office), together with a copy of your degree diploma, legalized by the government authorities of the country where the title was obtained as well as the Declaration of Value, issued by the competent Italian Diplomatic Representation for the area (Italian Embassy or Consulate in the country where the qualification was obtained).

Note: the Declaration of Value can be replaced by the European Diploma Supplement (issued by your university and drawn up according to the model established by the European Commission). You still have to deliver the certified and legalized copy and the official translation of the diploma. The translation is not necessary for qualifications in English, French, German or Spanish, but it still needs to be authenticated.

Warning! If you are not an EU citizen, and if you are currently enrolled in another university course at an Italian university (for example: another Master or second cycle degree), you have to complete your education prior to the enrollment deadline or you will not be able to enroll.

The rules for entry and residence in Italy

If you are a student coming from a country within the European Union, you must be in possession of an ID that is valid for the entire period of your stay in Italy and have appropriate health insurance that is valid in Italy (European Health Insurance Card and / or private insurance).

If you are a student coming from a country outside the European Union, you are not currently living in Italy and you’re admitted to a university Master, then you must request a visa for study purposes (for post-graduate studies specifically). To this end, you will receive a letter of admission from the University.

Warning! If you have to take an admission test for the Master in person and in Italy, you must first obtain a short-stay visa (VSU), to enter Italy and take the test. If you are accepted you will need to return to your country and apply for a visa for study purposes (for university enrollment or post-graduate studies).

If you are a student coming from a country outside the European Union and currently reside in Italy you can enroll if you have an EU permit for long-term residence (formerly “carta di soggiorno”) or a residence permit for:

- employment or self-employment;
- family reasons;
- political asylum or humanitarian (now political asylum, subsidiary protection or humanitarian protection);
- religious reasons.

If you have a residence permit for studies since at least one year, you can enroll if the permit is considered renewable (e.g. a permit to study an Italian language course is not renewable) and to be renewed, it must be held in conjunction with the Italian educational qualification for which it was initially issued.

If you are a non-EU citizen holding a residence permit issued by another EU country, please contact Bologna Business School to see if you require an entry visa.

The Residence permit

Upon your arrival in Italy, within eight working days from the day of entry, you need to apply for a residence permit at the competent police department. This obligation applies if you stay in Italy for more than 90 days. Consult the information on how to request the Residence Permit, which will be sent to you once you have been admitted. To complete your enrollment, a copy of the receipt of the request for issuing of a residence permit must be submitted to the Master Office and Bologna Business School.

Once you have received the residence permit card, you must bring a copy as soon as possible and present the original at the Master Office.

N.B. You must send the complete documentation to University of Bologna - Master Office - Via Zamboni, 33 - 40126 Bologna (Italy), or deliver it in person during office hours, in via San Giacomo, 7 (Bologna).

See also

- [International Students](#)

How to apply for a residence permit

To apply for a residence permit for studies, you must request a residence permit kit at an associated post office in Bologna. This is an envelope containing the forms and instructions for making the application.

you have to go to one of the post offices and deliver the following after you have successfully completed and signed the forms:

- the forms of the kit in an open envelope;
- a stamp for administrative fees of 16,00 Euro (*marca da bollo - can be found at any tobacco store*);
- the original passport and photocopies of all pages containing personal information as well pages containing stamps of entry and exit visas from the countries you have visited;
- photocopy of valid health insurance covering the risk of illness and / or injury for the full duration of the permit (one year). If you haven't bought insurance on your own before arriving in Italy, it can be bought in Italy for €98 while applying for the permit;
- **For students who apply for a residence permit for the first time:** you will need a letter of admission to the Master's Degree, stamped by the Italian Embassy at the time of issuing the entry visa. Furthermore, upon submitting the kit, the post office will issue you an appointment at the Police Headquarters, for which you will need to bring a certificate of enrolment. After enrolling you can request a certificate from the Master Office, or print a self-certification through Studenti Online (the police station in Bologna accepts self-certifications).

In addition, at the time of delivery of the residence permit kit to the post office, you will need to:

- Pay an administrative fee of €30.46 for the residence permit. The bill for it is included in the kit.
- Pay for the delivery of the kit by recommended post. Price: €30.

Upon delivery of the kit at the post office, you will be given an **appointment** at the Foreign Office at the relevant [Police department](#) for taking your photograph. It's very important to respect this appointment.

The residence permit is issued for the same reasons and for the duration indicated in the visa. If the health insurance has a shorter duration than the visa, the duration of the residence permit will be equal to that of the health insurance.

Lastly you will need to:

- Report your correct address to the post office: in fact, the Police will send any notifications or summons in case of problems issuing the residence permit to the address indicated. It 'important that your name is correctly indicated on the intercom / mailbox.
- Keep the receipt which you receive from the Post Office for the permit with you at all times: in the case of a police control, it will prove that you have made the request for a residence permit and that you are thus legally in Italy.
- deliver a photocopy of the residence permit receipt to the Master Office.

To verify the status of your request for issuing/renewing the permit, following the appointment at the police station, you can enter either of the two codes on the receipt. (the practice code is found under the barcode at the top, the insurance code is handwritten on the receipt by the officer at the police station) To check its status you can go to the [website of the Police](#) and enter the practice code. Moreover, for the Bologna police station specifically, you can check when your permit is ready and make an appointment for its withdrawal by entering the insurance code at a [dedicated website](#).

Once the residence permit has been withdrawn, you must submit a photocopy of the card as soon as possible to the Master Office.

The residence permit cannot be renewed for more than three years beyond the duration of the program.

If a copy of the residence permit is not provided to the Master Office within 150 days from applying, academic activities will be blocked and will not be able to take exams or apply for certificates.

BBS
BOLOGNA BUSINESS SCHOOL



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