

Moving to Italy: Immigration & Visa Checklist

Phase 1: Research & Planning (3-6 months before)

Determine Your Visa Type

- ☐ Identify the appropriate visa category for your situation:
 - Work visa (employment contract required)
 - Self-employment/freelance visa
 - Student visa
 - Family reunification visa
 - Elective residency visa (passive income)
 - Digital nomad visa
 - Retirement visa
- ☐ Check if you need a visa (EU/EEA citizens have different requirements)
- ☐ Review specific requirements for your nationality

Financial Preparation

- ☐ Calculate minimum income requirements for your visa type
- ☐ Gather proof of financial means (bank statements, pension documents, employment contracts)
- ☐ Research cost of living in your intended Italian city/region
- ☐ Set up international banking or plan to open Italian bank account
- ☐ Consider consulting with an immigration attorney or commercialista (accountant)

Documentation Gathering

- ☐ Ensure passport is valid for at least 3 months beyond intended stay
- ☐ Obtain birth certificate with apostille
- ☐ Obtain marriage certificate with apostille (if applicable)

- ☐ Request criminal background check from your home country
- ☐ Get health insurance that covers Italy
- ☐ Prepare CV/resume in Italian (if applying for work visa)
- ☐ Have all documents translated into Italian by certified translator

Phase 2: Visa Application (2-4 months before)

Initial Application Steps

- ☐ Schedule appointment at Italian consulate/embassy in your jurisdiction
- ☐ Complete visa application form (Modulo di Richiesta Visto Nazionale)
- ☐ Prepare passport-sized photos meeting Italian requirements
- ☐ Pay visa application fee
- ☐ Submit complete application package with all supporting documents

Required Documents Checklist (varies by visa type)

- ☐ Valid passport + photocopy
- ☐ Completed application form
- ☐ Recent passport photos
- ☐ Proof of accommodation in Italy (lease, property deed, or letter of hospitality)
- ☐ Proof of financial means
- ☐ Health insurance certificate
- ☐ Criminal background check
- ☐ Declaration of presence form (Dichiarazione di Presenza)
- ☐ Additional documents specific to visa type (employment contract, university enrollment, etc.)

Await Decision

- ☐ Track application status
- ☐ Respond promptly to any requests for additional information
- ☐ Receive visa decision (typically 30-90 days)

Phase 3: Pre-Departure (1-2 months before)

Logistics

- ☐ Book flights to Italy
- ☐ Arrange temporary or permanent accommodation
- ☐ Notify your current landlord (if renting)
- ☐ Research moving/shipping options for belongings
- ☐ Purchase comprehensive travel and health insurance

Administrative Tasks

- ☐ Notify employer of departure (if applicable)
- ☐ Close or maintain bank accounts as needed
- ☐ Update address with important institutions
- ☐ Obtain international driver's license (if planning to drive)
- ☐ Register for absentee voting (if applicable)
- ☐ Arrange mail forwarding service

Healthcare

- ☐ Get required vaccinations (if any)
- ☐ Obtain prescription medication supply and prescriptions
- ☐ Request medical records from healthcare providers
- ☐ Research Italian healthcare system (SSN registration)

Phase 4: Arrival in Italy (Within 8 days)

Immediate Registration

- ☐ Register your presence with local police (Dichiarazione di Presenza) within 8 days
- ☐ If staying with host, they may handle this registration
- ☐ Keep stamped declaration document safely

First Week Tasks

- ☐ Locate nearest Questura (police headquarters for immigration)
- ☐ Identify local Post Office (Poste Italiane) for permesso application
- ☐ Find local ASL office (health authority)
- ☐ Locate nearest Comune (municipality office)

Phase 5: Permesso di Soggiorno (Within 8 days of arrival)

Application Process

- ☐ Purchase permesso di soggiorno kit from Poste Italiane (approximately €30-40)
- ☐ Complete permesso di soggiorno application forms
- ☐ Prepare required documents:
 - Valid passport
 - Entry visa
 - Marca da bollo (revenue stamp, €16)
 - Proof of accommodation
 - Proof of income/financial means
 - Health insurance
 - 4 passport photos

- ☐ Submit application at Poste Italiane
- ☐ Receive receipt with appointment date at Questura
- ☐ Pay processing fee (approximately €80-200 depending on permit type)

Questura Appointment

- ☐ Attend appointment at Questura with all original documents
- ☐ Provide fingerprints and photo
- ☐ Receive receipt confirming application
- ☐ Wait for permesso card (typically 30-60 days, can be longer)

Phase 6: Local Registration (Within 3 months)

Residenza (Residency Registration)

- ☐ Register at local Anagrafe (registry office) at Comune
- ☐ Submit application for residency (Iscrizione Anagrafica)
- ☐ Provide required documents:
 - Valid passport
 - Permesso di soggiorno receipt or card
 - Proof of accommodation
 - Completed application form
- ☐ Await home visit from municipal police (vigili urbani) to verify residence
- ☐ Receive residency certificate (Certificato di Residenza)

Codice Fiscale (Tax ID)

- ☐ Apply at Agenzia delle Entrate (Tax Office)
- ☐ Bring passport and permesso di soggiorno
- ☐ Receive tax ID card immediately (usually same day)

Phase 7: Essential Services Setup

Healthcare

- ☐ Register with SSN (Servizio Sanitario Nazionale) at local ASL
- ☐ Choose a general practitioner (medico di base)
- ☐ Obtain tessera sanitaria (health card)

Banking

- ☐ Open Italian bank account (requires codice fiscale and residency)
- ☐ Set up online banking
- ☐ Arrange direct debits for utilities if needed

Telecommunications

- ☐ Obtain Italian SIM card and phone plan
- ☐ Set up home internet if needed

Transportation

- ☐ Apply for public transport pass if applicable
- ☐ Convert driver's license if planning to drive (non-EU citizens have 1 year)
- ☐ Register vehicle if bringing one to Italy

Phase 8: Long-term Settlement

Employment/Business

- ☐ Register with INPS (social security) if employed
- ☐ Open Partita IVA if self-employed
- ☐ Register business with Camera di Commercio if applicable

Language & Integration

- ☐ Enroll in Italian language courses (may be required for certain permits)
- ☐ Join local expat or community groups
- ☐ Learn about Italian customs and culture

Annual Renewals

- ☐ Mark calendar for permesso di soggiorno renewal (90 days before expiration)
- ☐ Keep all documents organized and updated
- ☐ Maintain proof of income and accommodation
- ☐ Stay informed about changes in immigration law

Important Notes

Timing is Critical: Many steps have strict deadlines (8 days for registration, etc.)

Document Copies: Always make multiple copies of all important documents

Patience Required: Italian bureaucracy can be slow; processes may take longer than expected

Regional Variations: Requirements and processes may vary slightly by region or comune

Professional Help: Consider hiring an immigration lawyer or visa consultant for complex situations

Stay Legal: Never overstay your visa or permit; penalties can include deportation and future entry bans

EU Citizens: Have simplified procedures and different requirements than non-EU citizens