

Syracuse Florence Spring 2018: Instructions for Your *Permesso di Soggiorno* (Permit of Stay)

Once in Florence, you will apply for a *Permesso di Soggiorno* (Permit of Stay). This process is required by Italian law, and will make you a legal resident of Italy for the semester. **The Syracuse Florence staff will assist you with completing the process during orientation.** In order to facilitate this process, we advise that you read through the information below, begin the process by filling out the online form and bring the recommended items with you to Florence.

Prior to Arrival in Florence

The Syracuse Florence staff asks that you begin the Permit of Stay process by filling out the online registration form at the following website:

<https://secure.edu-services.org/eduservices/plc/SUF/Spring2018>

(Please have your passport in hand to complete it.)

Bring to Florence

Pack items so they are accessible during orientation:

- Two photocopies of your passport
- Two photocopies of your visa
- **If you applied independently for your visa (not through Syracuse Abroad), you must bring the original enrollment letter that was stamped by the Consulate and returned with your visa.**
- All photocopies must be on full sheets of white paper (no half sizes or colored paper).

Once in Florence

During orientation, you will continue the *Permesso di Soggiorno* process by submitting all required documents and signing the application. There will be two more additional steps to be completed during your semester abroad. This process will be explained in detail during Orientation. **Because of the time-sensitivity for this process, failure to present yourself at any assigned meeting will result in the student paying a fine of €100 due directly to the Permit of Stay Liaison, Eduservices.**

Important Note for all Syracuse Florence Students

Italian law mandates that all residents carry Italian National Health Insurance. All students participating in the SU Florence program obtain Italian insurance when they apply for their *Permesso di Soggiorno*. The *Permesso* application fee and the cost of Italian insurance are included in the Syracuse Abroad program fee, so students do not need to pay out of pocket. **While helpful to have as a back-up, the Italian insurance is not sufficient to replace a student's personal health insurance coverage.** All students are required to have insurance coverage purchased through a US provider for their semester abroad.

Note for Independent Travelers

By law, the Permit of Stay must be completed within eight days of arrival in Italy. **You should NOT arrive in Italy more than a week before the start of the program** or else you will need to complete the permit to stay form on your own, purchase your own emergency health insurance, and pay for all associated costs up front.