

COMUNE DI FIRENZE  
*Assessorato alle Politiche del lavoro e Immigrazione*  
*Consiglio Territoriale per l'Immigrazione - Firenze*

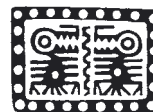
# IMMIGRAZIONE

## La normativa inglese

(Guida ragionata al Testo Unico sull'immigrazione, D. Lgs. 25 luglio 1998,  
n. 286 come modificato dalla Legge 30 luglio 2002, n.189)

**Luigi Mughini, Anna Zucconi**

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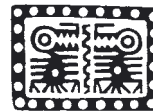
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## MEDICAL CARE ASSISTENZA SANITARIA



Registration with the National Health Service guarantees full medical care under the same conditions as Italian citizens.

### 1) Compulsory National Health Service Registration

#### Persons entitled:

Foreign citizens either in possession of a stay permit (*permesso di soggiorno*) or who have applied for the renewal of their stay permit for one of the following reasons:

- employment
- self-employment
- family reasons
- political asylum (according to the Geneva Convention)
- humanitarian reasons
- application for asylum (according to the Geneva Convention)
- expected adoption
- temporary custody
- acquisition of citizenship.

Medical care is also extended to family dependants living lawfully in Italy (if they are not in possession of a stay permit which allows them health care in their own right) and is guaranteed from birth for children.

Place and requisites for registration

At the Health Authority District Offices (*Distretto Socio Sanitario*) of the town or city of residence or of the town or city named on the stay permit.

#### REGISTERED RESIDENCE IN ITALY IS NOT NECESSARY

The following documents are required to apply for registration:

- stay permit (or the application receipt if the permit is being renewed)
- if the applicant is unemployed: certificate demonstrating enrolment in the employment lists

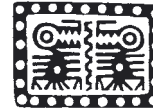
#### Duration of the registration

The registration expires with the expiry of the stay permit and can be extended upon producing the renewal application or the renewed stay permit. There is no annual validity limit of registration.

#### After registration a Health Card is issued

A Health Card enables the holder to receive the following either free of charge or upon payment of a Ticket:

- choice of family doctor and pediatrician for children up to 6 years. From 6 to 14 years a child can have either a pediatrician or a general practitioner.
- general medical examinations at the doctor's surgery and examinations with specialists
- medical examinations at home
- hospitalization
- vaccinations



- blood tests, x-rays, scans, etc.
- medicines
- rehabilitative and prosthetic care, etc.

If the Health Card is stolen or lost: the holder must go to the place where the registration was carried out with an identity document and fill out a declaration form. A duplicate card is immediately issued.

### 2) Voluntary Registration with the National Health Service

#### Persons affected

Foreign citizens who are holders of stay permits for reasons different from those listed above. These citizens are, however, expected to insure themselves for illness, accident and pregnancy in one of the following ways:

- insurance policy valid in Italy with an Italian or foreign insurance company (people are advised to check the kind of services covered by the policy)
- registration with the national health service by paying an annual minimum contribution based on income declared. The registration is also valid for dependents except for

- foreign citizens holders of stay permits for study, who can take out an insurance policy (see above) or register voluntarily with the national health service subject to payment of a reduced contribution of Euro 149,77

- foreign citizens engaged as au pairs, who can take out an insurance policy (see above) or register voluntarily with the national health service subject to payment of a reduced contribution of Euro 219,49.

#### Place and requisites for registration:

At the Health Authority District Offices (*Distretto Socio Sanitario*) of the town or city of residence or of the town or city named on the stay permit.

#### REGISTERED RESIDENCE IN ITALY IS NOT NECESSARY

The foreign citizen must:

- pay the relevant contribution
- be in possession of a stay permit valid for more than 3 months (or less if the person is a student or an au-pair).

#### Duration of registration

The registration must be renewed each year and expires on 31<sup>st</sup> December. The annual contribution must be paid in its entirety no matter when registration is carried out during the year.

Foreign citizens who are holders of stay permits for health treatment or tourism cannot register.

### 3) Foreign citizens who are not holders of stay permits

Foreign citizens who are not holders of stay permits are nonetheless covered for:

- outpatient and hospital services considered urgent or essential, even if of a

permanent nature for illness and accident. Besides urgent treatment which cannot be postponed without endangering the life or the health of a person, essential treatment is also guaranteed for illnesses considered not immediately dangerous but which if left untreated could damage the health or pose a risk to the life of a person (for example, illnesses such as diabetes, heart diseases, lung diseases, hypertension).



- The following areas in particular are safeguarded:
  - preventive medicine
  - pregnancy and maternity care
  - health care for minors
  - vaccinations
  - international prevention schemes
  - prevention, diagnosis and treatment of infectious diseases

These services are provided without any expenses charged to patients who declare a lack of sufficient economic funds.

According to Italian law, if a foreign citizen whose position is irregular as regards his staying in Italy seeks access to medical facilities no information is given to the police except for cases linked to crimes.

S.T.P. CARDS (Straniero Temporaneamente Presente = temporarily present foreign citizen)  
A foreign citizen whose position is irregular can go to the Health Authority<sup>1</sup> and request a health card with an STP regional code. This card is valid for 6 months, renewable if the person remains on national territory and can be used to receive outpatient and hospital health care.

#### **Declaration of the birth of a child In Italy:**

Persons affected

The declaration of birth is compulsory and can be carried out by the father, the mother or by proxy, by the doctor, the midwife or a person present at the birth, respecting, when appropriate, the mother's wish to remain anonymous.

Time required and procedure

The declaration of birth must be carried out:

- Within 3 days of the birth at the office for declarations of birth of the hospital in which the child was born
- Within 10 days of the birth in the town or city in which the child was born or the town or city of residence of the parents (if the parents do not dwell in the same place, unless they arrange otherwise, the declaration must be carried out in the town or city of residence of the mother).

1. In Florence, STP cards and information can be obtained from the following health authority district offices (for the other offices, please consult the "Guide to Services" (4th edition) of the City of Florence Immigration Service):

- Via Verdi 16, tel. 055 244552
- Via di Ripoli 96, tel. 055 6580546
- Lungarno Santa Rosa 13, tel. 055 2285897 - open Fridays 12.30 – 14.30
- Viale Matteotti 48, tel. 055 62641
- Viale Morgagni 33, tel. 055 2285300



## **RESIDENCE PERMIT** **CARTA DI SOGGIORNO**

#### **Persons entitled**

Foreign citizens living lawfully in Italy for at least 6 years, holders of stay permits for a reason which consents an unlimited number of renewals<sup>1</sup>

#### **Relevant authorities**

Police headquarters (for the application form), Local Health Authority or City Technical Office/Housing Service (for certificate demonstrating suitability of accommodation), Court of Justice (judicial register certificate) and State Attorney's Office (pending suits certificate).

#### **Requirements**

The following information must be provided on the police headquarters module:

- full personal particulars
- the place/places in which the foreign citizen has resided in Italy in the previous 6 years
- sources of income, specifying the total amount
- place of residence

#### The following documents must be included with the application:

- copy of passport or equivalent document, or identity document issued by the Italian authorities, indicating nationality, the date (or year) of birth and place of birth
- copy of income tax return for previous year or form 101 (CUD) provided by the person's employer for the previous year, indicating an income which is not inferior to the annual welfare payment<sup>2</sup>.
- judicial register certificate and certificate indicating any current prosecution
- 4 photographs (passport size).

#### **And for family members?**

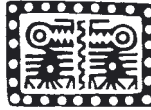
The residence permit can be requested for a spouse and children under 18 years of age living with the applicant.

#### The following must be included with the application:

- certificates attesting the married status of the person or that he is a minor issued by the authority of the country of origin, translated into Italian and authenticated by the Italian consulate (except documents issued according to the 1961 Hague Convention).
- documentation proving the availability of accommodation which complies to the minimum criteria of the regional law as regards public housing, or, in the case of children under 14 years the consent of the proprietor of the accommodation in which the children will live. The existence of the above-mentioned requisites must be certified by the council office<sup>3</sup> or the local health authority<sup>4</sup> which then issues a certificate indicating the suitability in terms of health and hygiene conditions
- documentation demonstrating an annual income no lower than the annual welfare payment if the insertion of one family member is requested, double the amount of the annual welfare payment if two or three members are to be inserted, three times the amount if four or more members are to be added. The income is considered to be that earned by all members of the family who live together and are not dependents.



If the residence permit is requested by a foreign spouse or foreign parent living with an Italian citizen or with a citizen of an EU country resident in Italy, particulars regarding the Italian spouse or child of the Italian citizen with whom the person is living must be indicated. In the case of foreign minors living with the family, the residence permit must be requested by the person who has parental authority.



4 photographs are required for each foreign member to be included in the residence permit.

#### Issue of the residence permit:

The police headquarters issues a receipt, indicating the day on which the permit will be ready. The receipt is by no means a substitute for the residence permit, which is in any case issued within 90 days of the application, subject to investigating the conditions indicated (among which: the absence of current prosecutions and the absence of convictions)<sup>5</sup>.

#### What happens if it is denied or revoked?

The foreign citizen can place an appeal with the Regional Administrative Court (TAR) within 60 days. The extradition of a foreigner who is the titleholder of a residence permit can only take place for serious reasons of public order.

#### Validity of a residence permit:

The residence permit has no time limit as a permit in itself. It is also a personal identity document valid ten years, but must be renewed every five years. Renewal is based on application by the permit holder who must supply new photographs.

#### Advantages of a residence permit:

The foreign citizen can:

- enter Italy without a visa
- carry out any legal activity apart from those expressly forbidden to foreigners by law or only reserved for Italians
- have access to services and benefits provided by the public authority<sup>6</sup>
- take part in local public life, participate in elections when allowed by the local authority regulations.

1. Circular N. 300/C/2002/1281/P/12.214.9/1^DIV. of the Secretary of State – Public Safety Department – states that “possession of a stay permit renewable an unlimited number of times must be considered a valid requisite at the moment of application and no longer during the space of the five-year period” (6 years with the present legislation).

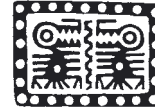
2. The annual welfare payment is Euro 4557,41.

3. City of Florence – Servizio Casa, Viale Guidoni 158, with disabled access in Via Almerigo da Schio, 1.

4. Health Authority – for residents in Florence: Public Health and Safety Office, Via di San Salvi, 12.

5. Prosecutions refer to sentences for the crimes in the CPP art. 380 and to a limited extent to non-culpable crimes as in the CPP art.381.

6. Art.80, comma 19 of the Law of 23 December 2000, n. 338, has established that some economic benefits, as at art. 41 of D.L.vo 286/98, allocated in favour of foreign citizens are granted to titleholders of residence permits: welfare payment ( for political refugees a residence permit is not required), benefits and allowances for civilians who are disabled, deaf, dumb or blind (if a child is disabled he must be on his parent’s residence permit). The application must be made to the local health authority.



## ITALIAN CITIZENSHIP CITTADINANZA ITALIANA

The acquisition of Italian citizenship is regulated by law no.91 of 5<sup>th</sup> February 1992 “New norms on citizenship”, by the Decree of the President of the Republic no.572 of 12<sup>th</sup> October 1993 “Regulation of the implementation of law no.91 of 5<sup>th</sup> February 1992 regarding new norms on citizenship”, and by the Decree of the President of the Republic no.362 of 18<sup>th</sup> April 1994 “Regulation for the discipline of the procedures for acquisition of Italian citizenship”.

### 1) Automatic attribution

- a) by right of origin, by birth (jus sanguinis principle)
- b) transmission by right (communicatio juris): a foreign citizen who becomes a naturalized Italian automatically passes his citizenship to his children (minors) who, when they come of age, can waive it if also citizens of another state (children who are of age and wish to become Italian must use the naturalization procedure).

### Requirements

Stable and effective life in common with the parent at the date of acquisition, proven by a certificate of family status (*certificato di stato di famiglia*) or other appropriate documentation.

### 2) By legislation

The request for Italian citizenship by a foreign citizen does not exclude a discretionary evaluation by the public authority.

### Persons eligible

- a) A foreign citizen or displaced person, regardless of his birthplace, whose father or mother or at least one grandparent were Italian citizens by birth, even if subsequently the citizenship was given up. The person concerned must comply with at least one of the following requirements:
  - carry out effective military service for the Italian state and declare beforehand the desire to acquire Italian citizenship
  - work in a public occupation in the service of the Italian state, in Italy or abroad, and express the wish to acquire Italian citizenship
  - have been legally resident in Italy for at least two years prior to reaching 18 years of age and express the wish to become an Italian citizen within the following year.
- b) A foreign citizen born in Italy and who has resided legally without interruption until coming of age.

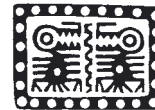
### Requirements

Declaration to be carried out in the city or town of residence within a year of coming of age. Once the requirements have been checked, the new citizen will be registered with the registry office. In this case, the person in question does not lose his original citizenship.

### 3) Naturalization

(acquisition of citizenship by the issuing of an administrative measure)

- a) **By marriage**



## Requirements

- at least 6 months legal residence in Italy after the marriage or at least 3 years from the date of the marriage
- matrimonial status at the time of the decree: according to the State Department the marriage must continue until the ministerial decree of citizenship is issued. According to the opinion of the Council of State, it suffices that the requirements existed even if they no longer do so when the request is presented.



## Relevant authorities

Prefect's Office (*Prefettura*) (or consular authority if abroad)

State Department: a provision of acceptance or refusal must be issued within two years. If this is not the case, after this deadline the person in question gains the right to obtain citizenship (*silenzio assenso*).

## Objections

The existence of serious convictions and problems regarding national security. In this case, the State Department can reject the application within two years. A new application can be put forward after 5 years.

### b) Ordinary

This depends on a discretionary administrative evaluation and is conceded by a decree of the President of the Republic, following the opinion of the Council of State upon the proposal of the State Department.

## Requirements

- of continual, uninterrupted residence required (for foreign citizens conforming to the norms on entry and sojourn in Italy) for:
  - those born in Italy or ascendants of Italians: 3 years
  - UE citizens: 4 years
  - adopted foreigners of age: 5 years
  - displaced persons or refugees: 5 years
  - non UE citizens: 10 years
- lack of previous convictions
- observance of fiscal obligations
- economic independence: the application is rejected on the grounds of 'public interest' in the absence of an income considered sufficient (Euro 8779,77).

## Relevant authorities

Prefect's Office - Citizenship Office (*Prefettura – Ufficio Cittadinanza*)

If the documentation is not complete, the person in question is invited to rectify the situation within 30 days. Once this period has passed, if the documentation remains incomplete, the application can be rejected with justification.

## State Department

The procedure must be concluded within 2 years: in practice the reply can be delayed and there is no maximum period of time set out.

Dual citizenship is not consented to foreign citizens who intend to obtain ordinary naturalization: through administrative channels, the redemption<sup>1</sup> of the original citizenship is requested<sup>1</sup>.



On the application form of the State Department for ordinary naturalization, it is specified that the certificate of redemption of the original citizenship must not be shown at the moment in which the application is made but only after the formal invitation to do so by the Citizenship Department of the State Department.

1.Redemption of the original citizenship was brought in through administrative channels on the basis of the provision of art. 4 of the Decree of the President of the Republic no.362 of 18th April 1994, which authorises the State Department "...to issue, by decree, dispositions concerning the citation of further documents".

## DISCRIMINATION FOR RACIAL, ETHNIC, NATIONAL AND RELIGIOUS REASONS DISCRIMINAZIONE PER MOTIVI RAZZIALI, ETNICI, NAZIONALI E RELIGIOSI

### Persons concerned

- any person, whether Italian or of foreign nationality, who considers him/herself discriminated against in the exercise of a right, access to a service or occupation, on the basis of race, colour, ascendants or national or ethnic origin, citizenship, linguistic group, religious beliefs and observances
- local bodies of the major trade union organisations represented nationally.

### Person who carries out discrimination:

- a) public officer or a person assigned a public service or a person operating a service of public necessity who, in performing his duties, carries out or omits acts which are not provided for by law with regard to an Italian or foreign citizen, only because he is foreign or belongs to a particular race, ethnic group or nationality
- anyone who imposes less favourable conditions or refuses to supply goods or services offered to the public to a foreigner only because he is foreign or belongs to a particular race, ethnic group or nationality
  - anyone who illegally imposes less favourable conditions or refuses to allow access to an occupation, accommodation, education, training or social and welfare services to a foreigner living lawfully in Italy only because he is foreign or belongs to a particular race, ethnic group or nationality
  - anyone who prevents, by actions or omissions, the carrying out of a legally undertaken economic activity by a foreigner living lawfully in Italy only because he is foreign or belongs to a particular race, ethnic group or nationality.
  - an employer or his representatives whose actions or behaviour, directly or indirectly, discriminate against workers only because they belong to a particular race, ethnic or linguistic group, religious confession or nationality.

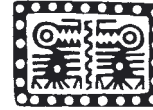
### Relevant authorities

- Court of Justice of the town/city where the person concerned is living, by lodging a petition which is subsequently examined by the judge who has the power to order that the discriminatory behaviour be ended and adopt every other suitable measure to remove the effects of the discrimination. If he considers the petition well-founded, the judge can condemn the person responsible for



the discriminatory act to compensation for damages, either concerning property or so-called moral damages

- Regional Centre for observation, information and legal advice (*Centro Regionale di osservazione, di informazione e di assistenza legale*) for the victims of discrimination on racial, ethnic, national or religious grounds<sup>1</sup>.



the Prefect of Police, in the order, has learned of the concrete danger that the individual will evade the enforcement of the injunction. Otherwise the extradition order is always carried out with the foreign citizen being accompanied to the border.

#### Time required

- in urgent cases the judge prepares a motivated decree, making, where necessary, brief enquiries. In such a case, he establishes, with the same decree, the appearance in court before him of the two parties within 15 days, and immediately fixes a deadline of maximum 8 days for the notification of the appeal and the decree. At this hearing, the judge confirms, modifies or revokes the measures set out in the decree by means of an ordinance.

1. When this information was prepared, the centre in question had not yet been set up.

## EXTRADITION ORDERS ESPULSIONE

#### Persons affected

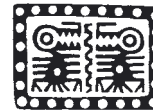
An extradition order is issued by the Prefect of Police (*prefetto*) when a foreign citizen:

- has entered Italy avoiding the border control posts and has thus not been refused entry
- has sojourned on Italian soil without applying for a stay permit within 8 working days from entry (except in those cases in which the delay is due to circumstances beyond the individual's control), if the stay permit has been withdrawn or annulled or if the expiry date is more than 60 days old and no application has been made for its renewal
- is considered by law a danger to society insofar as he is involved in criminal trafficking, or lives on the proceeds of criminal activities, or is suspected of mafia-associated crimes or similar.

The extradition order is drawn up as a motivated order and is immediately enforceable, even if it is subject to charges or an act of appeal. It is communicated to the foreign citizen either personally or by means of a written and motivated notification of the injunction, containing indications of ways of appeal. If the foreign citizen does not understand Italian, the injunction must be accompanied by a summary of its content in a language which he understands or, if this is not possible, in English, French or Spanish, according to the preference of the individual in question.

If the foreign citizen to be expelled is subject to prosecution, the head of police asks the judicial authority for authorisation for extradition. This request can only be denied for binding requirements of a trial. The authorisation is considered granted if the judicial authority has not taken a decision within 15 days of the request (*silenzio assenso*).

When a foreign citizen has remained in Italy for over 60 days after the expiry of his stay permit, and has not applied for its renewal, the extradition order contains a warning to leave Italy within 15 days from the notification of the injunction. Even in this case, however, the head of police can arrange for the foreign citizen to be accompanied immediately to the border if



#### Protection of interests

Appeal can be presented within 60 days of the notification of the injunction to the Court of Justice of the place in which the authority which drew up the order is situated.

If the individual is held in a temporary detention centre the appeal must be presented to the relative Court to ratify this measure.

The appeal can be presented personally, also through the Italian consular authorities.

No appeal can be made against the decision of the Court. The only alternative is to file an appeal to the Supreme Court.

A foreign citizen who has been expelled cannot return to Italy for 10 years without special permission from the State Department: infringement is punished by arrest for a period from 6 months to 1 year, after which the individual is expelled once again and immediately escorted to the border.

The Prefect, in the extradition order, taking into consideration the overall conduct of the foreign citizen in the period in which he was in Italy, can suggest a period of less than 10 years, but no less than 5 years.

An appeal can be lodged with the Rome office of the Regional Administrative Court (TAR) in Lazio against an extradition order for reasons of public order and safety, issued by the Secretary of State.

## ENTRY FOR SELF-EMPLOYED WORKERS INGRESSO PER LAVORO AUTONOMO

#### Persons eligible

Foreign citizens who intend carrying out an industrial, professional, artisan or commercial activity in Italy, or form companies or partnerships.

#### Procedure

Within the immigration quota limits, a foreigner can obtain an entry visa for self-employed work upon production of the following documents at an Italian consulate:

- a declaration stating that there are no reasons impeding the granting of the qualifying title or authorisation necessary to carry out the chosen self-employed activity in Italy;
- a declaration of the reference indicators regarding the availability of the necessary financial resources to carry out the chosen self-employed activity, issued by the Chamber of Commerce (*Camera di Commercio*)<sup>1</sup> of the area in which the self-employed activity must be carried out, or substitute documentation;
- authorisation issued by the police headquarters;
- documentation of the availability of suitable accommodation in Italy;
- documentation regarding the extent of the person's income which must exceed the minimum level indicated by law so as to ensure the person is able to pay national health contributions.

#### The Italian embassy or consulate issues:

- the visa expressly indicating the activity for which it has been issued;

- a certificate declaring the existence of the requisites necessary for granting the permit for self-employed work.

#### Time required

#### The visa must be:

issued or denied within 120 days from the date on which the application was made and the relevant documents demonstrating the requisites required by law were presented; used within 180 days from the date of issue.

A permit for self-employed work is valid for 2 years and can be renewed.

#### Self-employed work for foreign citizens already in Italy

A foreign citizen who already possesses a stay permit which does not entitle him to work (ex. tourism, medical treatment, asylum application, etc.) can ask the police headquarters of the place in which he intends to work to convert his stay permit into a permit for self-employed work. In order to do so, besides the documentation required for a foreigner who requests an entry visa for self-employed work, a certificate from the provincial employment office (*Direzione Provinciale del Lavoro*) must be produced, stating that the request falls within the sphere of the entry numbers for self-employed work established annually.

I. Florence Chamber of Commerce: Piazza dei Giudici 3, tel.: 055 27951

## ENTRY FOR SEASONAL EMPLOYMENT INGRESSO PER LAVORO STAGIONALE

#### Persons affected

Italian or foreign employers duly residing in Italy, trade associations on behalf of their associates who want to engage foreign citizens resident abroad for seasonal work.

#### Relevant authorities

In every province at the Prefect's Office (*Prefettura – Ufficio Territoriale del Governo*) there is an office for immigration which deals with the entire procedure regarding the engaging of foreign employees both with short-term or open-ended contracts.

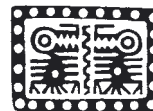
#### Procedure

Within the limits of the entry numbers established by annual decrees or special agreements regarding seasonal work flow the employer must present a proper named request at the immigration office of the province of residence.

The office immediately communicates the request to the pertinent employment centre which ascertains within five days the eventual availability of Italian or EU workers to fill the seasonal job offered.

The immigration office in any case issues the authorisation as regards right of precedence ten days from the communication of the employment centre and not more 20 days from the day on which they received the request from the employer and transmits the documentation, including the fiscal code number, to the consular offices.

The consular offices of the country of residence or origin of the foreign citizen, after the



necessary controls, issue an entry visa indicating the fiscal code number.

Within eight days of entering the country, the foreign citizen must go to the immigration office which issued the authorisation to sign the contract (*contratto di soggiorno*) which remains in the office. The immigration office then sends copies to the pertinent consular authority and the employment centre.

**The stay permit is valid for a minimum of 20 days and a maximum of 9 months.**

If a seasonal worker has complied with the conditions indicated in the stay permit and has returned to his country of origin upon expiry of the permit, he has priority to re-enter Italy the following year for seasonal work over other citizens of his country who have never entered Italy properly for reasons of work.

A foreign citizen who demonstrates that he has been in Italy at least two years consecutively for seasonal work can be issued, when the employment is repeated, a multi-year permit for this work for up to three years, valid for the annual period corresponding to that of the previous two years with only one measure. The relative entry visa is issued each year.

The permit will be immediately revoked if the foreign citizen infringes the provisions of the current consolidated act.

## ENTRY FOR EMPLOYMENT INGRESSO PER LAVORO SUBORDINATO

#### Persons affected

Any Italian or foreign employer living lawfully as a resident in Italy, who intends installing an employer-employee relationship with a foreign worker resident abroad.

#### Relevant authority

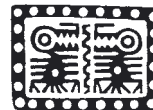
In every province at the Prefect's Office (*prefettura – Ufficio Territoriale del governo*) there is an office for immigration which deals with the entire procedure regarding the engagement of foreign employees both with short-term or open-ended contracts.

#### Procedure

In accordance with the limits of the entry numbers established by annual decrees issued by the Prime Minister, the employer must present the following at the immigration office of his province of residence, or the province in which the company is registered or in the province in which the employment will take place:

- named request for the authorisation to work;
- suitable documentation pertinent to the housing arranged for the foreign worker;
- the proposal for the contract (*contratto di soggiorno*) with the relative conditions, including the undertaking of the payment on the part of the employer of the return expenses of the foreign citizen to his country of origin;
- declaration pledging to communicate any variation concerning the employer-employee relationship.

If the employer does not personally know the foreign citizen he can ask, by presenting the documentation pertinent to the contract, housing and repatriation expenses, the authorisation for work for one or more persons enrolled in the lists at our diplomatic or consular offices, selected according to criteria which will be defined in the new regulations.



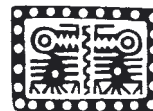
### Time required

The immigration office communicates the requests of the employer to the pertinent employment centre. The centre then sees to transmitting the offers to the other centres and to make them available on the Internet website or by any other means possible.

After 20 days, if no application has been made by an Italian or EU worker, the centre transmits this information to the immigration office. If, on the contrary, applications have been made, it also communicates them to the employer.

Even if no reply is forthcoming from the employment centre within the 20-day limit, after the maximum period of 40 days from the presentation of the request, the immigration office in any case, after consulting the head of police, issues the authorisation, taking into consideration the numerical, quantitative and qualitative limits established by the decree on the fluctuation of labour and transmits the documentation, including the fiscal code number, to the consular offices.

The authorisation for employment is valid for a period no greater than six months from the date of issue. Within this period, the foreign citizen must apply to the consular offices of the country of residence or origin for an entry visa and arrive in Italy.



to renew the declaration regarding habitual address within a year of the expiry of the stay permit or residence permit. The foreigner is notified and invited to rectify the situation within 30 days.

Identity cards, except in those cases in which international conventions or agreements state differently, are not valid for expatriation and do not legitimize the sojourn of foreigners in Italy in place of a stay permit or in place of a stay permit which has expired.

### Obligations of hosts and employers

Any person, for whatever reason, who provides accommodation or gives hospitality to a foreign citizen or a displaced person, even if this person is a relative or relative by marriage, or for any reason engages this person in their service or cedes to this person ownership or the use of real estate, whether rural or urban, located on State territory must communicate this in writing to the local police authority within 48 hours.

The communication must include, besides the particulars of the person making the declaration, the particulars of the foreign citizen or displaced person, details of their passport or identity document, the exact location of the premises ceded or in which the person is staying, being given hospitality or is working and the reason for which this communication is necessary.

Any violations of the current regulations are subject to an administrative sanction in the form of the payment of a fine ranging from Euro 160 to 1100.

1. Comune di Firenze, Ufficio Anagrafe (City of Florence Registry Office) – Via dei Leoni, 5

Mon to Sat 08.30 – 13.00; Thurs 08.30 – 18.30

2. The possibility of choosing one's residence at the offices of the voluntary service associations available for this purpose is suspended.

## PERSONAL DATA REGISTRATION<sup>1</sup> AND OBLIGATIONS OF HOSTS

### ISCRIZIONE ANAGRAFICA<sup>1</sup> E OBBLIGHI DELL'OSPITANTE

#### The registration of personal data is carried out

- for births, at the registry office of the city or town of residence (*comune di residenza*) of the parents or mother if the parents are registered in two different places
- for change of residence from another city or town or from abroad declared by the person in question, taking into account the provisions relating to persons without fixed abode<sup>2</sup> as well as when the person is not registered in any registry office.

Foreign citizens registered must renew the declaration regarding their established dwelling-place within 60 days of the renewal of their stay permit.

The dwelling-place of a foreign citizen is considered to be established also as regards cases of documented hospitality for more than three months in an immigration reception centre (*centro di accoglienza*) and the stay permit, if it is the first one issued, must be valid for more than three months.

Residence will be considered in effect from the date of the declaration of the change of residence by the person registering the change.

Enrolments, changes or cancellations are communicated to the police headquarters for the area in question. Any changes in abode must be communicated by the foreign citizen to their area police headquarters within 15 days.

#### The registration is cancelled

- when residence is transferred to another town or city or abroad, or when a person without fixed abode moves to another area
- for ascertained untraceableness following the outcome of a general census, or when the person cannot be traced following repeated controls and for failure



## ENROLMENT IN COMPULSORY EDUCATION ISCRIZIONE ALLA SCUOLA DELL'OBBLIGO

### Persons eligible

Foreign minors living on Italian territory have the right to education regardless of their legal position, in the same manner as Italian citizens. Enrolment can take place at any time of the year.

All the regulations in force regarding the right to education, access to educational services and participation in the life of the school community are applied to foreign minors, including the provisions for compulsory vaccinations unless there are dispensations laid out in an exemption declaration issued by the health authority doctor. If the vaccinations have already been carried out abroad, the certificates must be translated and authenticated by the Italian diplomatic authorities in the country of origin.

If they have no documentation demonstrating their personal data or possess incomplete or irregular documentation, they are enrolled with reserve but this does not compromise their obtaining finishing certificates for courses of study in schools of all ranks. If the declared identity of the pupil is not found to be untrue, the certificate is issued with the information acquired at the moment of enrolment.

### Procedure

The application is made directly to the school in which the minor will be enrolled. The minor

is enrolled in the class corresponding to his age, unless the teaching staff decide otherwise. The following must be held in consideration:

- the school system in the country of origin which can determine enrolment in a class which does not correspond to the minor's age
- ascertainment of competences, abilities and levels of preparation of the pupil
- course of study followed in the country of origin
- school certificate already obtained by the pupil, where relevant.

### Nursery School

The application must be presented to the nursery school in the area in which the child actually lives by one of the parents or a person who has parental authority (*patria potestà*). If the family applies to a school outwith the area of residence the application is taken into consideration on the basis of the number of places available, taking into account the facilities of the school and as long as the acceptance of the application does not require forming a new class.

Enrolments and attendance at nursery school are free. Enrolments are normally carried out every January according to the provisions specifically set out in the Education Department memorandum

### Integration of children of travelling families

A number of places, corresponding to the equivalent of at least one place per class, have been reserved in the following schools, Allori, Cadorna, Montessori, Rodari, Bechi, Locchi, Niccolini, Fedi, Viani, in order to allow for adequate education programming. These schools are already involved in the integration of children of travelling families from the Poderaccio and Olmatello camps.

### Reduction or exemption from payment of school meals<sup>1</sup>

1. See specific information sheet

## MARRIAGE MATRIMONIO

### Persons eligible

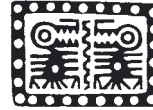
All citizens, whether Italian or foreign, including those not resident or domiciled and without stay permits.

### Relevant authority

Registry office<sup>1</sup> of the city or town of residence - Publications Office  
(when at least one member of the couple is resident)

### Documents necessary

- valid identity document: passport or similar travel document recognised as equivalent
- authorisation (*nulla osta*) for marriage which can be issued by:
  - a) either the consulate or embassy in Italy of the country of origin, authenticated<sup>2</sup> by the Prefect's Office (*Prefettura*)<sup>3</sup>
  - b) or the authority of the country of origin in accordance with the regulations of the foreign country, translated into Italian and authenticated by the



Italian authority in the same country (consulate or consular department of the Italian embassy):

The authorisation must indicate there is no impediment to marriage according to the laws of the country of origin, surname, name, date and place of birth, citizenship, residence and single status. In the case of a divorcee or widow the date of the dissolution of the marriage is also necessary. In the case of a divorcee or a widow of less than 300 days the authorisation of the Court of Justice<sup>4</sup> is needed.

If the citizen does not understand Italian perfectly he must be assisted by a translator or interpreter, both when requesting the publication of the banns and during the marriage ceremony.

If the citizen is resident or domiciled in Italy, he is subject to the publication of the banns and must also produce his birth certificate which can be issued by the authorities indicated in points a) or b). If the authorisation (*nulla osta*) also includes particulars of his parents the birth certificate is unnecessary.

Any birth certificate which is drawn up on an international module (multilingual) issued by the authority in the country of origin is exempt from authentication as long as the country has adhered to the relevant international convention.

In the case of refugees, the ACNUR provides the documentation.

On the day established, the civil ceremony is celebrated by the Officer of State (the mayor or his representative) in the city hall in the presence of two witnesses, who can also be related to the couple, and with an interpreter (if the bride and groom are foreign citizens and do not understand Italian).

Except in the case of the birth of offspring, the stay permit issued after the marriage will be immediately withdrawn if it is ascertained that the couple did not effectively cohabit after marriage.

1. For the City of Florence (Comune di Firenze): Ufficio di Stato Civile, Palazzo Vecchio, P.za della Signoria, room 4, mezzanine floor; Mon to Sat, 08.30 – 13.00, tel. 2768276-2768370.

2. The following countries are exempt from authentication: Belgium, Cyprus, Denmark, France, United Kingdom, Greece, Eire, Yugoslavia, Liechtenstein, Luxemburg, Norway, The Netherlands, Portugal, Czech Republic, Spain, Sweden and Turkey.

3. Prefect's Office (*Prefettura*) in Florence: Via A. Giacomini, 8, 2nd floor; Mon to Fri, 09.00 - 11.00.

4. Florence Court of Justice (*Tribunale di Firenze*): P.za San Firenze, Cancelleria Volontaria Giurisdizione, 3rd floor; Mon to Sat, 08.30 - 12.30.

## STAY PERMIT FOR EMPLOYMENT

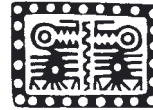
### PERMESSO DI SOGGIORNO PER LAVORO SUBORDINATO

### Persons affected

Foreign citizens who are holders of entry visa issued for employment.

### Procedure

Within 8 days of entering Italy the foreign citizen must go with his employer to the immigration office which issued the authorisation to sign the contract (*contratto di soggiorno*) which remains in the office. The immigration office then sends copies to the pertinent consular authority and the employment centre.



### Obligations of employers

In every province at the Prefect's Office (*prefettura – Ufficio Territoriale di Governo*) there is an office for immigration which deals with the entire procedure regarding the engagement of foreign employees both with short-term or open-ended contracts.

### Duration of stay permit for employment

The stay permit has the same duration as the contract, and in any case cannot exceed:

- One year, in relation to a short-term employment contract (*contratto di lavoro subordinato a tempo determinato*);
- Two years, in relation to an open-ended contract (*contratto di lavoro subordinato a tempo indeterminato*) or for self-employed work.

### Renewal of a stay permit

The application must be made to the head of police of the province in which the foreign citizen is dwelling:

- 90 days prior to the expiry date for stay permits for work with open-ended contracts;
- 60 days prior to the expiry date for stay permits for work with short-term contracts;
- 30 days prior to the expiry date for all other cases.

### What happens of the worker is unemployed?

When a foreign worker loses his job (individual or collective dismissal or resignation by the worker himself), the company that engaged him must communicate the situation to the Provincial Employment Office (*Direzione Provinciale del Lavoro*) within 5 days to allow the foreign worker enrolment in the lists and economic assistance in his favour. The Provincial Office will enrol the foreign citizen in the employment lists for the period corresponding to the remaining validity of his stay permit. In any case, except for seasonal workers, the total period is no shorter than 6 months.

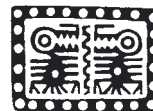
When a foreign worker has the right to remain on State territory after the limit established on his stay permit, the police headquarters renews the permit, following the documented application of the individual in question, for a period of up to 6 months from the enrolment date in the employment lists.

### Disabled workers or refugees

In the case of a foreign citizen lawfully resident for reasons of employment or for a reason which allows employment, who has been declared disabled, enrolment in the separate lists for the individual categories of disabled people, is the equivalent of enrolment in the employment lists. These lists are kept at the Provincial Employment Offices and also include refugees who are unemployed and who are seeking a job suited to their working skills and abilities.

### Welfare and social security rights in the case of repatriation

In the case of repatriation a non-EU work maintains his welfare and social security rights matured and can enjoy them independently of a mutual agreement in force upon the accrual of the requisites provided by the regulations in force on reaching 65 years of age.



## STAY PERMIT FOR FAMILY REASONS PERMESSO DI SOGGIORNO PER MOTIVI FAMILIARI

### Persons entitled

Besides foreign citizens who enter Italy with visas for uniting family members, or with entry visas following a family member, stay permits for family reasons are also issued to:

- foreign citizens living lawfully in Italy for at least one year who have married in Italy either an Italian citizen or a citizen of an EU country or a foreign citizen lawfully living in the country.
- foreign family members lawfully living in Italy, with the requisites for being reunited with an Italian citizen or an EU citizen resident in Italy, or with a foreign citizen lawfully living in Italy. In this case the family member's permit is converted into a stay permit for family reasons. The conversion can be requested within a year from the date of expiry of the document for stay previously possessed by the family member. If this citizen is a refugee, a valid stay permit on the part of the family member is not necessary.
- a foreign and/or natural parent, of an Italian minor resident in Italy. In this case the stay permit is issued without considering whether the applicant has a valid claim to stay, on condition that the parent applying has not been deprived of his parental authority (*patria potestà*) according to Italian law.
- Foreign citizens living with relatives (*entro il quarto grado*) or with a spouse, of Italian nationality.

### What does a stay permit for family reasons permit the holder to do?

- access to welfare services
- enrolment in courses of study and professional training
- enrolment in employment lists
- employment or self-employment, taking into consideration the minimum age requisites for work.

### How long is it valid for?

A stay permit for family reasons has the same duration as a stay permit of a foreign family member, in possession of the requisites for uniting family members, and is renewable together with the latter.

A foreign citizen who is united with an Italian citizen or an EU citizen, or a foreign citizen who possesses a residence permit, will be issued a residence permit.

What happens in the case of the death of the family member, separation or dissolution of marriage?

In these cases, or for a child who cannot obtain a residence permit, upon his 18th birthday, the stay permit can be converted into a permit for employment, self-employment or study, taking into consideration the minimum age requisites for work.

Can the stay permit for family reasons following marriage in Italy be withdrawn?

A stay permit issued following marriage, celebrated in Italy with Italian citizens or EU citizens or with foreign citizens lawfully living in Italy, is immediately withdrawn if it is ascertained that the couple did not effectively cohabit after marriage, except in the case of the birth of offspring.



## SAFEGUARD OF PERSONS AT RISK PROTEZIONE SOCIALE

### Persons affected

Foreign citizens who are the victims of a violent situation or serious exploitation in which concrete risks for their safety can arise, resulting from an attempt to escape their predicament.

### Procedure

The proposal for a stay permit for reasons of safeguard is carried out by:

- the social services of the local authorities or associations, bodies and other organisations enrolled in the register with the Board of the Council of Ministers, Department of Social Affairs, provided they are qualified to carry out assistance and social safeguard programmes for foreigners ( in these cases the head of police evaluates the gravity of the danger and the degree to which it is relevant to the present, also on the basis of the elements contained in the proposal).
- the State Attorney in those cases in which prosecution has begun relating to episodes of violence or serious exploitation involving a foreigner.

Once the proposal has been received and the existence of the conditions checked, the police headquarters will issue a stay permit for humanitarian reasons.

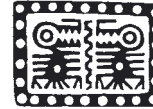
### Essential requirements

- the opinion of the State Attorney, when the above-mentioned prosecution has begun and the attorney has omitted to formulate the proposal or the proposal does not indicate the gravity of the danger and the degree to which it is relevant to the present.
- the assistance and social integration programme relevant to the foreigner, in accordance with the regulations of the Interdepartmental Commission for the realisation of the programme
- the foreigner's consent to the programme, following a warning of the possible consequences due to suspension of the programme or behaviour which is incompatible with the aims of the programme
- the acceptance of the commitments connected to the programme by the person in charge of the facility where the programme will be carried out.

### This stay permit

- is valid for 6 months and can be renewed for one year, or for the longest period necessary for reasons of justice
- is withdrawn if the programme is abandoned or for behaviour which is incompatible with the aims of the programme, reported by the State Attorney or, where competent, by the social service of the local body or, in any case, ascertained by the head of police
- allows access to welfare services and study, enrolment in the employment lists and the carrying out of employed work, taking into consideration the minimum age requisites
- upon expiry if the holder is working it can be further extended or renewed for the length of the employment
- can also be converted into a stay permit for study if the holder is enrolled in a recognised course of studies.

The stay permit for humanitarian reasons (safeguard of persons at risk) can also be issued,



upon release from prison, also on the basis of a proposal by the State Attorney or the supervising judge at the juvenile court, to a foreigner who has finished serving a sentence inflicted for crimes committed when a minor and has provided concrete proof of participation in an assistance and social integration programme.

## PAYMENT OF SCHOOL MEALS - REDUCTIONS AND EXEMPTIONS

### RIDUZIONE O ESONERO DAL PAGAMENTO DEL SERVIZIO DI REFEZIONE SCOLASTICA

Any applications regarding special cases (reduced rates, exemptions) must be placed each year with the personnel of the appropriate City office or at the Education Department Office<sup>1</sup>.

Medical certificates must be produced each year for any pupils who require special diets. Each certificate must state the disorder and the items which the pupil cannot eat, following which alternative meals will be prepared.

For families with more than one child using the school meals service there is a reduction of 20%, both as regards the full rate and the reduced rate, for all the children except the first child.

### Exemptions

Those families known to receive assistance from the local Social Services Department and with an annual income of less than Euro 3.356,97 per head are exempt from the payment of school meals. The parents must present an application, together with an income declaration to the relevant City office by the date established yearly. The declaration from the Social Services Department which assists the family will be officially obtained.

### Reductions

Parents wishing to obtain reductions, must present an application, together with an income declaration, to the appropriate City office by the date established. It is necessary to declare the income of the previous year of each member of the family (parents and children both under and over 18 years of age considered dependents), together with any other revenue received by any of the above-mentioned family members. This also includes, for example, any maintenance allowance for the children. The income referred to is the overall income less the compulsory social security and health contributions.

In order to calculate the annual income per head, the entire revenue total must be divided by the number of members in the family as described above.

### Committee for special cases

Applications for exemptions regarding special cases involving health or social and economic problems, can be put before the Committee by placing an application accompanied by the relevant declarations with the personnel of the appropriate City office.

Income between Euro 3.356,97 and Euro 4.131,66 per head and situation known to the Social Services Department: application accompanied by declaration stating the income situation, and a personal declaration regarding the state of necessity of the family.

Income between Euro 0 and Euro 4.131,66 per head and situation NOT known to the Social Services Department: application accompanied by declaration stating the income situation,

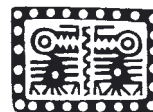


personal declaration regarding the state of necessity of the family, declaration from bodies or institutions which confirms the effective needs of the family.

#### Reduced rate application

Income between Euro 5.422,80 and Euro 6.455,71 per head, situations known or otherwise to the Social Services Department: application accompanied by declaration stating the income situation, personal declaration regarding the state of necessity of the family, declaration from bodies or institutions which confirms the effective needs of the family. The declaration from the Social Services Department which assists the family, where relevant, will be officially obtained.

1. Education Department: Via Nicolodi 2, Florence – tel. 055 2625606, Mon, Wed, Fri - 09.00 – 13.00



## ENTRY VISA AND STAY PERMIT FOR STUDY

### VISTO D'INGRESSO E PERMESSO DI SOGGIORNO PER STUDIO

#### Persons entitled

An entry visa for study can be requested by foreign citizens resident abroad who after attending school for at least 12 years are in possession of a certificate indicating the completion of secondary school.

#### Appropriate authority

The application for an entry visa must be made to the Italian diplomatic or consular authorities in the country of origin or responsible for the place of residence of the foreign citizen.

#### Procedure

Foreign (non-EU) students resident abroad must apply to the Italian diplomatic or consular authorities in their country of residence, by the deadline established annually (information to this regard is available at the Italian diplomatic or consular authorities).

For consultation purposes, these offices possess the lists of university degrees and diplomas for which a certain number of places have been reserved for foreign students.

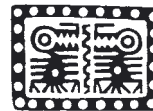
On the application form, each candidate must indicate only one university degree or diploma course and the university where he intends to enrol.

#### Documents required

##### 1) EDUCATION QUALIFICATION

- a) the original copy of the secondary school leaving certificate or a legally recognised substitute copy (not the photocopy of the certificate)<sup>1</sup>. The certificate must be accompanied by an Italian translation, for which the applicant is responsible, authenticated by the Italian authorities in their country.

The Italian diplomatic authorities will return the translated originals to the candidates, authenticated and accompanied by a 'declaration of worth', with a contextual stamp, and will send authenticated photocopies of all the documents to the university chosen by the candidate.



- b) Those candidates who will sit their secondary school final exams in the summer session of the same year, must include a school attendance certificate, reserving the right to present the final qualification to the authorities (original certificate or substitute) by the deadline established.
- c) Students from countries where there is a special university entrance exam must present, besides their secondary school leaving certificate, a certificate demonstrating they have sat this exam and are qualified.

For students at b) or c) where the deadlines made it impossible for the diplomatic or consular authorities to present the university with the remaining documents necessary before the entrance exam, the students in question will be admitted to the entrance exams with reserve.

In this specific case, the authorities must nonetheless send confirmation – even by fax – directly to the universities of the names of those who have sat the secondary school final exam (in case b), indicating the mark obtained, and/or of those who have sat the special entrance exams for local universities (in case c).

If the documents are not presented by the annual deadline, the entrance exam sat with reserve is automatically annulled.

2) TWO PASSPORT SIZE PHOTOGRAPHS, one of which authenticated by the Italian diplomatic or consular authorities;

3) ANY DOCUMENTS REGARDING PARTIALLY COMPLETED ACADEMIC STUDIES carried out abroad, if the student asks for his course of studies to be shortened. The following are necessary:

- certificates of the exams sat at the foreign university, translated into Italian and/or confirmed by the Italian authorities in the candidate's country;
- detailed programmes of each course attended, translated as above.

#### Issue of entry visa

The entry visa for study for non-EU citizens which allows them to sit the university entrance exam for the following academic year is issued usually from the month of July<sup>2</sup> onwards exclusively to those on the lists of students admitted (or admitted with reserve) to the entrance exams, sent by the university by the same deadline.

The entry visa will only be issued to those who sit their secondary school final exam at the end of the school year once the documentation of the school certificate and/or the academic qualification certificate is completed.

When requesting the visa, students must demonstrate that they possess:

- economic solvency (information on the documentation necessary is available from the diplomatic authorities)
- insurance cover for health care and hospital admission (information on the cover accepted is available from the diplomatic authorities).

#### Stay permit

Within 8 days of their arrival in Italy, foreign students must go to the police headquarters of the city in which they intend staying to obtain a stay permit for study.

If the student intends to move temporarily to other cities (for example, to attend Italian language courses), he must present himself at the police headquarters of the other city to declare his change of abode within 15 days.

After enrolment, and in any case prior to the expiry of the stay permit, students must go to the

police headquarters to ask for their stay permit to be extended for the whole academic year. A stay permit for study cannot be renewed without having passed at least two exams annually for each academic year<sup>3</sup>.

#### Entrance exams

In order to gain admission to a university diploma or degree course, a foreign student must pass an Italian language test and, for some courses, an obligatory entrance exam<sup>4</sup>.

Candidates must produce one of the following identity documents upon arrival at the exam:

- passport with an entry visa for study
- stay permit

Foreign citizens from countries where university admission is based on a limited number of places, must sit two separate test at the faculty they have indicated in order to assess, respectively, their knowledge of Italian and preparation for the course of studies chosen.

Any candidate who does not pass the Italian language test cannot be admitted to any further tests.

#### Results of the admission tests

The lists (one for every degree course) compiled on the basis of the admission test results of the candidates who have passed the tests are posted at the Foreign Students' Office of the university.

Every university inserts the number of remaining places available for every degree course in the M.I.U.R.<sup>5</sup> data bank and posts this list to allow any qualified candidates who were not classed high enough on the list to gain a place available to apply for:

- admission to a similar degree course in the same university (as long as their qualification is suitable);
- or admission to another university, for the same degree course or similar. In this case, the application is presented to the rector of the chosen university and the rector where the exam was taken, who confirms the admission test has been passed and the score acquired is correct.

**Each suitably qualified candidate can present only one application.**

#### Rejected candidates

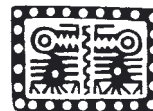
Once the places have been finally allocated, those who despite their qualifications have not gained admittance to another degree course or to another place of study, must leave Italy by the expiry date on their stay permit for study unless they have a reason which allows them to stay legally in Italy beyond that date.

All candidates rejected can collect the documentation they previously presented at the Foreign Students' Office.

#### Enrolment of foreign citizens already lawfully resident in Italy

In order to enrol, foreign students (both EU and non-EU) and political refugees who are holders of residence permits or stay permits for employment or self-employment, family reasons, political asylum, humanitarian reasons or religious grounds, and foreign citizens lawfully resident for at least one year, who possess foreign or Italian secondary school leaving certificates<sup>6</sup>, apply directly to the Students' Office of the chosen faculty. These foreign students are not required to pass an Italian language test.

Foreign citizens, wherever they are resident, who possess secondary school leaving certificates from Italian schools abroad or foreign or international schools in Italy or abroad, which are the object of bilateral agreements or special regulations and satisfy the general conditions



required for entry for study purposes, can apply directly to the Students' Office of the chosen faculty.

A stay permit for study cannot be issued for more than three years beyond the duration of the course of study. However, it can be renewed for specialisation qualifications or research doctorates, for the entire duration of the course, and renewable for one further year.

1. The secondary school leaving certificate, besides allowing admission to the universities of the pertinent country, must have been issued at the end of a school career of at least 12 years. In order to seek enrolment in an Italian university, students from countries where less than 12 years is programmed, must present, besides their original secondary school leaving certificate, an academic certificate demonstrating they have passed the exams corresponding to the first year of university studies for those countries with 11 years' school attendance, and the first two years of university studies for those countries with 10 years' school attendance.

2. Any enquiries about the exact deadlines should be made to the Italian diplomatic or consular authorities in the country of residence.

3. For duly documented serious health problems or circumstances beyond the person's control, the stay permit can be renewed if the student has only passed one examination.

4. For information: Segreteria Studenti Stranieri (Foreign Students' Office), Piazza San Marco 4, Florence, tel. 0039 055 2757229 – fax 055 275768. Email: [ustr@adm.unifi.it](mailto:ustr@adm.unifi.it). Opening hours: Mon, Wed, Fri: 09.00 – 13.00; Tues, Thurs 09.00 – 10.30.

5. Ministero dell'Istruzione, dell'Università e della Ricerca (Education, University and Research Department).

6. The certificate must be accompanied by an official Italian translation and 'declaration of worth' issued by the appropriate Italian diplomatic or consular authorities.

## ENTRY VISA AND PERMIT FOR FAMILY REASONS VISTO D'INGRESSO E PERMESSO PER MOTIVI FAMILIARI

#### Persons entitled

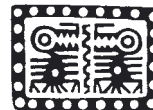
The right to maintain or regain family unity as regards foreign family members is recognised for foreign citizens in possession of residence permits or stay permits valid for not less than one year, issued for employment, self-employment, asylum, study or religious grounds.

**Applications for an entry visa for family reasons can be made for:**

- a spouse from whom the applicant is not separated;
- dependant minors, including the children of only one of the couple or children born out of wedlock, who are not married or legally separated on condition that the other spouse, if living, has given consent
- dependant children of age, who cannot objectively support themselves due to their state of health as complete invalids
- dependant parents who do not have other children in the country of origin
- parents over 65 years whose other children cannot support them for documented serious health reasons;

**Entry is also allowed for:**

- the natural parent of a minor lawfully living in Italy, who must demonstrate within a year of entering the country that he possesses the requisites for uniting family members (availability of accommodation and income);
- a family member following an Italian or EU citizen with whom it is possible to be united as family members.



## Documents required

- residence permit, or stay permit valid for not less than one year, issued for employment, self-employment, asylum, study or religious grounds, or suitable documentation demonstrating Italian citizenship or citizenship of an EU country
- documentation demonstrating an annual income no lower than the annual welfare payment<sup>1</sup> if the application is for one family member, double the amount of the annual welfare payment for two or three members, three times the amount for four or more members.
- proof of the existence of a job:

### For an employed worker:

- photocopies of his last four pay packets
- declaration from his employer on the headed notepaper of his business indicating the date of engagement, basic monthly salary, status of the worker and duration of the contract
- photocopy of the communication indicating the engagement of the worker sent by the employer to the Provincial Employment Office with a stamp indicating its receipt or copy of the registered post receipt
- photocopy of the employment card (*libretto di lavoro*) (only if the pages are stamped and signed)
- photocopy of the tax-return form (*modello 101*) regarding the previous year's income
- for members of cooperatives, besides the documents listed above: a copy of the page of the register (*libro matricola*) where the worker's data is reported.

### For a domestic worker:

- photocopies of the most recent I.N.P.S. (*National Institute of Social Insurance*) payment receipts
- photocopy of his I.N.P.S. registration receipt
- declaration of the employer (see above) and copy of his identity document
- photocopy of the employment card (*libretto di lavoro*) (only if the pages are stamped and signed)
- if the worker lives with his employer: certificate of family status of the employer and declaration of hospitality from the employer

### For a self-employed worker:

- photocopy of his last income tax return (*modello 'Unico'*)
- registration certificate with the Chamber of Commerce
- photocopy of VAT number (*I.V.A.*)
- photocopies of the invoices issued by the company in the current year
- declaration of the provisional balance sheet of the company, updated to the previous month, for the current year, signed and stamped by a professional accountant's office

-documentation proving the availability of accommodation, which complies to the minimum criteria of the regional law governing public housing<sup>2</sup> or, in the case of a child under 14 years, the consent of the proprietor of the accommodation in which the child will live. The existence of the above-mentioned requisites must be certified by the council office<sup>3</sup> or the local health authority<sup>4</sup> which then issues a certificate indicating the suitability in terms of health and hygiene conditions.



## Application and issue of visa

The application for the authorisation for uniting family members must be presented, with the above-mentioned documentation, including that demonstrating the kinship, marital status and age of minors, and translated into Italian and authenticated by the Italian consular authorities, at the Immigration Office of the Prefect's Office (*Prefettura – Ufficio Territoriale del Governo*) where the applicant is living. This office will issue a copy date-stamped and signed by the employee who takes receipt of the application.

Once the office has checked the existence of the requisites, if necessary by controls carried out by the police headquarters, it either issues the authorisation, or the denial of the authorisation within 90 days of presenting the application.

The consular authorities issue the entry visa for uniting family members upon presentation of the authorisation.

If no reply is forthcoming from the Immigration Office after 90 days from when the application for the authorisation was presented, the relative of the applicant can obtain an entry visa for uniting family members from the Italian diplomatic or consular authorities abroad, upon presenting the copy of the documents countersigned by the Immigration Office, showing the date of the application and the relative documentation.

## Protection of interests

The applicant can place an appeal with the Court of Justice of the place in which he lives if the authorisation for uniting family members or the permit for family reasons is denied, or against other measures of the administrative authorities as regards the right to uniting family members. The Court of Justice will take action according to article 737 and subsequent articles of the code of civil procedure. The judge who admits the appeal can grant the issue of the visa even in the absence of the authorisation. The deeds of the proceedings are exempt from stamp duty, registration fees and any other fee.

1. Annual welfare payment: Euro 4557,41.

2. Minimum criteria established by law for public housing in the Region of Tuscany (L.R. 20th December, 1996, n. 96):

apartment size in square metres	suitable for no. of people
no less than 30m	1 person
no less than 45 m	2 people
no less than 55m	3 people
no less than 65m	4 people
no less than 75m	5 people
no less than 95m	6 or more people

3. see Useful Addresses information sheet, no. 1.

4. see Useful Addresses information sheet, no. 2.



## USEFUL ADDRESSES INDIRIZZI UTILI

### 1) HOUSING CERTIFICATES

Comune di Firenze – Servizio Casa  
(City of Florence Housing Service)

**Address:** Viale Guidoni, 158 with disabled access in Via Almerigo da Schio, 1

**Tel:** 055 328 3589

**Fax:** 055 328 3590

**e-mail:** [direz.patrimonio@comune.fi.it](mailto:direz.patrimonio@comune.fi.it)

#### Opening hours:

Tues and Wed 08.30 – 13.00, Tues and Thurs 15.00 – 17.00

**Purpose:** investigation and issuing of certificates attesting the suitability of public and private housing to non-EU citizens in order to obtain residence permits, reunion of family members and new admissions to the labour market: acceptance of applications, investigation, preparation, delivery of certificates and reports to the police headquarters.

### 2) HEALTH AND HYGIENE CERTIFICATE

Azienda Sanitaria – Ufficio Igiene e Sanità Pubblica  
(Health Authority – Health and Hygiene Office)

**Address:** Via di San Salvi, 12

**Tel:** 055 6263608-40

**Fax:** 055 6263629-43

For City of Florence residents

**3) PUBLIC HEALTH BOARDS** for STP card and information in the City of Florence (for other boards please consult the “Guida ai Servizi” (4<sup>th</sup> edition) of the City of Florence Immigration Service):

- Via Verdi 16, **Tel:** 055 244552
- Via di Ripoli 96, **Tel:** 055 6580546
- Lungarno Santa Rosa 13, **Tel:** 055 2285897 – open Friday 12.30 – 14.30
- Viale Matteotti 48, **Tel:** 055 62641
- Viale Morgagni 33, **Tel:** 055 2285300

### 4) CAMERA DI COMMERCIO, INDUSTRIA, ARTIGIANATO E AGRICOLTURA DI FIRENZE(FLORENCE CHAMBER OF COMMERCE)

**Address:** Piazza dei Giudici 3

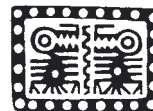
**Tel:** 055 27951

**Fax:** 055 2795259

**e-mail:** [info@fi.camcom.it](mailto:info@fi.camcom.it)

**Website:** [www.fi.camcom.it](http://www.fi.camcom.it)

### 5) UFFICIO ANAGRAFE DEL COMUNE DI FIRENZE (CITY OF FLORENCE



### GENERAL REGISTRY OFFICE)

**Address:** Via dei Leoni 5

**Tel:** 055 27681

**Opening hours:** Mon to Sat 08.30 – 13.00, Thurs 08.30 – 18.30

### 6) UFFICIO DI STATO CIVILE (REGISTRY OFFICE)

**Address:** Palazzo Vecchio, P.za della Signoria, room 4, mezzanine floor

**Tel:** 2768276 – 2768370

**Opening hours:** Mon to Sat 08.30 – 13.00

### 7) UNIVERSITA DI FIRENZE, SEGRETERIA STUDENTI STRANIERI (UNIVERSITY OF FLORENCE, FOREIGN STUDENTS' OFFICE)

**Address:** Piazza San Marco, 4

**Tel:** 0039 055 2757229

**Fax:** 055 275768

**e-mail:**

**Opening hours:** Mon, Wed, Fri 09.00 – 13.00; Tues and Thurs 09.00 – 10.30



