



Istituto Nazionale  
di Fisica Nucleare

Laboratori Nazionali del Gran Sasso  
Il Direttore

Istituto Nazionale di Fisica Nucleare  
AOO: Laboratori Nazionali del Gran Sas  
Partenza

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## TO EUROPEAN AND NON EUROPEAN USERS AT LNGS

### NEW PROCEDURE TO OBTAIN PERMIT OF STAY/CARTA DI SOGGIORNO

With regard to permit of stay applications, starting on Dec. 11, 2006 a new procedure is in force in Italy.

According to the permit of stay user is going to apply for, applications may now be submitted at the Post Offices instead of Police station-Immigration Dept. (this includes permit of stay for "studio", "lavoro subordinato" and "turismo" etc.).

Envelopes containing the blank sets of forms (known as "kits") required to apply for permit of stay are available at any Post Office. Forms must be properly filled/undersigned according to some basical rules:

write in capitals; use a black ink pen; writings must be inside the boxes; do not tear single papers out.

The envelope, containing the forms filled, has to be submitted in one of the following Post Offices that currently accept such applications:

L'Aquila;

- Ufficio Postale in Via Monte Sirente, 1, loc. Vallepretara;

- Ufficio Postale in Via Leonardo da Vinci 9, Pettino  
(next to A24 L'Aquila Ovest exit).

Ufficio Postale in Camarda (next to LNGS on S.S. 17 bis to Paganica) accepts these applications as well.

Later on, Immigration Dept. of the Police of L'Aquila will contact users in order to issue the final electronic permit of stay.

4 passport-size pictures (on white background) will then be required.

The type of permit of stay is chosen on the basis of visa (e.g., visa for "studio" is intended to receive permit of stay for "studio"; visa for "lavoro" is intended for permit for "lavoro" etc).

Most common visa types for LNGS users are "studio", "lavoro subordinato" and "turismo". In general, according to the above kind of visas, permit of stay applications would be like:

- "STUDIO" (CODICE 24): for **"Scientific Research"**, both forms, MODULO 1 and MODULO 2 (MOD. 209), must be filled together with a complete xerox copy of passport, LNGS reference letter and, in case of **"Fellowship"**, the contract of the fellowship itself as this was shown and stamped by the Consulate/Visa Office as entry visa to Italy was given.

CODICE 22

Copy of insurance policy valid in Italy and for the length of the Permit itself must be included.

- **"LAVORO SUBORDINATO" (CODICE 16):**

both forms, MODULO 1 and MODULO 2 (MOD. 209), must be filled at Immigration Sportello Unico of Prefettura in L'Aquila together with "Contratto di Soggiorno". Full copy of passport must be presented as well.

- **"TURISMO" (CODICE 26):**

MODULO 1 (MOD. 209) must be filled/undersigned together with a complete xerox copy of passport; copy of a document that states user has sufficient financial means during her/his stay in Italy; copy of insurance policy valid in Italy and for the length of the Permit itself must be included; copy of return air ticket (or evidence of means by which the foreigner is able to return to her/his own Country). LNGS reference letter is required as well.

*(CODICE NR. = must be entered in MOD. 209 MODULO 1, page 1, point 16.).*

**Please note that above mentioned attachments may differ according to specific applications.**

**Permit of stay for "INVITO"**

this application is done at the Immigration Office/Police Dept. in L'Aquila as it was before Dec. 11.

**Carta di soggiorno for European Users**

European users can chose to apply for "Carta di soggiorno" either at Post Office or at the local Police Immigration office.

For any related question and any additional information, please refer to Dr. V. Fantozzi (fantozzi@lngs.infn.it).

In order to receive information on how to fill the form(s) in and to see several examples on the subject visit LNGS Ufficio Documentazione website at:  
[http://www.lngs.infn.it/lngs\\_infn/contents/lngs\\_en/research/divisions\\_services/directorate/ind ex.htm](http://www.lngs.infn.it/lngs_infn/contents/lngs_en/research/divisions_services/directorate/ind ex.htm)

Best regards,

Prof. ~~Eugenio~~ Coccia  
(Director)