



How to Fill in the “Yellow Kit” Application

If you are a citizen of an EU¹/Schengen-area² country, you don’t need to apply for a permit of stay.

Step by step guide

Unless you have an income in Italy, you will only have to fill out form “mod. 209 MODULO 1”; write in block letters, using a black pen, making sure to write clearly within the designated spaces.

A €16 stamp duty must be affixed onto the application, in the top box named MARCA DA BOLLO. You can buy one in any tobacco shop (tabaccaio).

Please find the guide on **how to fill out the payment slip** [here](#).

SECTION 1 (page 1 of 8): “details of the application”

This section must always be filled out.

3. Write the information as printed on your passport or equivalent document (last name)
4. Write the information as printed on your passport or equivalent document (first name)
5. See “Province” in the table no. 1 (enclosed in the Kit) – for Rome write RM
6. Write the name of the city where you reside in Italy (write ROMA – if you have the accommodation in Rome)
7. Cross 8 “RILASCIO” (issue), if you are first time applicant; cross 9 “RINNOVO” (renewal) if you must renew your “permesso di soggiorno” (permit of stay)
14. (c) Cross this item (because you are applying for the Residence permit)
16. (d) Write the code related to the reason why you are applying for the Residence permit (see the code in the table no. 2 enclosed in the Kit). Code for study is 24.

This part must be filled in only if you apply to renew the permit.

18. (e) Enter series and number of the Residence permit.
19. (d) Write the same code related to the reason why you are in Italy (for study: 24).
20. Write the expiration date of your Residence permit.

¹ <https://www.schengenvisainfo.com/eu-countries/>

² <https://www.schengenvisainfo.com/schengen-visa-countries-list/>



SECTION 2 (page 1): “Information about the filled-out application”

Fill out this section (SEZIONE 2) only after completely filling out Form 1 (and also Form 2 if you have an income) and after photocopying all the documents needed (A4 format).

- 22. If you are only filling out Form 1, write “0 1”
- 23. Cross this item
- 24. Cross this item only if you are also filling out Form 2 (because you have an income in Italy)
- 25. (g) Enter the total number of sheets included the application (forms and photocopies of documents)
- 26. (h) If you have children, state how many
- 28. Fill in the current date (dd/mm/yyyy)
- 29. Sign this form

SECTION 3 (page 2): “Personal data”

- 31. Enter your Tax Code (if you have got it)
- 32. (i) Enter the appropriate letter for your Marital status (A for single – B for married)
- 33. (j) Enter the appropriate letter for your Sex (F for female – M for male)
- 34. (a) Write the information as printed on your passport or equivalent document (date of birth)
- 35. (k) Enter the code of the Country of your birthplace (see the table no. 3 – enclosed in the Kit)
- 36. (k) Enter the code of the Country for your Citizenship (see the table no. 3 – enclosed in the Kit)
- 37. (c) Cross NO (for non-refugee status)
- 38. Write your place of birth (city)

SECTION 4 (page 2): “ID information”

- 40. (c) Cross this item if you enter information on your passport
- 41. (c) Cross this item if you enter information on a different ID document
- 44. Enter the number of this document
- 45. Enter the expiry date of this document
- 46. (m) Enter the code corresponding to the authority issuing the document (see the table no. 5 – enclosed in the Kit)

SECTION 5 (page 2): “Visa information”

This section must be filled in only if you are a first-time applicant and you must have your passport to check the information requested.



- 48. Write the date of your arrival in Italy (check the stamp on your passport)
- 49. Write the Italian border, where you received the stamp on your passport, as the name of the airport.
- 50. (n) Enter your visa number, omit the first character if it does not fit
- 51. (n) Enter which kind of visa you have to enter Italy (this information is available on your passport)
- 52. (c) Cross this item if you have a visa for single entry
- 53. (c) Cross this item if you have a visa for multiple entry
- 54. (n) Reason for entry visa (that should be “STUDIO” = study)
- 55. (n) Duration of your visa (expressed in days, as reported in your passport)
- 56. (n) Your visa is valid from (write the date)
- 57. (n) Write the expiry date of your visa

SECTION 6 (page 3): Don't fill in this section

SECTION 7 (page 3): Contact details in Italy

In this section, you must enter the information about your address in Rome. If you're staying in a residence/hotel, still looking for an accommodation, please enter only your e-mail address and an Italian mobile phone.

- 66. (b) See “Province” in the table no.1 (enclosed in the Kit) – for Rome write RM
- 67. Write the name of the city where you stay in Italy (write ROMA – if you have the accommodation in Rome)
- 68. Write the address of your accommodation in Rome (name of the street as **VIA, PIAZZA, etc.**)
- 69. Write the number of this street (where you have your accommodation)
- 70. Write the staircase (if there is one); 71. Write the letter; 72. Write the postcode
- 73. (p) Write your e-mail address
- 74. (p) Write a phone number (to be reached from the Questura)
- 75. (p) Write a mobile phone number

SECTION 8 (page 3): Contact address for correspondence

This section must be filled in only if you do not have any accommodation in Rome but you have a friend who lives in Rome and can receive your mails (be sure about it because the Questura will send to this address your convocation letter to give you the Residence Permit).

- 77. (r) Write the name and surname of your friend (be sure that this name is the same written on the mail box)
- 78. (b) See “Province” in the table no.1 (enclosed in the Kit) – for Rome write RM
- 79. Write the name of the city
- 80. Write the address



- 81. Write the number
- 82. Write the staircase
- 83. Write the internal apartment
- 84. Write the postcode

The other sections must be filled in only if you are in Italy with your family

Fields to be filled in:

Residence Permit (modulo 1)

	Issue	Renewal
Section 1	3 - 4 - 5 - 6 - 8 - 14 - 16	3 - 4 - 5 - 6 - 9 - 14 - 16 - 18 - 19 - 20
Section 2	22 - 23 - 25 - 28 - 29	22 - 23 - 25 - 28 - 29
Section 3	31 - 32 - 33 - 34 - 35 - 36 - 37 - 38	31 - 32 - 33 - 34 - 35 - 36 - 37 - 38
Section 4	40 or 41 or 42 or 43 - 44 - 45 - 46	40 or 41 or 42 or 43 - 44 - 45 - 46
Section 5	48 - 49 - 50 - 51 - 52 or 53 - 54 - 55 - 56 - 57	
Section 6		59 - 63 or 64
Section 7	66 - 67 - 68 - 69 - 70 - 71 - 72 - 73 (optional) - 74 (optional) - 75 (optional)	66 - 67 - 68 - 69 - 70 - 71 - 72 - 73 (optional) - 74 (optional) - 75 (optional)
Section 8	77 - 78 - 79 - 80 - 81 - 82 - 83 - 84	77 - 78 - 79 - 80 - 81 - 82 - 83 - 84