



Converting the Stay Permit

From study to work

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Before or after graduation?

It is possible to convert your stay permit both before or after graduation

Before graduation:

- It is necessary for working more than 20 hours a week while studying
- It is not required to have a contract
- As you do not hold an Italian degree title, you must compete with other foreign workers who apply for a stay permit in the limits of the fixed number of places (*quote*) set every year by the Ministry of Internal Affairs
- If rejected, it is possible to apply again for the work permit the following year or after graduation.

After graduation:

- It is necessary for anyone seeking to stay in Italy for work purposes.
- It is not required to have a contract
- Students graduated in Italy do not have to compete for the fixed number of places (*quote*)

Filing in the online forms

The process to apply for the conversion of the stay permit starts with filling out the online form specific for the conversion typology you are requesting. To fill in the **online** forms it is necessary to register on the website of *Ministero dell'Interno* at: nullaostalavoro.interno.it

After the registration it will be possible to fill in the online forms.

The screenshot displays the 'Registrazione utente' (User Registration) page on the website 'nullaostalavoro.interno.it'. The page is titled 'Sistema Inoltro Telematico' and 'Registrazione utente'. It contains a registration form with the following fields and options:

- Effettua registrazione** (Perform registration)
- Accesso per utenti registrati** (Access for registered users)
- E-mail utente:** [Text input field]
- Password:** [Text input field]
- Invia** (Submit) and **Cancella** (Cancel) buttons
- Recupera la password** (Recover password)
- Scarica il programma** (Download the program)
- FAQ** (Frequently Asked Questions)
- Help Desk**
- Utente non registrato** (User not registered)
- Registrazione utente** (User registration)
- Instructions: "Per completare la registrazione occorre compilare il presente modulo in tutte le sue parti. E' necessario autorizzare l'utilizzo dei propri dati personali." (To complete the registration, you must fill out this form in all its parts. It is necessary to authorize the use of your personal data.)
- Information: "Il Ministero dell'Interno, Dipartimento per le Libertà Civili e l'Immigrazione, garantisce la totale riservatezza dei dati forniti, nel rispetto del Decreto legislativo 30 giugno 2003, n. 196." (The Ministry of the Interior, Department for Civil Liberties and Immigration, guarantees the total confidentiality of the data provided, in respect of Legislative Decree 30 June 2003, n. 196.)
- Fields: **Cognome:** [Text input field], **Nome:** [Text input field], **E-mail:** [Text input field], **Ripetere E-mail:** [Text input field], **Data di nascita (GG-MM-AAAA):** [Dropdown menus for day, month, and year], **Password:** [Text input field], **Ripetere password:** [Text input field]
- Note: "(deve essere lunga almeno 8 caratteri di cui almeno 1 numerico)" (must be at least 8 characters long, including at least 1 numeric)
- Instruction: "Trascrivere nella casella di testo i 5 caratteri di controllo che compaiono nell'immagine sottostante" (Transcribe in the text box the 5 control characters that appear in the image below)
- CAPTCHA image showing the number "26500"
- Invia** (Submit) and **Cancella** (Cancel) buttons
- Navigation menu on the right: **Trova Subito** (Find immediately), **Manuali** (Manuals), **Video corso** (Video course), **Come fare per** (How to do it), **Leggi e decreti sull'immigrazione** (Laws and decrees on immigration)

Students who have been offered a job by an employer can register for an employee permit.

Procedure:

1. Fill in the online form *Modello VA* (undergraduates) or *Modello V2* (graduated students) through the website of [Ministero dell'Interno](#).
2. When you receive an appointment at the *Prefettura – Sportello Unico per l'Immigrazione*, you will have to bring:
 1. *Modello Q* (available on the website of [Ministero dell'Interno](#)) filled in by your employer.
 2. Photocopy of your passport.
 3. Photocopy of your current stay permit.
 4. Photocopy of employer's ID.
 5. Photocopy of employer's stay permit (only for foreign employers).
 6. Enrolment or graduation certificate.
3. Upon presentation and verification of your documents, you will receive the so-called *nullaosta (authorization)* with which you should apply for a stay permit at the Post Office

From student permit to Independent worker permit

Students who wish to work as self employed workers in Italy should register for an independent worker stay permit

Procedure:

1. Fill in the [online form](#) *Modello Z* (undergraduates) or *Modello Z2* (graduated students) through the website of [Ministero dell'Interno](#)
2. When you receive an appointment at the *Prefettura – Sportello Unico per l'Immigrazione*, you will have to bring:
 1. Proof of registration to the [professional register](#) regulating your profession
 2. Photocopy of your passport.
 3. Photocopy of your current stay permit.
 4. Proof of economical capability of no less than 8.400,00 Euro.
 5. Proof of [suitable housing](#) (provided by the [Municipality](#))
3. Upon presentation and verification of your documents, you will receive the so-called *nullaosta (authorization)* with which you should apply for a stay permit at the Post Office

- If your student stay permit expires while waiting for the *nullaosta*, the receipt of your online application for the conversion legalizes your stay in Italy.
- Students who have graduated and applied for a workers stay permit may start working from the moment they receive the *nullaosta*.
- PHD students and 2° level Master students may apply for a temporary stay permit (called *permesso di attesa occupazione*)* which lasts for a period of 12 months and allows students to legally live in Italy while searching for a job.

*15 luglio 2009, Testo Unico sull'Immigrazione, Art. 22, comma 11-bis. "Lo straniero che ha conseguito il dottorato o il master universitario di secondo livello, alla scadenza del permesso di soggiorno per motivi di studio, può essere iscritto nell'elenco anagrafico previsto dall'articolo 4 del regolamento di cui al decreto del Presidente della Repubblica 7 luglio 2000, n. 442, per un periodo non superiore a dodici mesi, ovvero, in presenza dei requisiti previsti dal presente testo unico, può chiedere la conversione in permesso di soggiorno per motivi di lavoro"

- In Italy, some independent professions require a registration to a professional Register, called *albo*. For these professions, such as Architect, Lawyer etc. it is necessary to register in the *albo* before applying for a work permit.
- For other professions it is necessary to bring a document showing that no such registration is required.
- The above documents can be obtained from the [“Camera di commercio”](#)

The document is a declaration from the Chamber of Commerce of Milan. It states that the individual is not registered in the business register and is not exercising an activity in the form of a company. The individual's details are as follows:

nato a	ISTANBUL	Stato	TURCHIA
in data	26-10-1982	cittadinanza	TURCHIA
residente a	MILANO	Stato	ITALIA
documento	PASSAPORTO		
presentata	personalmente allo sportello		

The activity is identified as **DESIGNER**. The document includes a stamp from the Chamber of Commerce of Milan and a signature. The text at the bottom of the document reads: "NON E' ISCRIVIBILE NEL REGISTRO DELLE IMPRESE TENUTO DA QUESTA CAMERA DI COMMERCIO SE NON VERRA' ESERCITATA IN FORMA DI IMPRESA".

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Proof of suitable housing (*certificato di idoneità alloggiativa*)

- In order to register as an independent worker you will have to bring proof that your house meets some basic suitability requirements
- The proof of adequate residence can be obtained at the Municipality of Milan by showing the following documents
 1. Passport
 2. Stay permit
 3. 2 stamps (*Marca da bollo*) of Euro 14,62 each
 4. Plan of the apartment specifying the size of the accommodation
 5. Rent contract (original + photocopy)
- Additional information about this process and the form to fill in can be found at: http://www.assolombarda.it/fs/200711710315_103.pdf

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- **Ministero Dell'Interno:** Home page of the Ministry of internal affairs:
<http://www.interno.it/>
- **Nulleosta:** here you can register and fill in the online forms for applying for the *nullaosta*: https://nullaostalavoro.interno.it/Ministero/registrazione_user
- **Camera di Commercio Milano:** home page of the Chamber of Commerce of Milano
<http://www.mi.camcom.it/>
- **Assolombarda:** a detailed explanation on how to obtain the “suitable housing” certification: http://www.assolombarda.it/fs/200711710315_103.pdf
- **Comune di Milano:** home page of the Municipality of Milan:
<http://www.comune.milano.it>
- **Melting Pot Europa:** a detailed explanation of the procedure of converting the stay permit from student to worker: <http://www.meltingpot.org/articolo6431.html>
- **Worker Unions:** some worker unions offer services for foreigners who want to work in Italy, such as help in converting the stay permit etc.:
 - **CGIL:** <http://www.servizi.cgil.milano.it/SERVIZI/CentroImmigrati/HPcentroimmigrati.asp>
 - **CISL:** <http://www.cismilano.it/content/category/7/100/98/>
 - **UIL:** http://www.uil.it/uil_lombardia/sitouil/sportello_stranieri.html