



POLITECNICO
DI MILANO

DIPARTIMENTO DI ELETTRONICA, INFORMAZIONE E BIOINGEGNERIA

DEIB welcome procedures



POLITECNICO
MILANO 1863

DIPARTIMENTO DI ELETTRONICA
INFORMAZIONE E BIOINGEGNERIA

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Area Didattica / Educational Area



Before your arrival



If you would like to come to the Dipartimento di Elettronica, Informazione e Bioingegneria - Politecnico di Milano as Visiting Professor or visiting student, in this document you can find the administrative procedures and the documents that you have to prepare.



Visiting professors/ researchers

1. Please contact one of DEIB professors so as to agree on the type of your research collaboration. To find out which are our faculties and their research fields, please visit the Research page of the DEIB website <https://www.deib.polimi.it/>.
2. Send an email to welcome-deib@polimi.it to activate our welcome procedures.
3. Please note that if you are a Non-EU citizen, a *Nulla Osta* for research activity is required for a visit longer than 3 months. We will prepare your host agreement, mandatory for obtaining the *Nulla Osta*. The full procedure may take more than 90 days.



Visiting students

1. Please contact one of DEIB professors to agree on the length and type of your study period. To find out which are our faculties and their research fields, please visit the Research page of the DEIB website <https://www.deib.polimi.it/>.
2. Send an email to welcome-deib@polimi.it to activate our welcome procedures.
3. Please ask from the International Exchange Office of your University the draft of your Internship and Erasmus Learning Agreement. We check and fill in the draft of your agreement as far as it is concerned. Then we will send it back to your Home University. Please, note that three hard copies are required (one for your University, one for us and the last one for you).
4. If an Internship agreement is not provided by your University, we will then prepare an invitation letter for you. You must send us your student certificate (an official declaration issued by your University that you are a regularly enrolled student).

The DEIB Welcome Office will lead you step by step to the administrative procedures and will support you for all the issues related to your stay in Italy. Hereunder, you can find all the necessary information before your arrival.

1. AUnica registration

Registration in AUnica (Politecnico Database) is mandatory if you want to use the Politecnico online services. In order to proceed with your registration, please follow these steps:

1. Go to www.polimi.it/en.
2. Select "Tools" and, then, click on "OnLine Services".
3. Select the option "New User? Register".
4. You will be asked to provide personal information. Please note that the Italian Tax Code is not mandatory for foreign people.
5. Finally, you will be given a Personal Code. The Personal Code and the related password are your credentials to access all Politecnico OnLine Services.
6. Please send by e-mail to welcome-deib@polimi.it your Personal Code and a scanned copy of your identity document/passport.

2. Recover your AUnica password

To recover your AUnica password, please go to <http://www.polimi.it/en>, select "Tools" and click on "OnLine Services": you can then find the option called "Credentials Recovery". If you cannot recover your password, please write an e-mail to welcome-deib@polimi.it.

3. Accommodations

Politecnico of Milano offers several residences in all the Campuses (Milano Leonardo, Milano Bovisa, Como and Lecco): please visit the website www.residenze.polimi.it for an overview and read the "Regulations and rate tables".

Please, note that visiting students can reserve an accommodation only for a semester or for the whole academic year. Visiting researchers and professors can book a period longer than a month. In order to receive further details on reservation or to obtain a list of other residences available in Milan, please, send an e-mail to welcome-deib@polimi.it.

4. Visa

Usually, Non-EU citizens need to apply for VISA and European citizens can move freely within the Member States.

Please, check the "List of countries whose citizens are exempted from the Visa requirement for short stays" if you come from a Non-EU country.

(esteri.it/mae/en/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto.html)

The entry visa allows you to enter, transit or reside for a short period (up to 90 days) in Italy or in another Country where the Schengen Convention is in force (for this reason, the document is called 'Uniform Schengen Visa', USV). In the same way, the USV issued by another European country allows you to enter Italy.

The long-stay visa (more than 90 days) is called 'National Visa', and permits you both to stay longer in the Country for which it was issued – in this case, Italy – and to move freely within the Schengen area for up to 90 days every 6 months.

If you need more information on how to apply for the visa and which documents must be submitted, please visit the Italian Foreign Ministry website: <http://vistoperitalia.esteri.it/home.aspx>.

5. How to reach us

5.1 How to reach us by public transport

The complete address of our Department is via Ponzio 34/5, 20133.

- From **Central Station** (train station - FS): take subway line 2 (green line) toward Piola (Cologno/Gobba/Gessate direction). Get off the subway at Piola, leaving the subway station follow the indications in the direction of Politecnico. In piazza Leonardo da Vinci, proceed and keep following via Bonardi (the street with cable cars in the middle). At the streetlight, cross the street and turn right in via Ponzio and take the first small closed road on the left - via Ponzio no. 34 (on the map it is indicated as Via Pascal).
- From **Malpensa airport**: take Malpensa Express train to Milan, Central Station (prices and timetables at <http://www.malpensaexpress.it/>). Once there, take subway line 2 (green line) and follow the above indications. The approximate time to reach the Department is 1 hour and a half. As a further option, there are bus services (www.milanomalpensa-airport.com/en/directions-and-parking/to-and-from/by-coach) from the airport to Central Station (train station): this second trip usually takes longer.
- From **Linate airport**: take bus No. 73 to viale Campania (ask the driver for the correct stop), then bus No. 93 to via Ponzio (the Piazzale Loreto bus direction). Get off the bus at the Ponzio/Bassini stop. Approximately 20 meters back on the same sidewalk, the first small closed road on the left is via Ponzio no. 34 (on the map it is indicated as Via Pascal).
- From **Orio al Serio airport**: take a shuttle bus (www.milanbergamoairport.it/it/autobus/) to Milan, Central Station. Once there, take subway line 2 (green line) and follow the above indications "From Central Station".

5.2 How to reach us by taxi

It is a 10-15 minutes' trip from Linate airport and from Central Station. It takes about 1 hour from Malpensa airport.

Approximate costs: about EUR 16-18 from Linate, EUR 95 from Malpensa, about EUR 12-15 from Central Station.

Warn the driver that via Ponzio 34/5 is a small road starting from Via Ponzio, behind the Politecnico main buildings, and that the Department is in front of the Giuriati Sport Center's entry.

5.3 Opening times of Politecnico

Politecnico di Milano opening hours are as follows:

Monday to Friday: 8 am – 8 pm

Saturday: closed

Sunday: closed

Politecnico di Milano is closed on:

- Easter holidays
- 25th April (Italian Liberation Day)
- 1st May (International Workers' Day)
- 2nd June (Republic Day)
- August break
- 1st November (All Saints' Day)
- 7th December (St. Ambrose's Day) and 8th December (Solemnity of the Immaculate Conception)
- Christmas holidays

5.4 Locations

The Department also occupies other premises near the main one:

- building 7 (Piazza Leonardo da Vinci, 32)
- building 21 (via Golgi, 39);
- building 22 (via Golgi, 42);
- building 23 (via Golgi, 40);
- building 24 (via Golgi, 40);
- building 30 (via Colombo, 81);
- building 32 (via Colombo, 40);

The map is available at <https://maps.polimi.it/maps>.



After your arrival



1. Recognition

The Deib Welcome Office will contact you to agree on an appointment when you arrive in Milan. First of all, you will be recognized in the Online Services of the Politecnico di Milano. Please, bring with you your identity document/passport.

2. Safety Course

In order to access the Dipartimento di Elettronica, Informazione e Bioingegneria, it is mandatory for all visitors to attend and pass our online safety course.

1. Please go to <http://www.polimi.it/en>, click on Tools, and access the Online Services with your Personal Code and related password.
2. Select "Data" and then "Safety Course":
 - If you stay in the Politecnico for one month, please attend the **"Managing Emergencies"** course;
 - If you stay longer than one month, please attend the **"Basic Course on Safety"**. If you pass the course, you will get a certificate.
3. Please save the certificate as a PDF file and send it to welcome-deib@polimi.it.

3. Residence permit

Non-EU citizens coming to Italy have 8 working days to submit their application in order to obtain a residence permit.

3.1 Residence Permit for Study Purposes - First application

DEIB Welcome Office helps you to fill in the form: please send an email to welcome-deib@polimi.it to fix an appointment.

Please note that you must bring to the Post Office the following documents:

1. Stamp of € 16.00.
2. Copy of the passport.
3. Copy of the documents proving your **enrollment in a Ph.D. program** or **invitation letter** (for visiting Ph.D. students); **Traineeship Agreement** (for trainees).
4. Copy of the **health insurance policy** covering the entire period of your stay. If you do not have a health insurance included in your agreement, you have to take one out yourself. You can subscribe to the Italian National Health Service at ASL Offices or buy a private insurance policy on the web site <http://www.waitaly.net> (at pre-sent, it is the most convenient private health insurance for international students).
5. Copy of proof that you have enough money to adequately support your stay in Italy (for instance, your scholarship letter or a copy of your bank statement, that must be brought in an updated version to the Police Office – 'Questura').
6. Copy of the **payment receipt** for the residence permit procedures.

Total expenditure for the residence permit application:

- Revenue stamp: € 16.00 ("Marca da Bollo").
- Administrative costs for the application: € 30.46 (printing costs) + € 40.00 (application fee for permit of 3 months to 1 year) = € 70.46 to be paid with a postal pay slip.
- Delivery costs: € 30.00.

Total: € 116.46

NB: payment of postal pay slips has a € 1.50 commission charge (per each pay slip).

The Post Office will give you a **receipt** with the date, time and place of your appointment at the Police Office (Questura). Please note that this **receipt** is the only official document that allows you to stay in Italy after 90 days from your arrival date. When you are waiting for the release of the residence permit (a plastic card), you must keep the Post Office receipt together with your passport. During this time, you are allowed to return to your Country of origin, without stopping in another Schengen Country. On the date of the appointment, please go to the Police Office. Your fingerprints will be taken and the original papers checked. Please note that at this appointment you must bring with you:

- The **receipt** issued by the Post Office.
- All the original papers attached to the residence permit application.
- 4 identical standard-sized photos on white background.

3.2 Residence permit for study purposes - Renewal

The residence permit can be renewed 60 days in advance before the expiry date. The procedure is quite the same as the one for the first application but, in addition to the documents listed above, the Ph.D. candidates at Politecnico di Milano have to submit a **letter from the Ph.D. program Coordinator**, stating that at least two exams have been passed during the year. If the student has spent the year drawing up his/her Ph.D. thesis, it should be clearly explained in the Ph.D. program Coordinator letter.

3.3 Residence permit for research purposes (Researchers with Host Agreement, fellows, visiting faculties with or without contract for teaching activities)

Please note that you must have a *Nulla Osta* in order to obtain a visa for work or research activity so as to apply for an Italian Residence permit.

1. If you have a working visa (for teaching assignment): within 8 days from your arrival you need to go to a Post Office with Sportello Amico (Friendly Counter) to send the kit for the Permit of stay application.
2. If you have a visa for research activity: within 8 days from your arrival in Italy, the central Visiting Professor Welcome Office will accompany you to Prefettura di Milano (Milan's Prefecture). With the certificate released by Prefettura, you have to go to a post office with Sportello Amico and send the request for residence Permit (other documents required: passport, tax code, suitable accommodation document, *Nulla Osta* and the contract that you signed with Politecnico).

The Post Office will set for you an appointment with Questura di Milano (Milan's Central Police Station), where your residence Permit will be issued. For more information, please write to welcome-deib@polimi.it.

After submitting the residence permit application, a police officer will contact you (by SMS) when the permit is ready to be collected. In order to check the status of the document, you can go to this website: <http://questure.poliziadistato.it/stranieri/> and add the identification code of the paperwork (the first numbers you find at the top of the receipt).

4. Tax code application

The tax code is a tax identification number composed of 16 characters, issued by the Italian Revenue Agency (Agenzia delle Entrate). It is assigned to Italian and foreign citizens living in Italy. In Italy, the tax code is mandatory for some services, since it allows you for instance to enroll with the National Health System or open a bank account.

You can obtain the tax code at the Italian Embassy/Consulate in your Country of origin, or in Italy at the Tax Office (Agenzia delle Entrate).

The main Tax Office in Milan is located in Via della Moscova, 2.

Opening hours: Monday, Wednesday, Friday, from 8:30 to 13:00; Tuesday and Thursday, from 8:30 to 15:30.

If you need help, please send an email to welcome-deib@polimi.it.

5. Bank account in Italy

In order to open a bank account, you need the following documents:

- Passport or other valid identity document.
- Tax code.

Politecnico di Milano has made an agreement with **Banca Popolare di Sondrio**. You can find a branch of this bank in the Leonardo Campus, Building 2. Visitors and foreign Ph.D. students who are not regularly employed can **open the Conto +ma** at Banca Popolare di Sondrio.

Conto +ma gives you a **personal IBAN code**. Therefore, you can receive and make wire transfers in the SEPA area.

You can easily close the bank account from a distance, but before leaving Italy you must go to the bank for some formal procedures.

Banca Popolare di Sondrio at Politecnico di Milano (building 2) opening hours: from Monday to Friday, from 8:30 to 13:30 - from 14:45 to 15:45 (phone: 0039 02 23993307). Address: Via Edoardo Bonardi, 4, 20133 Milano MI.

The DEIB welcome office can support you to open a bank account.

Please send an email to welcome-deib@polimi.it.

Please note that opening a traditional bank account (no limited amount of money, cheque book, personal credit card) is usually allowed only to people who have an Italian residence permit and a regular employment contract. However, you might contact different banks and check whether better conditions are applied.

6. PIN INPS application

If you are required to sign a contract with Politecnico di Milano, you must be enrolled in INPS Gestione Separata.

INPS = Istituto Nazionale della Previdenza Sociale (National Social Security Agency): it is the largest social security and welfare institute in Italy and one of the most important in Europe.

Gestione Separata is a retirement benefit funded by a compulsory tax, which provides atypical

workers with a suitable insurance.

You can enroll for INPS Gestione Separata by yourself on the INPS website.

In order to access your personal page, you need a PIN code. You can apply for it:

- Online, on the INPS website (<https://serviziweb2.inps.it/RichiestaPin/richiestaPIN.do>). The code is split into two parts, the first one is sent by e-mail or SMS, the second one by certified post at your home address.
- In person, going to the closest INPS office. Please find a sample in the last pages of this document (see attachment 1).

If you ask it on-line you will wait 15 days to receive it. If you go to the INPS Office and look for the "PIN", you will obtain it in half a day. The PIN code you get at the INPS office is operational and can be used immediately (PIN dispositivo). On the contrary, the code received online is standard and it must be converted (www.inps.it/nuovoportaleinps/default.aspx?itemdir=47197). This procedure can be performed either at the INPS offices – in person – or online, by uploading a copy of your identity card and the conversion form, duly signed.

6.1 Application for the PIN code at the INPS offices

You hand a copy of your identity card and the application form. The form is usually available at the office; alternatively, you can download it from the INPS website. The DEIB Welcome Office can help you fill in the form.

6.2 Enrollment to Gestione Separata

- Connect to the INPS website (<http://www.inps.it>) and log in.
- Click on the button 'Iscrizione Gestione Separata' and follow the procedure – some fields have been prefilled by the system – selecting whether you live abroad, the kind of collaboration partnership, and its starting date (the date should be the current one). Then click on the 'confirm' button and print out the receipt.

The closest INPS office to Politecnico is located in Via Pola, n° 9 (Central Station area) – subway stop Gioia MM2, or Sondrio MM3.

Opening hours: from Monday to Friday, 08:30 –12:30.

7. Certificate of tax residence

People working with Politecnico di Milano within the framework of a collaboration agreement (contratto di collaborazione coordinata e continuativa), have to provide the Department with some personal and tax data.

If between your Country and Italy a convention has been activated that allows you to pay taxes **only in your home Country** and you wish to avail yourself of this convention, you have to request a certificate from the tax office in your Country. The certificate must be done in one of the following languages: Italian, English, Spanish, or French. Should that not be possible, please have it translated into Italian and then get a certified copy to the Italian Embassy or Consulate in your Country.

If you need help, please send an email to welcome-deib@polimi.it.

8. Phone services

Phone services are provided by different companies. To sign up with one of the companies, you need: a valid ID card or passport and a tax code (codice fiscale).

9. Milan Registry Office

The registration at Comune di Milano (Milan's Municipality) is free and allows you to receive:

- The identity card (not valid as a travel document).
- The statement of regular residence in Italy (useful for banks and registration with the National Health Service).
- All Registry Office certificates (i.e. "Stato di famiglia").

You have to fill in the Registry Office form. Please, find a sample in the last pages of this document (see attachment 2).

The following information is required:

- House property information (*estremi catastali*, you can find them on the bill of sale, the rental or utility contract, the registration record).
- House occupation status (own house, rental house, loan for use, etc.).
- Any motor vehicle owned by the family members.
- Personal data of all family members and copy of the IDs of all family members.

Within 45 days, a Police Officer will visit your home to check the address you provided. Your application will be accepted only if you show to live there.

9.1 European Citizens

EU citizens must register at Comune di Milano within 3 months from their first arrival in Italy.

Workers have to apply with the following documents:

1. Original valid passport + one copy.
2. Original tax code + one copy.
3. Documents proving employment status (example: employment contract, pay slip).

Students have to apply with the following documents:

1. Original valid passport + one copy.
2. Original tax code + one copy.
3. Certificate of enrollment in a study programme.
4. Health insurance for at least one year (if you are a resident citizen) or the European Health Insurance Card (if you are a temporary citizen).
5. Self-certification that you have enough money to support yourself during the stay (equal to the average welfare payment). You have to check its exact amount, which changes every year. Please visit the INPS website <https://www.inps.it/>.

9.2 Non-European Citizens

Non-Eu citizens must register at Comune di Milano as soon as possible.

The following documents are required:

1. Original valid passport + one copy.
2. Residence permit (or residence permit application) + one copy.
3. Original tax code + one copy.

If you move to Milan with your family, you might need to prove your family status, bringing with you marriage and birth certificates (translated into Italian and authenticated).

For more information, please visit the Comune di Milano website at <https://www.comune.milano.it/servizi/residenza-cittadini-stranieri>.

9.3 *Where to go to complete the registration*

You can either:

1. **Send the documents**

- By e-mail to ServiziAlCittadino@postacert.comune.milano.it (write 'APR' in the subject line and attach a copy of the passport/ID).
- By fax to 02.88460164.
- By registered mail to the address: *Settore Servizi al Cittadino - Via Larga n.12 (20122 Milano) Ufficio Residenze* (if you come from another city) or *Ufficio Coordinamento Anagrafe* (if you have only changed address in Milan).

2. **Go to the Registry Office** in via Larga, 12 (Monday-Friday, from 8:30 to 15:30) or to any Registry Office in Milan. You **have to book an appointment** on the Comune di Milano website. Please go to <https://www.comune.milano.it>.

Please note that you have to inform the **Registry Office** when you leave Milan.

Feel free to contact the DEIB Welcome Office if you need help with the Registry Office form.

10. *Public transports*

The public transport network in Milan is managed by ATM <http://www.atm.it/>.

Travelling by public transport in Milan requires either a ticket or a seasonal pass.

MONTHLY pass is valid for one calendar month (from the 1st day of the month, with unlimited travel). You can buy the monthly pass at the ATM Point (one of these is at the Loreto metro stop).



Attachment 1

Sample of the INPS form for “Richiesta assegnazione PIN dispositivo per il cittadino”



Richiesta assegnazione PIN dispositivo per il cittadino

(Modulo di richiesta individuale)

COGNOME	ROSSI	NOME	MARIO
CODICE FISCALE	RSSMRA70A41F205Z	NATO/A IL	01/01/1970
A	MILANO	PROV.	MI
RESIDENTE IN	MILANO	PROV.	MI
INDIRIZZO	PIAZZA UDINE	CAP	20132
TELEFONO	02 2399 0000	CELLULARE	
E-MAIL		P. E. C.	
DOCUMENTO DI RICONOSCIMENTO	CARTA D'IDENTITA'	NUMERO	AX 105948XX
RILASCIATO DA	COMUNE DI MILANO	SCADENZA	01/01/2020

CHIEDO:

- ☐ l'assegnazione del PIN dispositivo per l'accesso a tutti i servizi telematici per il cittadino;
- ☐ la conversione del PIN ordinario già assegnatomi (per l'accesso ai servizi di consultazione) in PIN dispositivo per l'accesso a tutti i servizi telematici per il cittadino;
- ☐ la sostituzione del PIN precedentemente assegnatomi con un nuovo PIN dispositivo.

RICONOSCO che l'utilizzo del PIN è strettamente personale e non delegabile e che tutte le richieste di consultazione e/o inoltro di dati per via telematica, effettuate mediante l'utilizzo del PIN, saranno imputate a me medesimo, esclusa ogni eccezione per qualsiasi uso improprio o delegato.

ALLEGO copia del mio documento di riconoscimento in corso di validità e, in caso di delega, copia del documento di riconoscimento del delegato.

Data _____ Il Richiedente _____

Delego, nell'impossibilità di recarmi in sede per ritirare il PIN, il/la sig./sig.ra

Cognome _____ Nome _____

Codice fiscale _____ Nato/a il _____ a _____ Prov. _____

che, all'atto del ritiro, mostrerà un documento di riconoscimento in corso di validità.

Data _____ Il Richiedente _____

Secondo il Digs n. 198/2003, tutti i dati dichiarati e destinati all'Istituto sono di natura privata. L'Istituto si impegna a trattarli nel pieno rispetto delle norme. In caso di furto o smarrimento, il PIN può essere ripristinato o revocato on line tramite la procedura presente nella sezione del sito www.inps.it "il PIN on line > Hai smarrito il PIN?", oppure presso una sede Inps consegnando il presente modulo di richiesta PIN dispositivo.

DICHIARO di aver ricevuto in data _____ il codice PIN nella busta N° _____ per l'accesso ai servizi telematici dell'INPS.

Firma _____
(del richiedente o del delegato al ritiro)



Attachment 2

**Sample of the request of registration with the Office of Vital Records
(Iscrizione Anagrafica)**



DICHIARAZIONE DI RESIDENZA

☐	Dichiarazione di residenza con provenienza da altro comune. Indicare il comune di provenienza:
☒	Dichiarazione di residenza con provenienza dall'estero. Indicare lo Stato estero di provenienza ARGENTINA
☐	Dichiarazione di residenza di cittadini italiani iscritti all'AIRE (Anagrafe degli italiani residenti all'estero) con provenienza dall'estero. Indicare lo Stato estero di provenienza ed il comune di iscrizione AIRE
☐	Dichiarazione di cambiamento di abitazione nell'ambito dello stesso comune
☐	Iscrizione per altro motivo (specificare il motivo)

IL SOTTOSCRITTO

1) Cognome* RIVIERO		
Nome* MARTIN		Data di nascita *03/01/1964
Luogo di nascita*BUENOS AIRES	Sesso*M	Stato civile ** CONIUGATO
Cittadinanza*ARGENTINA		Codice Fiscale*RVRMRT64A03F205K
Posizione nella professione se occupato: **		
Imprenditore Dirigente Lavoratore Operaio Libero professionista ☐ 1 Impiegato ☒ 2 in proprio ☐ 3 e assimilati ☐ 4 Coadiuvante ☐ 5		
Condizione non professionale: **		
Casalinga ☐ 1 Studente ☐ 2 Disoccupato/in cerca di prima occupazione ☐ 3 Pensionato / Ritirato dal lavoro ☐ 4 Altra condizione non professionale ☐ 5		
Titolo di studio: **		
Nessun titolo/Lic. Elementare ☐ 1 Lic. Media ☐ 2 Diploma ☒ 3 Laurea triennale ☐ 4 Laurea ☐ 5 Dottorato ☐ 6		
Patente tipo*** B		
Numero*** 34567S		
Data di rilascio*** 30/04/1983		
Organo di rilascio***		Provincia di***
Targhe veicoli immatricolati in Italia in qualità di proprietario/comproprietario, usufruttuario/Locatario***		
Autoveicoli***	AF 259 TP	
Rimorchi***		
Motoveicoli***		
Ciclomotori***		

Consapevole delle responsabilità penali per le dichiarazioni mendaci ai sensi degli art. 75 e 76 DPR 445/2000 che prevedono la decadenza dai benefici e l'obbligo di denuncia all'autorità competente.

DICHIARA

☒ Di aver trasferito la dimora abituale al seguente indirizzo :

Comune* MILANO	Provincia*MI
Via/Piazza * P.ZZA SCALA	Numero civico* 54
Scala F	Piano 2
	Interno 34

☒ Che nell'abitazione sita al nuovo indirizzo si sono trasferiti anche i familiari di seguito specificati :

2) Cognome* VERDI			
Nome* MARIA			Data di nascita * 02/05/1953
Luogo di nascita*MILANO	Sesso*F	Stato civile ** CONIUGATA	
Cittadinanza* ITALIANA	Codice Fiscale* VRDMLR53E42F205I		
Rapporto di parentela con il richiedente * CONIUGE			
Posizione nella professione se occupato: **			
Imprenditore	Dirigente	Lavoratore	Operaio
Libero professionista ☐ 1	Impiegato ☐ 2	in proprio ☐ 3	e assimilati ☐ 4
Coadiuvante ☐ 5			
Condizione non professionale: **			
Casalinga ☒ 1 Studente ☐ 2 Disoccupato/in cerca di prima occupazione ☐ 3			
Pensionato / Ritirato dal lavoro ☐ 4 Altra condizione non professionale ☐ 5			
Titolo di studio: **			
Nessun titolo/Lic. elementare ☐ 1 Lic. Media ☐ 2 Diploma ☒ 3 Laurea triennale ☐ 4			
Laurea ☐ 5 Dottorato ☐ 6			
Patente*** B			
Numero***MI 87654 P			
Data di rilascio*** 02/06/1973			
Organo di rilascio*** PREFETTURA DI MILANO		Provincia di *** MI	
Targhe veicoli immatricolati in Italia in qualità di proprietario/comproprietario, usufruttuario/Locatario***			
Autoveicoli***			
Rimorchi***			
Motoveicoli***			
Ciclomotori***			

3) Cognome*			
Nome*			Data di nascita *
Luogo di nascita*	Sesso*	Stato civile **	
Cittadinanza*	Codice Fiscale*		
Rapporto di parentela con il richiedente *			
Posizione nella professione se occupato: **			
Imprenditore	Dirigente	Lavoratore	Operaio
Libero professionista ☐ 1	Impiegato ☐ 2	in proprio ☐ 3	e assimilati ☐ 4
Coadiuvante ☐ 5			
Condizione non professionale: **			
Casalinga ☐ 1 Studente ☐ 2 Disoccupato/in cerca di prima occupazione ☐ 3			
Pensionato / Ritirato dal lavoro ☐ 4 Altra condizione non professionale ☐ 5			
Titolo di studio: **			
Nessun titolo/Lic. elementare ☐ 1 Lic. Media ☐ 2 Diploma ☐ 3 Laurea triennale ☐ 4			
Laurea ☐ 5 Dottorato ☐ 6			
Patente tipo***			
Numero***			
Data di rilascio***			
Organo di rilascio***		Provincia di***	
Targhe veicoli immatricolati in Italia in qualità di proprietario/comproprietario,			

usufruttuario/Locatario***		
Autoveicoli***		
Rimorchi***		
Motoveicoli***		
Ciclomotori***		

4) Cognome*			
Nome*		Data di nascita *	
Luogo di nascita*	Sesso*	Stato civile **	
Cittadinanza*		Codice Fiscale*	
Rapporto di parentela con il richiedente *			
Posizione nella professione se occupato: **			
Imprenditore Dirigente Lavoratore Operaio Libero professionista ☐ 1 Impiegato ☐ 2 in proprio ☐ 3 e assimilati ☐ 4 Coadiuvante ☐ 5			
Condizione non professionale: **			
Casalinga ☐ 1 Studente ☐ 2 Disoccupato/in cerca di prima occupazione ☐ 3 Pensionato / Ritirato dal lavoro ☐ 4 Altra condizione non professionale ☐ 5			
Titolo di studio: **			
Nessun titolo/Lic. elementare ☐ 1 Lic. Media ☐ 2 Diploma ☐ 3 Laurea triennale ☐ 4 Laurea ☐ 5 Dottorato ☐ 6			
Patente tipo***			
Numero***			
Data di rilascio***			
Organo di rilascio***		Provincia di***	
Targhe veicoli immatricolati in Italia in qualità di proprietario/comproprietario, usufruttuario/Locatario***			
Autoveicoli***			
Rimorchi***			
Motoveicoli***			
Ciclomotori***			

- ☐ Che nell'abitazione sita al nuovo indirizzo sono già iscritte le seguenti persone (è sufficiente specificare le generalità di un componente della famiglia):

Cognome *	Nome *
Luogo *	Data di nascita *

☐ Non sussistono rapporti di coniugio, parentela, affinità, adozione, tutela o vincoli affettivi con i componenti della famiglia già residente.	☐ Sussiste il seguente vincolo rispetto al suindicato componente della famiglia già residente:
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Si allegano i seguenti documenti :

Di occupare legittimamente, in base al titolo di seguito descritto, l'abitazione contraddistinta dai seguenti estremi catastali:

Sezione __X__ ; foglio __1__ ; particella o mappale __111__ ; subalterno __1__

consapevole che, ai sensi dell'art. 5 del D.L. 28.3.2014, n. 47 (convertito nella legge 23.5.2014, n. 80), in caso di dichiarazione mendace l'iscrizione anagrafica sarà nulla, per espressa previsione di legge, con decorrenza dalla data della dichiarazione stessa

☒ **1.** Di essere proprietario

☐ **2.** Di essere intestatario del contratto di locazione regolarmente registrato presso l'Agenzia delle Entrate di _____; in data _____; al n. _____

☐ **3.** Di essere intestatario di contratto di locazione relativo a immobile di Edilizia Residenziale Pubblica (allegare copia del contratto o del verbale di consegna dell'immobile)

☐ **4.** Di essere comodatario con contratto di comodato d'uso gratuito regolarmente registrato presso l'Agenzia delle Entrate di _____; in data _____; al n. _____

☐ **5.** Di essere usufruttuario, in forza del seguente titolo costitutivo:

indicare dati utili a consentire verifica da parte Ufficio Anagrafe

☐ **6.** Di occupare legittimamente l'abitazione in base al titolo di seguito descritto:

indicare dati utili a consentire verifica da parte Ufficio Anagrafe

☐ Tutte le comunicazioni inerenti la presente dichiarazione dovranno essere inviate ai seguenti recapiti:

Comune MILANO	Provincia MI
Via/Piazza P.ZZA SCALA	Numero civico 54
Telefono 02/1234567	Cellulare 34000000
Fax 02/ 98765432	e-mail/Pec

Data 09/05/2012

Firma del richiedente

... *Martín Ríviero*

Firma degli altri componenti maggiorenni della famiglia

Cognome e nome *Maria Verdi*

Cognome e nome

Modalità di presentazione

Il presente modulo deve essere compilato, sottoscritto e presentato presso l'ufficio anagrafico del comune ove il richiedente intende fissare la propria residenza, ovvero inviato agli indirizzi pubblicati sul sito istituzionale del comune per raccomandata, per fax o per via telematica.

Quest' ultima possibilità è consentita ad una delle seguenti condizioni:

- a) che la dichiarazione sia sottoscritta con firma digitale;
- b) che l'autore sia identificato dal sistema informatico con l'uso della carta d'identità elettronica, della carta nazionale dei servizi, o comunque con strumenti che consentano l'individuazione del soggetto che effettua la dichiarazione;
- c) che la dichiarazione sia trasmessa attraverso la casella di posta elettronica certificata del richiedente.
- d) che la copia della dichiarazione recante la firma autografa del richiedente sia acquisita mediante scanner e trasmessa tramite posta elettronica semplice.

Alla dichiarazione deve essere allegata copia del documento d'identità del richiedente e delle persone che trasferiscono la residenza unitamente al richiedente che, se maggiorenni, devono sottoscrivere il modulo.

Il cittadino proveniente da uno Stato estero, ai fini della registrazione in anagrafe del rapporto di parentela con altri componenti della famiglia, deve allegare la relativa documentazione, in regola con le disposizioni in materia di traduzione e legalizzazione dei documenti.

Il cittadino di Stato non appartenente all'Unione Europea deve allegare la documentazione indicata nell'allegato A).

Il cittadino di Stato appartenente all'Unione Europea deve allegare la documentazione indicata nell'allegato B) .

Il richiedente deve compilare il modulo per sé e per le persone sulle quali esercita la potestà o la tutela.

* Dati obbligatori . La mancata compilazione dei campi relativi a dati obbligatori comporta la non ricevibilità della domanda .

** Dati d'interesse statistico.

*** Dati d'interesse del Ministero delle infrastrutture e dei trasporti – Dipartimento per i trasporti terrestri (art.116, comma 11, del C.d.S.) .

