ISSUANCE OF THE **TAX CODE** (<u>CODICE FISCALE</u>) FOR INTERNATIONAL GUESTS AND STUDENTS

Description:

The International Welcome Desk, operating under the supervision of the Erasmus+ Office and International Mobility and in close cooperation with the Italian Revenue Agency (Agenzia delle Entrate), offers an exclusive service for requesting the tax code on behalf of international students, researchers, and faculty members.

The entire procedure is managed in back office: after collecting the necessary information and documentation provided by the user, the office takes care of forwarding the request to the Revenue Agency. Once obtained, the tax code is promptly made available to the user in digital format.

Recipients:

- Erasmus students
- International students
- Exchange students
- International researchers and faculty members

The Tax Code:

It is a unique code consisting of 16 alphanumeric characters, formed from the name, surname, date, and place of birth of the holder. This identifier is essential for those who reside or study in Italy, representing the key element for identification by the Public Administration.

WHY the Tax Code:

Possession of the Tax Code is essential for multiple activities in Italy, including:
- University registration
- Opening a bank account
- Lease contract stipulation
- Receipt of scholarships
- Application for a residence permit, among others.

HOW TO APPLICATE FOR THE TAX CODE (codice fiscale):

The International Welcome Desk app is now available for download. The app allows international students to request various services, including the Italian tax code (codice fiscale).

➔📱 How to Download

App Store: https://www.apple.com/it/search/international-welcome-desk?src=globalnav
Google Play:
https://play.google.com/store/apps/details?id=com.internationalwelcomedesk.iwd&hl=it
The app can also be found by searching International Welcome Desk in the App Store or Google Play.

Steps to Follow:

1. Registration and Documents Upload

Upon first accessing the app, users must complete the registration process and upload the following documents:

Passport or ID card
University admission letter

For Erasmus students who have not yet received an official admission letter, a screenshot of the admission confirmation email is accepted.

After the documents are uploaded, the profile will be reviewed and verified. Please ensure that all uploaded information is accurate and complete.

🔲   Note: It is not possible to apply for a tax code until the profile has been verified. The status can be monitored directly in the app.

2. Tax Code Application

Once the profile is verified, users can apply for the tax code by submitting the following additional documents:

Passport or ID card (already provided)
Admission letter or Erasmus confirmation email
Visa (required for non-EU students)
Photo of a handwritten signature (on a blank sheet of paper)

The request will be processed and forwarded to the Italian Tax Agency (Agenzia delle Entrate).

3. Processing and Delivery

After the submission to the Tax Agency, processing may take a few weeks. Once the tax code is issued, it will be available within the app under the dedicated section.

For any technical issues related to the app, users may refer to the support section within the application itself.