



Città di Bolzano
Stadt Bozen

Immigration in Bolzano

SERVICES GUIDE

ENGLISH

AUTONOME
PROVINZ
BOZEN
SÜDTIROL



PROVINCIA
AUTONOMA
DI BOLZANO
ALTO ADIGE



CUON
savera

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Preface

This multilingual guide, which was created thanks to the co-financing of the Integration Coordination Service of the Province of Bolzano, contains useful information for citizens with a migration background and those who are involved in the field of immigration.

The aim of the publication is to facilitate access to institutions in the area and to facilitate the use of public services in the city of Bolzano. It is not always easy for citizens to understand where to turn, what to ask for and, above all, which service is adequate to meet their needs.

It is desirable that this multi-lingual handbook should become a useful tool for all readers and at the same time that it should foster the process of integration for peaceful coexistence.

Convinced that every service offered can only improve by virtue of suggestions from those who use it, we welcome any suggestions aimed at improving this multilingual guide.

Dott. Juri Andriollo

Councillor for Social Policies

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1. Entry and residence

1.1. ENTRY VISAS

FOR WHOM?

For Citizens considered foreigners, i.e.

- Citizens of non-EU countries
- Stateless persons

Under bilateral agreements, some non-EU citizens can enter Italy or the Schengen area without visa up to a maximum of 90 days.

At the border, foreigners are subject to customs control. The border authorities will stamp passport with transit date and place.

TYPE OF VISA (SOME COMMON TYPOLOGIES)

- Student Visa/Training Visa: it is valid as long as intended course to take part in.
- Visa for family reunification: it is valid for one year since its issuing. It is issued to reuniting family members after getting the relatives authorization.
- Subordinate Work Visa (Permanent contract, fixed- term contract, seasonal contract): it can only be achieved getting the working authorization.
- Self-employed not occasional work. In order to achieve it, it is necessary to meet the professional and moral requirement demanded by the law of the State to Italian citizens for the exercise of the same activity.
- Tourism Visa, it allows foreign citizens who travel for tourist reasons to enter Italy or the Schengen area up to a maximum of 90 days.

1.2. RESIDENCE PERMIT (PERMESSO DI SOGGIORNO)

FOR WHOM?

Can stay in Italy those foreigners who regularly entered the territory of the State except the cases of exemption provided by international agreements.

The residence permit (in Italian “Permesso di Soggiorno” shortened as PDS) must be applied for at the Police Headquarter of the province where the foreigner is located within **8 working days** from his arrival.¹

Foreign citizens over 16 years of age who enter Italy for the first-time sign with the State the **integration agreement** at the same time as they request the residence permit.

Foreigners who presented the request at the **Post office** will be summoned by the Immigration Office to undergo photographic and **finger-print surveys and for delivering the residence permit**.

The request for EC Permit for long-term residents for themselves and their dependent family members must be presented in a single kit.

Renewal of the Residence permit must be applied for at the Police Headquarter of the province in which the requester resides within **90 days prior to its expiry**. Work and family permit lasting two years must be renewed within 60 days from its expiry if annual working, within 30 days for the remaining residence permit typologies.

The duration of permit

The duration of Residence Permit released for working or family reasons is that required from Entry Visa. Duration, however, should not exceed: Three months for **business and tourism**;

- One year, related to the **attendance of an education or training course**. The permit is renewable every year in case of multiannual course.
- Two years for **Self-employed Work**, **Permanent Subordinate Work** or **Family Reunification**.

The conversion of residence permit

To convert typology to owned residence permit it is necessary to request authorization to Immigration One-stop Office at Police Headquarter. A condition to conversion is that some entrance quotas are foreseen by the flows decree and that owned residence permit is valid.

NOTE: Pay attention! The decree is not issued with annual regularity!

.....

1 For citizens belonging to a member state of the European Union it is voluntary presenting the request of residence card at the Post office. They can indifferently make the request either to post offices or to Immigration offices at the Police Headquarter. The 8 working days shall be counted non including Sundays and holidays.

Student Visa/Training Permit can be converted in Subordinate Work Permit or Self-employed Permit residence permit if all requirements are met.

Seasonal Work Permit can be converted to Permanent Subordinate Work Permit or One-Year Work Permit when:

- Foreigner has entered Italy for two years in a row and owns a valid residence permit;
- Foreigner entered Italy for seasonal work reasons and at the end of seasonal work owns a valid residence permit.

HOW?

Requests for granting and renewal of residence permits for non-EU citizens falling within the following typologies must be submitted to authorized Post Offices by the person concerned using the special yellow-band kit available at Post Offices, Protectorates and authorized Municipalities.²

Requests related to the following typologies of residence **permits can be submitted to Post Offices:**

- Adoption and Fostering
- Update and Duplicate of the EC permit for long-term residents and update of the residence permit (Change of dwelling, Civil Status, Children integration and Change of Passport)
- Waiting to find a new employment
- Waiting to acquire citizenship again
- Renewal of Political Asylum
- EC permits for long-term resident
- Conversion of resident permit
- Duplicate of residence permit
- Family permit
- Self-employed Work permit
- Subordinate Work Permit
- Work Special case provided
- Subordinate-Seasonal Work
- Mission
- Religious reasons
- Elective residence
- Scientific Research
- Study
- Internship Professional Training
- Tourism
- EU Blue card

.....
2 By the time of submitting the request, foreigners must pay the amounts set out by decree by the Ministry of Economy and Finance.

Requests for granting and renewal of all typologies of residence permit/residence card must be submitted to Immigration Office at territorially competent Police Headquarters.

To filling out modules, foreigners may be assisted free of charge by a **Protectorate**.

By the time of submission of the request to authorized Post Office, foreigner will be identified through passport or equivalent document.

The request must be presented in open envelope and would not be examined in case of missing subscription by the person concerned.

The receipt that will be issued to the foreigner by the time of presenting the request will show the access code to reserved area where request status can be checked.

In case of renewal of the request of residence permit it is necessary to put inside the envelope the copy of residence permit to be renewed or updated.

WHERE?

Police headquarter of Bolzano - Polizeipräsidium Bozen

PA.S.I. Division – Immigration and Foreigners Police Office - Abteilung der Verwaltungspolizei

Largo Giovanni Palatucci n. 1

39100 (BOLZANO - BZ)

Telephone: +390471947616

Email: immig.quest.bz@pecps.poliziadistato.it

Monday 8: 30-12: 00

Tuesday 8: 30-12: 00

Wednesday 8: 30-12: 00

Thursday 8: 30-12: 00 15: 00-17: 00

Friday 8: 30-12: 00

The Italian Post Office

Bolzano Centre

Bolzano

Piazza della Parrocchia, 13

Telephone: 0471322260

Fax: 0471-322240

Bolzano 5

Viale Amedeo Duca D'Aosta, 104

Telephone: 0471-473711

Fax: 0471-401311

1.3. EC PERMIT FOR LONG-TERM RESIDENTS EX RESIDENCE CARD FOR FOREIGNERS

Foreign citizens who have legally lived in Italy for more than 5 years and intend to request the EC **permit for long-term residents** (Article 9 of the Immigration Single Text)³ must take and **pass the Italian language test**.

To take the test a request must be submitted to the **Prefecture** of residence via telematic procedure on the dedicated website <https://nullaosalavoro.dlci.interno.it>.⁴

Who is exempted from the test:

- children under the age of 14 years;
- people with severe language learning deficits certified by public health.

Shall not carry out the test referred at art. 3 the foreigner who:

- a. is in possession of **certificates or qualifications that certify the knowledge of the Italian language** at a level not less than **A2** of the Common European Framework of Reference for Languages;
- b. obtained, as part of the **credits accrued for the integration agreement**;
- c. obtained a **secondary school diploma in first or second grade** at a scholastic institute belonging to the Italian education system, or attended a course of study at a legally recognized Italian state or non-state university, or attended a doctorate or a university master's degree in Italy;
- d. entered Italy as **manager or highly qualified worker**.

.....

- 3 The EU residence permit for long-term residents cannot be issued to foreigners who are considered dangerous to public order or state security.
- 4 It is possible to consult the result of the test on the website. The IT system acquires the request and forwards it to the competent office which - once has verified the regularity of the request - summons online the person concerned within 60 days, indicating the date and location of the examination. In case of positive outcome of the test, the prefecture communicates it electronically to the police headquarter of the province which, having verified the existence of the other law requirements, issues the residence permit. In case of negative outcome, the foreign citizen can request, using the same procedure, to take the test again only after 90 days from the date of the previous examination.

HOW?

The **EC permit for long-term residents** can be requested by the foreigner who holds a Residence permit for a reason that allows an **indefinite number of renewals** (family, Subordinate Permanent Work, Self-employed work, political asylum, elective residence, religious reasons, statelessness status), having regularly resided in Italy for at least **5 years**;

At the request of a single foreigner with no dependent family members in Italy, the income must not be less to the annual amount of the social allowance;⁵

The EC permit for long-term residents can also be **requested by the spouse and minor children cohabitants** of the foreigner applicant. In this case the foreigner must prove that he/she has an income sufficient for both one's own sustenance and family members.

The spouse and minor children of more than 14 years old cohabiting of the foreigner applicant who applied for the CE permit for long-term residents must fill out form 1 (or even form 2 if in possession of their own individual income);

The EC permit for long-term residents can also be requested by the foreigner's spouse or his minor child or cohabiting parent of an Italian citizen or a citizen of an EU state resident in Italy. In such cases, the application must be accompanied only by registry documents certifying the family relationship;

The **EC permit for long-term residents lasts for an indefinite period**⁶ and constitutes a document of personal identification for no more than five years from the date of issue or renewal. The renewal is made at the request of concerned person, accompanied by new photographs.

WHAT?

(Article 9 of Legislative Decree No. 286/98 and subsequent amendments of Articles 16 and 17 of Legislative Decree No. 394/99 and subsequent amendments)

.....

- 5 In cases of the system does not require the presentation of the income tax return (e.g. domestic workers), the income can be demonstrated with other objective documentation (pay slip, INPS contributions).
- 6 The EC permit for long-term residents cannot be issued to foreigners for whom the judgment has been ordered for some of the crimes provided for in criminal code art. 380 as well as, limited to non-culpable crimes provided for in criminal code art. 381 or pronounced sentence even if not definitive, unless he has obtained rehabilitation. The revocation is ordered if a sentence has been issued even if not final for the predicted crimes.

- Application filled in and signed by the concerned person (Form 1 and 2);
- Photocopy of the entire passport or other equivalent document (see table No. 4);
- Photocopy of the tax return or CUD form, issued by the employer, for the previous year;
- Certificate of judicial records and certificate of registrations relating to criminal proceedings in progress;
- The application for a residence card even for minor children over the age of 14 years must
- be accompanied by:
 - Photocopy of personal data certifying the status of minor child. If it comes from abroad, the certification must be translated, legalized and validated by the Italian Consular Diplomatic Representation unless otherwise provided for by International agreements. This documentation is not required if the minor has entered with a visa for family reunification.
 - Photocopy of the housing suitability certificate pursuant to art. 29 paragraph 3, letter a), Legislative Decree No. 286/98 and subsequent amendments.

WHERE?

See section 1.2

1.4. INTEGRATION AGREEMENT FOR FOREIGNER WHO APPLY FOR A RESIDENT PERMIT

The “Regulation on the integration agreement between the foreigner and the State”, came into force on 10 March 2012 and from that date foreigners, over the age of 16 years, who enter the national territory for the first time and apply for a residence permit of a duration not less than one year, must sign this agreement at Prefectures or at Police Headquarters.⁷

The agreement is divided into credits, has a duration of two years and can be extended by one year. In representing of the State, it is signed by the Prefect or his delegate.

.....

7 With such institute it was decided to pursue the path of the pact with the citizen not belonging to the European Union legally residing in it, based on mutual commitments. On the part of the State, to ensure the enjoyment of fundamental rights and to provide the tools that allow to acquire the language, culture and principles of the Italian Constitution; on the part of the foreign citizen, the commitment to respect the rules of civil society, in order to pursue, in mutual interest, an orderly integration path.

With his subscription the foreigner undertakes to acquire an adequate level of knowledge of the spoken Italian or German language⁸(at least the A2 level of The Common European Framework of Reference for Languages:), a sufficient knowledge of the fundamental principles of the Constitution of the Republic, of the civic culture and of the civil life in Italy and, whereas there are minor children, to guarantee the fulfillment of the education obligation.

To consider the agreement fulfilled, at the time of verification, the foreigner must achieve at least **thirty credits**⁹ that necessarily include the minimum levels of knowledge of Italian and / or German and civil and social life in Italy.

At the time of subscription, the foreigner is awarded of 16 credits and is given the opportunity to attend, within 90 days from the date of the subscription, a free civic training course of the total duration of 10 hours at the Adult Education Centers or the Permanent Territorial Centers (CTP).

WHERE?

Language centers

<http://www.provincia.bz.it/formazione-lingue/lingue/migrazione-al-fabetizzazione.asp>

1.5. FAMILY REUNIFICATIONEN

Family Unit

“The family is the natural and fundamental nucleus of society and has the right to be protected by society and the State “

(Universal Declaration of Human Rights)

Family unity is a fundamental right recognized and protected by the Italian legal system.¹⁰

The residence permit for family reasons is issued:

- to the foreigner who entered Italy with a family reunification Visa, or with an entry visa as accompanying family member;

.....

8 For the territory of the Autonomous Province of Bolzano.

9 In some cases - such as, for example, having committed a crime or serious violations of the law - the credits can also be reduced and / or deleted. If the number of final credits will be equal to/or higher than the compliance threshold, that is fixed - as mentioned - in thirty credits, the termination of the agreement is decreed for fulfillment contextually to the release of the relative certificate.

10 Family reunification is an essential tool to allow family life, as it helps to create a socio-cultural stability that facilitates integration in the State, thus allowing to promote economic and social cohesion.

- for foreigners legally residing in Italy for at least one year who contracted marriage within the State territory with an Italian citizen or a citizen of a Member State of the European Union, or with a foreign citizen legally residing. The lack of cohabitation involves the revocation of the residence permit for family reasons, unless the spouses have had children as a result of marriage.
- to the foreign parent, even natural, of an Italian child residing in Italy, provided that he was not deprived of parental authority under Italian law.

The residence permit for family reasons is issued for a duration equal to the residence permit of the foreign family member who requested family reunification.

Ownership of the residence permit for family reasons allows access to welfare services, enrollment in courses of study or professional training and the performance of subordinate work or self-employed within the age limits established by Italian law.

In case of death of the family member in possession of the requirements for reunification and in case of legal separation or dissolution of marriage, the residence permit can be converted in case of presence of permit requirements for work or study.

Finally, enhanced protection is provided against the removal of foreigners who has exercised the right to family reunification from the territory of the State. It is required the administration to evaluate concretely the situation of the person concerned, taking into account both its dangerousness for safety and public order, as well as the length of his stay and his family and social ties.

HOW?

The entry of family members of foreigners legally residing in Italy is subject to the issue of a visa for family reunification.

The entry visa must be requested by the foreigner regularly residing in Italy by presenting the request for authorization to be reunited at the One-stop Immigration Office, using the computerized procedure available on the website of the Ministry of the Interior.

From 17 August 2017 the procedure for submitting the application for family reunification has been entirely digitalized and is available at the website <https://nullaostalavoro.dlci.interno.it/Ministero/Index2>. The procedure must also be accompanied by documentation relating to the

requisites regarding income and housing,¹¹ scanned by the person concerned and sent as an attachment of the request for reunification.

The innovation will allow the One-stop Office to verify the requirements related to housing and income and issue the authorization within 90 days – new time limit imposed by the law – by submission of the application.

FOR WHOM?

A foreigner wishing to apply for family reunification must hold a **permit of at least one year**, valid or for which a renewal has been requested within provided terms, issued for reasons of subordinate or autonomous work, of asylum, study, religious or family reason.

The issuance of the visa and the subsequent obtaining of the reunification are subject to verification of existence of some requirements. The foreigner legally residing in Italy must in fact demonstrate the availability of:

- **A suitable dwelling**, that is equipped with hygienic and sanitary requirements, ascertained by the certificate of housing suitability. The person concerned must then request the appropriate certificate from the Technical Department of the Municipality of residence.¹²

Hereafter the requirements relating to housing suitability:

Area per inhabitant

- 1 inhabitant: 14 square meters
- 2 inhabitants: 28 square meters
- 3 inhabitants: 42 square meters
- 4 inhabitants: 56 square meters
- For each subsequent inhabitant: + 10 square meters

Composition of the premises:

- Bedroom for 1 person: 9 square meters
- Bedroom for 2 people: 14 square meters + a living room of 14 square meters

For one-room apartments:

- 1 person: 28 square meters (including the bathroom)
- 2 people: 38 square meters (including the bathroom)

.....

11 As required by art. 29, paragraph 3 of the Immigration Single Text.

12 If the person requesting reunification is a guest, he / she must accompany the request for reunification with the declaration drawn up by the owner of the apartment, according to the S2 model, from which the consent to host also the family member or the reunited family members is shown. In case of reunification in favor of only one minor under the age of 14, the municipal certificate can be replaced by a declaration of hospitality of the holder of the apartment on the S1 model. The applicant must also attach a copy of the lease or loan or property contract to the application of the building, lasting no less than six months, starting from the date of submission of the application.

Minimum height:

- 2.70 meters

Adequate ventilation:

- Living room and kitchen with opening window.
- Bathroom, if not equipped with a window, equipped with a mechanical aspiration system
 - A **minimum annual income**¹³ from legitimate sources not lower than the annual amount of the social allowance increased by half the amount of the social allowance for each family member that the applicant wants to reunite. This income parameter is subject to annual payment update and the necessary income increases depending on the number of family members intended to be reunited.¹⁴

The documentation to be presented in order to certify the availability of income varies according to the type of occupation of the applicant. For the purposes of determining income, the total income of family members cohabiting with the applicant is also taken into account.

It is not necessary to demonstrate the possession of suitable housing requirements and income for asylum seekers and refugees.

FOR WHOM?

Family members that can be reunited

The foreigner in Italy can request the reunification of the following family members still abroad:

- **The spouse**¹⁵ who is over 18 and with whom the resident in Italy is not legally separate.
- **Children** who are under the age of 18 at the time of the request of family reunion, even those of the spouse or born out of wedlock, provided they are not married and that the other parent (if any) has expressed his/her consent. Minor children adopted or entrusted or subject to protection are treated in the same way as children.
- **Adult children** who are dependent on the foreigner residing in Italy if he/she, **for objective reasons**, cannot provide for his/her indispensable living needs for serious health reasons involving total disability.

.....
13 If two or more children under the age of 14 are reunited, the minimum income required is € 11,778.00. For any other reunited family member, besides children under 14 years old (sons, spouses or parents), for the amount of 11,778.00 euros the amount of 2,944.50 euros must be added for each person.

14 For example, for the year 2018, the applicant regularly residing in Italy who wishes to be reunited with a spouse and a child must have an income of € 11,778 (€ 5,889 + 2,944.50 + 2,944.50).

15 A foreigner legally residing in Italy cannot apply for family reunification for a spouse if he or she is already married to another spouse resident in Italy.

- **Parents dependent on the foreigner** residing in Italy or parents over the age of 65, when there are no other children able to support them in the country of origin or provenance or if other children cannot do that for serious health reasons, which must be documentable.
- In the case of parents over the age of 65, health insurance is also required.¹⁶

It is also allowed the entry for reuniting reasons the natural parent of the minor child regularly living in Italy with the other parent.¹⁷

Following the entry into force of Law no. 118/2016, which regulates civil **unions between persons of the same sex**, the rules on family reunification also extend to foreign citizens of the same sex civilly united, between them or with Italian citizens.¹⁸

HOW?

If the application is accepted, the One-Stop Office will issue the authorization for reunification, sending it by telematic means directly to the Italian Consular Offices in the country of origin or residence of the family member still abroad and to be reunited, opening the second phase of the procedure, or the verification of the requirements subjective for issuing entry visas.

It is necessary to present to the Consular Offices:

- the request to issue an entry visa,
- the certification of the family relationship, translated and legalized.¹⁹
- If the required certification is not available due to lack of the competent foreign authority or if the latter does not present the necessary reliability, the diplomatic representation (or in any case competent) in the country of origin of the family members release the aforementioned documentation on the basis of the checks deemed necessary, also proceeding to the DNA examination, carried out at the expense of the interested parties.

.....

16 When submitting the reunion request, it is enough to present a declaration of commitment to sign one insurance policy. This must then be signed within 8 days of entering the territory of the State and before the submission to the One-stop Office, under the following conditions: the insurance must not have an expiration date and must cover sickness, accident and maternity risks.

17 See MINISTRY OF THE INTERIOR, Circular letter dated 17 February 2009, n. 737. See: Ordinance of the Court of Milan, labor section of 5 December 2012: It is discriminatory denying enrollment in the Health National Service to parents over 65 of non-EU immigrants who entered Italy for family reunification.

18 Vedi: Circolare Ministero Interno del 5 agosto 2016, n. 3511.

19 Legalization is not carried out when bilateral or international agreements have been entered in the matter of abolishing the legalization of foreign public documents on the basis of the Convention concerning the abolition of the legalization of foreign public documents (L'Aja, 1961).

- In the case of adult children dependent, the state of health can be documented through certification issued, at the applicant's expense, by the doctor appointed by the Italian diplomat-consular representation competent for the country of origin of family members for which the reunification was requested.

If the application is **rejected**, it is possible to **appeal** to the **Ordinary Court** of the applicant's place of residence legally residing in Italy against the denial of the authorization

- The visa for family reunification of the member for which the permit was issued comes
- issued or denied within 30 days of the request.
- If the applicant has the refugee status, the rejection of the application cannot be justified
- only by the lack of documents attesting the existence of family ties or the possession of other requirements by family members.
- Within 48 hours of the entry to Italy of the family member who has obtained the visa for reunification, the family regularly residing in Italy must submit the written declaration of building conveyance to the public security authority.

Entry with accompanying Family member

If the family member who meets the requirements for reunification wishes to enter Italy simultaneously and together with his/her family member who has already obtained an entry visa (for subordinate work related to contract lasting no less than one year, or for non-occasional self-employment, or for study or for religious reasons), he/she can request an entry visa as accompanying family member. In order to obtain this visa, it is necessary to satisfy the same conditions for family reunification (i.e. requirements of kinship and availability of housing and income).

The **T model** must be used, using the telematic procedure available on the website of the Ministry of the Interior.

Only in this case, **the foreigner holder of the residence permit who presents his request while is still abroad** can use a **special prosecutor in Italy** for the presentation of the application and related documentation. Therefore, at the time of the call at the One-stop Office to present the documentation already provided for family reunification, should be added:

- Photocopy of an identity document of the delegated prosecutor
- Delegation in favor of an Italian or foreign citizen legally residing in Italy for purposes of the submission of the request for authorization for accompanying family members, drawn up by the foreigner who has already obtained a visa, translated and legalized by the Italian diplomatic-consular representation localized in the applicant's country of origin or residence.

1.6. REFOULEMENT, EXPULSION, DETENTION

The measures with which the Italian State orders the removal from its territory of citizens non-belonging to EU countries and of stateless persons qualified as foreigners in a technical sense, according to the normative definition (art. 1, par. 1, legislative decree No. 286/1998, hereinafter referred to as S. T.) which are not entitled to stay there, are divided into two broad categories: refolement and expulsion.

Refolement

- a. Refoulements (art. 10 S.T.) are arranged by the administrative authority of public security and can be of two types:
 - immediate refolement (art. 10, par. 1, S.T.) ordered by the border police and immediately executed;
 - deferred refolement over time (art. 10, par. 2, S.T.) ordered by the quaeator.

FOR WHOM?

For the foreigner who arrives at the Italian border without valid entry documents.

Will also be refused entry and took back to the border foreigners who:

- enter Italy avoiding border controls
- are non in possess of the required documentation, even if temporarily permitted onto Italian soil for reasons of public assistance.

Forbidden to refuse entry to²⁰:

- whoever applies for **political asylum**.
- whoever has the recognized status of **refugee**.
- whoever has the position of **temporary protection for humanitarian reasons**.²¹
- Not accompanied minor children.

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20 The provisions on refusals do not apply to applicants for political asylum, recognition of refugee status or protection subsidiary or protection measures for humanitarian reasons (art. 10, par. 6, T.U.). Under no circumstances can refolement to a State be arranged in where the foreigner can be subjected to persecution for reasons of race, sex, language, citizenship, religion, political opinions, personal or social conditions, or can be sent back to another tate in which he cannot be protected from persecution (art. 19, par. 1, S.T.).

21 Obviously, these guarantees, substantially provided for the protection of applicants for international protection and up to the outcome of the related application, find concrete application only if the foreigner, who is in a position to be rejected - that is, all those who land on the Italian coasts or are rescued in the open sea by naval units and conducted in hotspot centers -, is put in a position to manifest the will of apply for protection. Failure to promptly inform the right to seek asylum, or the belated transposition of the aforementioned will nullify - in fact - the provisions relating to the prohibitions of refolement, which run the risk of remaining on paper.

Expulsion

Expulsions are divided into two broad categories according to the authority that issues them:

1. **by the administrative authority** of public security towards foreigners who are in an irregular stay position or who are deemed to be dangerous to public safety or to public order or to the security of the State (Article 13 of the S.T.),
2. **by the judicial authority**, as a result of criminal proceedings, which are of four types:
 - expulsion as a **security measure**, against the foreign convict socially dangerous (art. 15 S.T., penal code and other laws);
 - expulsion as an **alternative measure to detention** concerning the foreigner detainee in the phase of expiation of a final sentence, in the last two years of execution of the penalty (art. 16 S.T.);
 - expulsion by way of **sanction in lieu of punishment** concerning the foreigner in irregular residence situation that must be condemned for a crime punished with a sentence of imprisonment for less than two years (art. 16 S.T.);
 - expulsion by way of **alternative sanction of the pecuniary penalty** (art. 16 S.T.) applicable by the judge of peace in case of conviction for the crimes of illegal entry, residence (art. 10 bis S.T.) and of non-compliance, even repeated, to the order of removal of the quaestor (art. 14, par. 5 ter and quater, S.T.)

APPEAL

Expulsions are a very serious fact: if an expulsion is received or if one is afraid of receiving it, please **immediately contact consulting and / or legal offices.**

An appeal can be filed against the decree of expulsion to the ordinary Court within 5 days from communication of the decree or provision. The deadline is 30 days if the expulsion is carried out with immediate accompaniment.

WHERE?

The appeal must be presented to the Court of the place where the authority that ordered the expulsion is located.

Categories of non-expelling foreigners:

The law provides that some categories of foreigners cannot be expelled and that they must receive temporary or definitive residence permit:

- Foreigners under the age of 18
- Foreigners in possession of EC Permit for long-term residents (expulsion is provided only for serious reasons of public order and national security)

- Foreigners living with relatives up to the 4th degree or with a spouse of Italian nationality
- Women who are pregnant and in the 6 months after the birth of the child.

Detention

It is ordered by the Quaestor for the time strictly necessary at **the temporary residence center** when it is not possible to immediately execute **the expulsion**. The provision must be validated within 48 hours by the judge. The validation involves staying in the center for a total period 180 days.

2. Residence, identity card, fiscal code, driving license, self-declaration, translation and documents legalization

2.1. CIVIL REGISTRATION AND RESIDENCE

HOW?

Civil Registration of a foreigner who is legally living in Italy shall be carried out at the Registry Office of the Municipality where the foreigner must indicate the identification details, the place of origin and the address of usual residence within the Municipality's territory. Foreigner must show original Residence permit and passport. Traffic officers will check home to ascertain the usual residence.

Once obtained the **registration at the registry office**, foreigner can ask for all the other of competence of the registry office (civil status certificate, residence certificate etc.), it is also possible to obtain Identity Card (which is not valid for expatriation for non-EU citizens) and foreigner will have access to various services provided by the Municipality, such as social services, crèche etc. Registering at the registry office is also a precondition to have driving license released or converted.

Registration on the registries of the resident population **must be renewed within 60 days from renewal of the residence permit.**²² If the foreigner intends to move his/her usual home to another house, he/she must communicate the change to the Registry Office where he/she is registered. Registry cancellations, as well as registrations and variations, are communicated from the Registry Office to the competent Police Headquarters by the deadline of 15 days.

2.2. IDENTITY CARD

FOR WHOM?

The identity card is the document that attests a subject identity and can be issued to all citizens residing in the Municipality.²³

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22 After six months from the expiry of the residence permit, if there is no request for renewal of the registration, the law provides for the cancellation of the foreigner due to proven unavailability, except for the possibility of renewing within the next thirty days.

23 For non-EU citizens it is not valid as an expatriation document.

HOW?

Temporal validity²⁴

- 3 years for minors from 0 to 3 years of age;
- 5 years for minors from 3 to 18 years of age;
- 10 years for adults,

The document can be renewed 180 days before the expiry. The release before this term is provided only in the event of deterioration or loss / theft (proven by complaint). The variation of data concerning marital status, residence or profession does not constitute grounds for the renewal.

WHERE?

At the Registry Office where the civil registration was originally requested.

Registry Office

Division 1. General and Personal Affairs

Address Via Vintler, 16

Tel. 0471 997111 (switchboard)

Fax 0471 997170

E-mail 1.4.0@comune.bolzano.it

PEC 1.4.0@pec.bolzano.bozen.it / demografici.comune.bz@legalmail.it

2.3. PROVINCIAL CARD OF SERVICES (MEDICAL CARD - FISCAL CODE)

FOR WHOM?

Since 2011 the old medical cards have been replaced with the new Provincial Card of Service that allows the access to the telematic services of the public administration. The medical card, in addition to be the tool in order to benefit the services of the National Health Service (without replacing the medical record), it has the same validity as the tax code card. The medical card guarantees health care also in European Union countries.

HOW?

The fiscal code is made up of a series of letters and numbers and is used to identify an individual for fiscal reasons, for work related documents and to pay taxes.

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24 The expiration of documents issued or renewed after 9.2.2012 coincides with the day of the holder's birthday; for example, a document renewed / released on 26 March 2012 to an adult born on 4 June, will expire on 4 June 2022 (and not 26.3.2022).

WHERE?

In Bolzano, the Provincial Service Card can be requested and activated at the offices of the civic network:

URP - Public Relations Office (Municipality of Bolzano)

Vicolo Gumer 7 (ground floor communal building)

Hours Mon, Wed, Fri: 8.30-12.30

Tuesday and Thursday of the citizen: 8.30-13.00 and 14.00-17.30

E-mail: urp@comune.bolzano.it

Tel. 0471 997 621

Or at:

The 15 Civic Neighborhood Centers

Civic Center Center-Piani-Rencio

Vicolo Gumer No.7 (ground floor communal building)

Tel. 0471 997 593

centro@comune.bolzano.it

Oltrisarco-Aslago Civic Center

Angela Nikoletti square No. 4, 1st floor

Tel. 0471 997 070

Fax 0471 997 074

oltrisarco@comune.bolzano.it

Europe-Novacella Civic Center

via Dalmatia, 30 / C

Tel. 0471 997 080

Fax 0471 997 084

europa@comune.bolzano.it

Don Bosco Civic Center

Don Bosco square No. 17

Tel. 0471 997 050

Fax 0471 997 054

donbosco@comune.bolzano.it

Gries-S. Quirino Civic Center

Gries square No. 18 (Ancient Municipality of Gries)

Tel. 0471 997 060

Fax 0471 997 064

gries@comune.bolzano.it

Social and health districts for release (see section 7.3 below)

In the event of theft or loss, a duplicate can be requested.

2.4. DRIVING LICENSE

FOR WHOM?

The driving license is the approval given to drive vehicles and motorcycles.

HOW?

It can be obtained by taking an exam which includes a practical test.

WHERE?

For information, contact any driving school or the Motorization Office - Province autonomous of Bolzano.

Mobility Division - Autonomous Province of Bolzano

Palazzo 3b, Piazza Silvius Magnago 3

39100 Bolzano

Tel .: +39 0471 41 46 90

Fax: +39 0471 41 46 99

<http://www.provincia.bz.it/turismo-mobilita/mobilita/>

The **international driving license** must be requested to your country of origin and will lose its validity after one year of residence in Italy.

2.5. IDENTIFICATION DOCUMENTS

In Italy it is deemed necessary to show proof of identity (identity card, passport, residence permit, resident card and even your driving license) on request by the Police, Carabinieri, Financial Police and Traffic Police. If you have been asked to show your documents but you are still waiting for them to be issued, you must keep and carry with you the receipt of your request.

2.6. SELF-DECLARATION

A number of certificates can be replaced by a declaration issued by the person concerned under his own responsibility for pre-printed forms provided by the Administrations.

2.7. TRANSLATION AND LEGALIZATION OF DOCUMENTS

FOR WHOM?

In case of holding a document written in a foreign language, it must be translated and legalized for the Italian administration.

WHERE?

- Contact the Italian diplomatic representatives (Embassies, Consulates) in the various countries of origin of the foreign citizen.
- If the document to be translated is already in Italy, contact **the Court of Bolzano** that owns the register of **Official translators** or authorized **Intercultural mediators**. Judge of Peace - asseveration.

The Court of Bolzano

Piazza Tribunale, 1 - 39100 Bolzano (BZ)

Tel. Switchboard (+39) 0471 2261

3. Political asylum, political refugees and permits for humanitarian reasons

3.1. POLITICAL ASYLUM AND POLITICAL REFUGEES

The Differences between political Asylum, subsidiary and Humanitarian Protection

- **International Protection:**
 - Asylum / refugee status
 - Subsidiary Protection
- **Humanitary Protection**

POLITICAL ASYLUM

The holder of the **refugee status** is issued a residence permit for political asylum. Gets the **refugee status** who demonstrates a well-founded fear of being subjected to personal persecution in his own country pursuant to the Geneva Convention²⁵.

For **acts of persecution** are intended for example: physical or mental violence, including sexual violence; proceedings directed against a gender or against childhood; judicial, administrative or police measures discriminatory or disproportionate; criminal sanctions as a result of refusing to perform military service in a conflict when this could result in the commission of war crimes or crimes against humanity.

It is not enough, however, that a person has suffered and is at risk of suffering these acts of persecution to get the political asylum. These acts must be related to reasons of race, religion, nationality, social group to which one belongs, political opinion.

Following the recognition of refugee status, the police headquarters must issue the related permit of

5 year with renewable stay. The permit entitles those who hold it to:

- Carry out both independent and subordinate work activities.
- Access to public employment.
- Access the national health service.
- Access to INPS welfare benefits.
- Access to the study.
- Travel document: the Italian State has the obligation to provide the refugee with an equivalent document to the passport.

.....

25 The Geneva Convention in Article 1 states that it is a refugee "who rightly fears being persecuted for reasons of race, religion, nationality, belonging to a particular social group or for its political opinions, who is located outside the country of which it is a citizen and cannot or does not want, because of this fear, to avail himself of the protection of this country; or that, having no citizenship and being outside the Country in which he had habitual residence as a result of such events, who cannot or does not want to return to it for the above mentioned fear."

- Family reunification: the holder of political asylum can request the entry of his family members into Italy without having to prove the housing and income requirements required for holders of other types of resident permit.
- Italian citizenship: the time required to apply for Italian citizenship by naturalization are reduced by half, as 5 years of stay in Italy are needed instead of 10.

SUBSIDIARY PROTECTION

The subsidiary protection is issued by the competent Territorial Commission if the subject does not demonstrate that he suffered personal persecution pursuant to art. 1 of the Geneva Convention of 1951, but nevertheless demonstrates **the risk of suffering serious damage if he returned to his country of origin**. Serious damage means: the death sentence or execution sentence, torture or other form of inhuman treatment, the serious and individual threat to life resulting from the indiscriminate violence in the situation of internal or international armed conflict.

The relevant residence permit, which has a duration of 5 years, is issued by the Police Headquarters and may be renewed after verification that the reasons for its issue have persisted. The authorization entitles the holder of the permit to:

- To carry out both self-employed and subordinate work.
- Access to public employment.
- Access to the National Health Service
- Access to INPS welfare benefits
- Access to study.
- Travel document: The Police Headquarters should only issue a valid travel document if the holder of subsidiary protection has valid reasons not to apply for a passport to the diplomatic authority of the country of origin. Sometimes this is not always the case and it depends on which police station - in case of abuse or reports, reference should always be made to the associations protecting refugee rights.
- Family reunification: also, in this case the holder of subsidiary protection can request the entry into Italy of his family members without having to prove the accommodation and income requirements required for holders of other types of residence permits.
- It is possible to convert the residence permit for subsidiary protection into a residence permit for work reasons, thus renouncing the subsidiary protection status.

HUMANITARIAN PROTECTION

A residence permit for humanitarian reasons is issued when the condi-

tions for political asylum or subsidiary protection are not met. The right to such a permit is granted when there are serious reasons, in particular of a humanitarian nature or resulting from constitutional obligations of the Italian State.

The permit is issued by the Police Headquarters at the request of the Territorial Commission which has examined the situation of the applicant, or at the request of the foreign citizen.

The main measures of the Legislative Decree no. 113/2018 (The Salvini Decree) on public security and immigration relating to immigration policies:

Repeal of the residence permit for humanitarian reasons and discipline of special permit cases of temporary stay due to humanitarian needs:

- acts of particular civil value,
- serious labor exploitation,
- domestic violence,
- exceptional natural disasters,
- exceptional health reasons,
- **Extension of the maximum duration of detention of the foreigner in the detention centers for the repatriation (CPR) (180 days)**, a duration that complies with the maximum times set by the European directive on repatriations 2008/115 / EC.
- **Retention** of asylum seekers in Hot Spots, for a period not exceeding 30 days, in order to ascertain their identity or citizenship. Whether it was not possible to determine the identity, the detention can be carried out in the detention centers for repatriation up **to a maximum of 180 days**.
- Possibility of detention of foreigners to be expelled even in suitable facilities in the availability of public security in the event of unavailability of CPRs.
- Validity of the ban on re-entry of the expelled foreigner not only in Italy, but in the Schengen area. -
- Abolition of the provision that established thirty municipal branches for voluntary repatriation and transfer of resources to the repatriation fund of the Ministry of the Interior.
- Expansion of the range of crimes for the denial and revocation of international protection, including
- criminal offenses of social alarm, such as sexual violence and drug-related crimes.
- **Termination of international protection due to return of the holder to the country of origin.**
- Provisions to prevent the recourse to instrumental applications for

repeated international protection.

- Possibility for the Territorial Commission to suspend the examination of the application when the applicant has a criminal proceeding in progress for one of the crimes that in case of final conviction they would result in the denial of international protection and the conditions of danger occur. In that
- case, the applicant has the obligation to leave the national territory. Within twelve months of the final judgment acquittal, the interested party may request the reopening of the proceeding. After this deadline, without request for reopening, the competent Commission declares the termination of the proceeding.
- **Reception in the ex-SPRAR system only for holders of international protection and for**
- **unaccompanied foreigner minors.**
- **The exclusion of the temporary PDS for humanitarian reasons as a valid qualification for registration at the Registry office** does not affect access to services recognized by the current legislation to asylum seekers (enrollment in the health service, access to work, school enrollment of children, reception measures) based on the ownership of the residence permit.
- **Revocation of citizenship** for crimes of terrorism ascertained with final judgment, within three years from final judgment of the sentence for the crimes in question.

WHERE?

Government Commissariat for the province of Bolzano

V.le Principe Eugenio di Savoia, 11, 39100 Bolzano

Switchboard 0471 294611

PE.C.: protocol.comgovbz@pec.interno.it

<http://www.prefettura.it/bolzano/multidip/index.htm>

4. Citizenship

4.1. AUTOMATIC ATTRIBUTION (ATTRIBUZIONE AUTOMATICA)

HOW?

Citizenship is obtained:

- **by birth** from an Italian parent;
- **by transition of right**, the foreigner who becomes an Italian citizen by naturalization, transmits automatically Italian citizenship to their minor children who, on reaching the age of 18, can renounce it if in possession of other citizenship.

4.2. CITIZENSHIP GAINED BY BENEFIT OF LAW (CITTADINANZA PER BENEFICIO DI LEGGE)

The foreigner whose parent or one of the ascendants in the straight line of the second degree (grandparents) are Italian citizens can gain Italian citizenship, upon explicit declaration:

- If he serves in the military for the state
- If he takes up public employment with the State
- If, at the age of majority, he has resided legally in Italy for at least two years

The foreigner born in Italy can become an Italian citizen if he resides legally in the Italian territory without interruptions until reaching the age of majority and manifest the will to acquire citizenship within one year from the age of majority, or before reaching the age of 19.

4.3. NATURALIZATION

Naturalization is the acquisition of citizenship through the issuing of an administrative provision administrative, which can occur:

Following a marriage with an Italian citizen.

HOW?

When you have at least 24 months of legal residence in Italy after marriage or after at least 3 years from the wedding date.

WHERE?

Prefecture (for the Province of Bolzano: Government Commissariat) (Italian consular authority abroad, if you reside abroad)

Ministry of the Interior: it must issue the citizenship decree within four²⁶ years from the request; in lack, after this term, the interested party acquires a subjective right and can obtain from the **ordinary judge** a declaration of citizenship.

For ordinary naturalization, which is granted to the extra-community foreign citizen if:

- Resides regularly and continuously in Italy for at least ten years and has an effective and habitual residence
- He has always been in compliance with the residence regulations

The request for citizenship by naturalization must be presented to the Government Commissariat.

List of documents to be presented to the Government Commissariat for ordinary naturalization:

a. Documents to be requested in the country of origin:²⁷

1. Complete extract of the birth certificate with the name of the father and mother translated
2. authenticated by the Italian diplomatic or consular authority criminal certificates of the country of origin translated and authenticated

b. Documents that can be made in Italy or simply self-certified (declared under your own responsibility) on the application:

1. Historical residence in the last 10 years in Italy: indicate where you have been resident (city, address)
2. Family status: how many people are in the family in Italy
3. Criminal situation: general certificate of criminal records (Court of Law)
4. Tax return for the last 3 years
5. Declaration to authorize the authorities of your country to release all information necessary for the Italian authorities.

WHERE?

Government Commissariat for the province of Bolzano

Vle Principe Eugenio di Savoia, 11, 39100 Bolzano

Switchboard 0471 294611

PE.C.: protocol.comgovbz@pec.interno.it

<http://www.prefettura.it/bolzano/multidip/index.ht>

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26 The Decree-Law 4 October 2018 n.113 Single decree on immigration and so-called "The Salvini Decree" amended in several points the provisions on citizenship L91 / 1992. The terms for the conclusion of the practices for the granting of citizenship by residence (as per art. 9 L. 91/1992) and even those for marriage go from two to four years.

27 NOTE: make sure that the country of origin allows dual citizenship, otherwise it will be necessary to renounce the one of origin before the acquisition of the Italian citizenship.

5. Work

5.1. WORK FOR FOREIGN CITIZENS HOLDING A RESIDENCE PERMIT

Workers of non-EU countries need a work license and a work permit residence permit to work in Italy.

EU citizens, including those from Romania and Bulgaria, have free access to the Italian labor market and do not need a work permit.

5.2. WORK FOR THOSE COMING FROM ABROAD

The prerequisite for the granting of work permits is the publication of the annual flow decree, which establishes the quota of maximum entry for work reasons.

N.B. Attention, the flow decree is not published with annual regularity.

Employee labour (lavoro dipendente): licenses

WHO?

The employer, either Italian or foreigner regularly living in Italy.

TO WHOSE BENEFIT?

To the foreigner living abroad who wishes to undertake employment in Italy.

HOW?

Since 2010, **applications for work permits** can only be requested via the website of the Ministry of the Interior www.interno.it.²⁸

The forms can be completed even before the publication of the flow decree, but the transmission it is allowed only after the decree has come into force.

Within eight days of entering Italy, the worker must sign at the office for work service the residence contract and request the issuance of the residence permit by mail to the police headquarters. Only then can the employment relationship begin.

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28 Paper applications are no longer admissible and are not dealt with.

Foreign citizens are allowed to enter Italian territory for reasons of subordinate work (seasonal or permanent), for job search or for self-employment.

The foreign citizen can subsequently change the type of work, from subordinate employment to autonomous work and vice versa, without having to inform the Questura. The conversion will be communicated at the time of renewal of the residence permit. You can also convert the permit for tourist reason in permit for self-employment, having the requisites.

WHERE?

Applications transmitted electronically are acquired by the Ministry of the Interior, which forwards them to Provinces of competence. All the questions are elaborated jointly by the Provinces and by the Police Headquarters. The office for work service then issues the employer's work permit. Once positive opinions have been issued, the application, together with the residence contract proposal, must be submitted to the Italian embassies and consulates in the countries of origin to allow the foreign citizen to enter Italy with an entry visa for work reasons.

WHO CAN BE OF HELP?

Patronages, please see below!

Employee labor: legal assistance for work report problems FOR WHOM?

For employees with dismissal problems, disciplinary measures, pay differences, mobbing, discrimination, etc.

WHO CAN HELP?

The patronages see below!

Employee labor: assistance for social benefits FOR WHOM?

For employees with problems related to illness, accident, maternity, mobility, disability, retirement, unemployment benefits, etc.

WHO CAN HELP?

Patronages see list

<http://www.provincia.bz.it/asse/indirizzi-patronati.asp>

CAAF ACLI

Via Sassari, 4/BC, 39100 Bolzano (BZ)
Tel. 0471 30 16 89
E-mail: bolzano@acliservice.acli.it

CAAF ACLI

Via Alto Adige 28, 39100 Bolzano (BZ)
Tel. 0471 30 16 89
E-mail: bolzano@acliservice.acli.it

CAAF ASGB

Via Bottai 22, 39100 Bolzano (BZ)
Tel. 0471 30 82 10
E-mail: patronat@asgb.org

CAAF CGIL/AGB

Via Piacenza 54, 39100 Bolzano (BZ)
Tel. 0471 92 64 02 / Tel. 0471 92 64 08
E-mail: m.gjoni@servizi-cgil.it

CAAF CGIL/AGB

Viale Trieste 78, 39100 Bolzano (BZ)
Tel. 0471 / 19 56 111
E-mail: g.chiarella@servizi-cgil.it

CAAF CGIL/AGB

Piazza Don Bosco 1/A, 39100 Bolzano (BZ)
Tel. 0471 19 56 111 / 340 5397642
E-mail: a.lucchiari@servizi-cgil.it

CAAF CGIL/AGB

Via Claudia Augusta 55/B, 39100 Bolzano (BZ)
Tel. 0471 27 00 15
E-mail: a.gencarelli@servizi-cgil.it

CAAF SGB CISL

Via Milano 121/A, 39100 Bolzano (BZ)
Tel. 0471 20 46 02
E-mail: info.service@sgbcisl.it

CAAF SGB CISL

Via Siemens 23, 39100 Bolzano (BZ)
Tel. 0471 56 84 25 / 0471 56 84 10
E-mail: info.service@sgbcisl.it

CAAF CNA/SHV

Via Righi9/2, 39100 Bolzano (BZ)

Tel. 0471 54 67 77

E-mail: info@shv.cnabz.com

CAAF CNA/SHV

Via Milano 68, 39100 Bolzano (BZ)

Tel. 047154 67 51

E-mail: bolzano@epasa-itaco.it

CAAF COLDIRETTI

Via Buozzi 16 - 2° piano, 39100 Bolzano (BZ)

Tel. 0471 92 19 49

E-mail: marika.luciano@coldiretti.it

CAAF COMMERCianti

Via Roma 80/A, 39100 Bolzano (BZ)

Tel. 0471 54 15 00

E-mail: info@commercianti.bz.it

CAAF FABI

Via Conciapelli 24, 39100 Bolzano (BZ)

Tel. 0471 97 18 25

E-mail: caaf.bz@fabibz.it

CAAF HDS

Via di Mezzo ai Piani 5, 39100 Bolzano (BZ)

Tel. 0471 97 80 32

E-mail: mriegler@hds-bz.it

CAAF KVW

Via Delai 10, 39100 Bolzano (BZ)

Tel. 0471 32 35 96

E-mail: service.bozen@kvw.org

CAAF LVH

Via di Mezzo ai Piani 7, 39100 Bolzano (BZ)

Tel. 0471 32 32 00

E-mail: bozen@lvh.it

CAAF BAUERNBUND

Via Canonico Michael Gamper 10, 39100 Bolzano (BZ)

Tel. 0471 99 94 49

E-mail: enapa.bozen@sbb.it

CAAF UGL

Vicolo S. Quirino 2, 39100 Bolzano (BZ)

Tel. 0471 27 17 06

E-mail: enas.altoadige@libero.it

CAAF UIL/SGK

Via Ada Buffulini 4, 39100 Bolzano (BZ)

Tel. 0471 24 56 60

E-mail: gigi.mongelli@uilsgk.it

5.3. SELF-EMPLOYMENT

Autonomous work - cooperative

WHO?

Also, for foreigners legally residing there is the possibility of carrying out an autonomous job in Italy. However, those activities that the law explicitly reserves for Italian citizens are excluded. In addition, there is the possibility of setting up joint-stock companies or companies of people, of accessing to corporate offices, and of setting up cooperatives. Given the vastness of the possibilities and problems, it is necessary to contact the **trade associations** for more information and insights.

To perform self-employment:

- In most cases it is necessary to enroll in the register;
- For some activities specific professional requirements are required and, in some cases, qualifications are required by examination;
- To carry out some activities, various authorizations are necessary (A.S.L., Municipality, etc.);
- For all self-employment activities it is necessary to open the VAT number;
- The registration in the Registry and the opening of the VAT number have a cost. Taxes are paid in proportion of income, INPS contributions and, for some activities, INAIL contributions must be paid directly to the various bodies.
- It is advisable to consult a trusted accountant.

For the recognition of professional qualifications: <https://civis.bz.it/it/servizi/servizio.html?id=1006140>

WHO CAN HELP?

APA - CNA - Confesercenti - Cooperative League - Confcooperative - Cop-dolomiti etc ...

5.4. WELFARE PROVISION: FAMILY ALLOWANCES, RETIREMENT FINANCING, REFUNDING OF CONTRIBUTIONS IN CASE OF REPATRIATION

Family allowances

FOR WHOM?

The family allowance is available for all employees, both Italian and foreign, correctly registered with the Social Security if the total income of the family does not reach the minimum level established by law.

HOW?

The applicant must make a request at the INPS office, completing a specific form.

WHERE?

The request for the family allowance must be made:

- For full time employees, but not farm workers, to your employer, with domestic and family service workers being an exception;
- In all other cases, to the main offices of INPS.

INPS

Adress: Piazza Domenicani, 30, 39100 Bolzano BZ

Time: Open on Wednesday at 08:15

Province: Autonomous Province of Bolzano

Telephone: 0471 996611

https://servizi2.inps.it/servizi/Strutture sul Territorio Internet/wform2_nojava.aspx?parm=1&lf20=50&parm3=140000&gf20

Retirement pension

FOR WHOM?

Employees, farmers and their employees, handicraft workers, traders, agricultural entrepreneurs, home helpers and homeworkers are obligatorily insured by INPS against invalidity, old age and widowhood.

HOW?

The types of retirement financing offered by INPS are; old age pensions, seniority pension, disability pensions, invalidity cheques and widowhood pensions.

WHERE?

To obtain a pension, it is necessary to present a request at the INPS, either directly or through institutions who help workers free of charge. Refunding of contributions in case of repatriation

Recovery of fees in case of repatriation

FOR WHOM?

Those foreign nationals who stop working in Italy and leave the country have the possibility to request the refunding of their contributions paid by them to the INPS, increased at 5% per year, unless this particular subject is covered by an international convention.

HOW?

- Present a request at the INPS
- Surrender your residence permit to the customs and immigration office at the boarder (keeping a copy and ensure that they endorse upon it that the original has been surrendered);
- The customs and immigration office will return the residence permit to the Questura who in turn will advise INPS that the permit has been returned;
- INPS will take care to return the sums due to the worker by transferring the money to a bank account in the country of the returning worker.

WHERE?

- Istituto Nazionale di Previdenza Sociale (INPS)

WHO CAN BE OF HELP?

- The patronages (See 5.2)

6. Healthcare

6.1. REGISTRATION AT THE NATIONAL HEALTH SERVICE

FOR WHOM?

Enrollment in the National Health Service (SSN) at the Local Health Authority (ASL) of residence or, in absence of it, of habitual abode, for itself and for dependent relatives, **it is compulsory for foreign citizens:**

- **in possession of a residence permit** for subordinate or autonomous work, for family reasons, for political or humanitarian asylum or asylum request, pending adoption, custody or purchase of citizenship
- **registered in the employment lists**, including rehabilitation and prosthetic assistance or anyway they carry out a working activity although the reason for the stay reported on permit does not include compulsory registration with the S.S.N.

NOTE: It only covers health care provided in Italy. Any treatment provided abroad is borne of the foreign patient.

Registration for the ASL is valid for the duration of the residence permit; for registration purposes, **in lack of residence** (registry entry), the place of actual residence is that indicated on the residence permit. **For seasonal workers**, registration is made at the ASL of the Municipality indicated for the release of the residence permit.

For holders of residence permits for asylum applications, benefits are provided by assimilating them to unemployed registered on the employment lists and that is exempt from the cost sharing system (Ticket).

WHO HAS THE RIGHT TO HEALTH CARE?

Who has the right:

- **foreigners awaiting renewal** of the residence permit for subordinate or self-employed work, for family reasons, asylum, awaiting adoption, assignment and acquisition of citizenship, on display of the renewed permit or declaration proving the renewal request.
- **minors** awaiting registration (from birth) and the children of foreigners registered with the SSN
- **regular family members** dependent on the foreign citizen

WHEN DOES THE REGISTRATION FOR THE NATIONAL HEALTH SERVICE (SSN) END?

Enrollment in the S.S.N. ceases following communication by the Police Headquarters to the ASL for:

- failure to renew the residence permit
- revocation or cancellation of the residence permit
- expulsion²⁹

WHO HAS NO OBLIGATION TO REGISTER?

Holders of a business residence permit do not have to register, but some categories of foreign workers and their families do not have the obligation to register with the SSN but are required to have insurance coverage against the risk of illness, accident and maternity.

These are:

- **managers and specialized** foreign staff of companies with offices in Italy, representative offices of foreign companies having their main office in the territory of a member state of the Organization World Trade Fair, - of main offices in Italy of Italian companies or companies of another state member of the European Union
- **employees**, employers' resident abroad temporarily transferred to physical or legal people in Italy for certain benefits
- **journalists** accredited in Italy or employees of the press, newspapers, magazines, broadcasters' radio or foreign television stations.

Foreign citizens who are legally resident and who are not registered with the SSN must pay benefits health, urgent and not, according to the rates established by the Region or Autonomous Provinces.

Voluntary registration at the national health service FOR WHOM?

Voluntary registration with the SSN is possible for those foreigners:

- **with a valid residence permit for more than three months** for reasons other than employment or autonomous, registration to the employment lists, family reasons, asylum, expected adoption, waiting for custody or waiting to acquire citizenship, who pay a valid annual contribution for themselves and their dependents. This contribution is calculated for a percentage amount on income achieved in the previous year (in Italy or abroad), as provided for Italian citizens
- who are in possession of a residence permit for study reasons or placed on par with the payment of an annual flat-rate contribution not valid for dependents.

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29 Unless the foreigner proves the existence of an appeal against the above-mentioned provisions.

Irregular foreigners

To foreign citizens without a regular residence permit, without enough economic resources, are guaranteed free of charge:

- urgent outpatient and hospital care for diseases and accidents, and access to medical preventive programs
- social protection of pregnancy and maternity with equal treatment with Italian women
- protection of the child's health
- Vaccinations, interventions of international prophylaxis and treatment of infectious diseases.

The state of poverty can be attested by a self-declaration by the interested party to the health care structure to which the foreigner is addressed.

For the service to irregular foreigners, a valid regional identification code is used on the whole national territory, composed of the abbreviation S.T.P. (Temporarily Present Foreigner) which it is valid for the prescription on a regional prescription book of drugs payable by affiliated pharmacies, equal participation in the cost with poor Italian citizens.

Family doctor

FOR WHOM?

Who has the registration to the Health Service (paper health card) has the right to choose a family doctor (also called trusted doctor). You need to contact this doctor to do general office visits, for the prescription of drugs, for requests for specialist visits, for having sickness certificates (absence from work), for home visits, if the patient cannot go in person to the doctor's office, and for other non-specialist services.

WHERE?

The choice of family doctor is made at the time of registration at the ASL offices. <http://www.asdaa.it/it/default.asp>

6.2. MATERNITY AND CHILDHOOD

FOR WHOM?

For pregnant women all medical examinations considered important are guaranteed free of charge; pregnant women, also without a residence permit, cannot be expelled during the period of pregnancy, and have the right to all the necessary assistance.

WHERE?

The **Family Counseling Center** is the most suitable and safe place to help pregnant women and to follow, subsequently, the development and growth of children.

HOW?

In the first months of pregnancy it is very important to do some tests for the health of the child and the mother: these are generally **free** medical test cases.

Mandatory vaccinations

FOR WHOM?

The following vaccinations are mandatory for children in Italy:

Vaccinations in infant age

begin after the completion of the 2nd month of life with the administration of hexavalent combined vaccine (producing defenses against polio, diphtheria, tetanus, hepatitis B, pertussis, Hemophilus influenzae or Hib). This vaccine is subsequently administered in another 2 doses, the first one the 5th month and the last the 11th -12th month.

Around the 12th -15th month of life the combined vaccine is administered against measles, rubella, mumps and chicken pox.³⁰

At the age of entry to school (6th year of life) the anti-polio follow-up vaccination is given, together with that against diphtheria, tetanus and pertussis. At the same time 6-year-children are invited to the second dose of measles-rubella-mumps vaccination, verticella.

Children belonging to risk groups can - on pediatric indication - be vaccinated against hepatitis A or against the virus that causes tick-borne encephalitis (TBE).

For further information: brochure "Vaccinate protects - Why I like life"
www.iflow.it/vaccinare

WHERE?

In general, by visiting directly the clinic during the scheduled times.
<http://www.asdaa.it/it/default.asp>

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6.3. CONTRACEPTION

Contraception is the set of ways to avoid unwanted pregnancies.

WHERE?

The best way to get complete information on contraception is by contacting a **Family Counseling Center**.

Mesocops Family Counsel

Via dei Portici, 22 · 0471 976664

PM Kolbe Family Counseling

Vicolo Mendola, 19 · 0471 401959

Family counseling AIED Section Andreina Emeri

Corso Italia, 13 · 0471 979399

6.4. INTERRUPTION OF PREGNANCY

FOR WHOM?

The woman who wishes to terminate the pregnancy is protected by law; it is possible to abort in these cases:

- if done at the public hospital;
- only during the first 12 weeks of pregnancy;

WHERE?

The woman who decides to abort can apply to the **family counseling center**, to the hospital or to seek advice from the family doctor.

HOW?

To terminate the pregnancy a medical prescription from a doctor is required; better if done at the family counseling center. For minors under the age of 18, the counseling center will ask for a legal permit.

6.5. FAMILY CLINICS

In Each Local Health Authority (A.S.L.) work the Family Clinics which have the task to assist all pregnant women **free of charge**, even if they do not have a residence permit, as well their children up to the age of majority.

The Clinic carries out individual, couple and group activities. In particular, the following services are offered:

- assistance to the health of pregnant women (obstetric-gynecological assistance, childbirth, birth and parenting preparation classes etc.);
- assistance to the woman who decides to terminate the pregnancy, based on the law 194/78;
- basic gynecological assistance for diseases related to sexuality, sterility and infertility;
- assistance and advice for safe and conscious contraception;
- prevention and diagnosis of tumors of the female genital apparatus;
- assistance and counseling for psychological and social issues concerning couple relationship, parent-child relationship, pregnancy, childbirth, sexuality, etc.;
- family mediation;
- assistance and advice on issues concerning separations, mistreatment and violence in family;
- information on adoption and foster care;
- health care for foreign children not enrolled in the National Health Service;
- anti-rubella vaccination (against rubella) in women of childbearing age;
- free pre-conception checks.

All services are free, and the request of your doctor is not necessary.

7. Social and economic assistance

In South Tyrol the primary competence in matters of social assistance belongs to the **Autonomous Province of Bolzano**, pursuant to the Statute of Autonomy.

7.1. MANAGING ENTITIES OF SOCIAL SERVICES: COMMUNITIES AUTHORITIES AND SOCIAL SERVICES AGENCIES OF BOLZANO

The Autonomous Province di Bolzano delegated the direct management of the social services to the municipalities, who in turn sub-delegated it to the **Comunità Comprensoriali**, and in the territory of the city of Bolzano the management of all the social assistance functions has been given to **the Azienda Servizi Sociali di Bolzano (ASSB)**.³¹
(Azienda dei Servizi Sociali di Bolzano)

Social services company of Bolzano

As of January 1st 1999, a single entity manages social assistance services in Bolzano, the Azienda Servizi Sociali di Bolzano (ASSB). This entity, at the same level as the Comunità Comprensoriali, takes care of, through promotional, preservation and recovery initiatives, the well-being of Bolzano's citizens, maintaining personal and family autonomy.

FOR WHOM?

- young people
- families
- elderly
- people with disabilities
- mentally disturbed people
- people in situation of social hardship

HOW?

- financial assistance (minimum income)
- home help
- social assistance
- pedagogical and educational assistance
- assistance in the workplace
- crèches
- “Tagesmütter”

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31 For further information see: <https://www.aziendasociale.bz.it/it>.

- Family clinics
- anti-violence listening centers
- refugee centers for women
- “subway” - youth centers
- “emergency elderly” service
- day centers for the elderly
- elderly assistance day centers
- refectories for the elderly
- “climatic stays” (health reasons) for the elderly who have insufficient funds
- rest homes and care centers
- handicapped and mentally disturbed assistance
- socially disadvantaged assistance (structures and services reception centers for newly arrived foreign citizens, Nomads Camps for Sinti’s and Rom’s, drug addicts’ services, dormitories for men and women).

7.2. SOCIAL HEALTH DISTRICTS

FOR WHOM?

The Social Health Districts (Distretto Socio-Sanitario) is the first reference point to satisfy the social health needs for all citizens of any zone.

HOW?

The District offers:

- information and advice on social and health services
- social and health services which can be carried out both in the main office of the District and at the home of the person who requires assistance, or in another building in the area.

Social assistance services offered in the District are as follows:

- economic assistance;
- home help;
- social assistance;
- pedagogical and educational assistance;
- help in the place of work;

7.3. DISTRICT SERVICES

Economic assistance

FOR WHOM?

The service of economic assistance means the distribution of a sum of money to families or individuals who find themselves in a particularly difficult situation.

HOW?

The economic service regards:

- **introductory minimum income** (reddito minimo di inserimento) to satisfy the fundamental living needs such as home and board; whoever takes advantage of this facility can also obtain a certificate which guarantees the exemption of paying **the health care ‘ticket’** which is the minimum charge made for any health service assistance.
- **Specific services** (prestazioni specifiche) in particular circumstances, extraordinary payments can be made to head off family or individual emergency situations.
- **Amongst these:**
 - Refund of expenses for using telephone help;
 - A contribution towards the installation of a telephone for elderly people;
 - A contribution for handicapped people towards the cost of purchasing and/or modification of transport;
 - Covering the costs of fostering children;
 - A contribution for child assistance (up to the age of 3 years old) by child home help assistants (Tagesmütter).

Home assistance**FOR WHOM?**

The service may be requested by people who find themselves in a condition, whether partial or total, physical and/or mental incapacity to manage their family lives without external help. The facility consists of the granting of services, either at home or in a day care center for the elderly with the aim to reduce the need to be taken into a residential care center.

WHERE?

The social health District can provide you with all relevant information about this facility and it's there that requests to enter the program can be made.

Bolzano: Don Bosco

Piazza Don Bosco 11, 39100 Bolzano

Tel. 0471 541 010

Fax 0471 541 050

E-mail: distretto-amm.bolzano@sabes.it

Bolzano: Europa-Novacella

Via Palermo 54, 39100 Bolzano

Tel. 0471 541 101 / 0471 541 102

Fax 0471 541 120

E-mail: distretto-amm.bolzano@sabes.it

Bolzano: Gries-San Quirino

Piazza Wilhelm-Alexander-Loew-Cadonna 12, 39100 Bolzano

Tel.: 0471 909 122 / 0471 909 113

Fax.: 0471 909 116

E-mail: distretto-amm.bolzano@sabes.it

Bolzano: Oltrisarco

Via Pietralba 10, 39100 Bolzano

Tel.: 0471 469 425

Fax.: 0471 469 430

E-mail: distretto-amm.bolzano@sabes.it

Bolzano: Centro-Piani-Rencio

Via Renon 37, 39100 Bolzano

Tel.: 0471 319 503

Fax.: 0471 319 520

E-mail: distretto-amm.bolzano@sabes.it

Social assistance**FOR WHOM?**

The service of social assistance intervenes on behalf of citizens who find themselves in difficult situations, and together with the applicant will create a help program. The service is given by social workers.

THE SERVICES FORESEEN ARE:

- social assistance and advice to families or individuals with actions taken towards overcoming social problems;
- information and help in gaining access to services and facilities which take care of children and families
- fostering of children within the same family group or to another family, institution or community boarding center.

The service is **free** of charge.

Pedagogical and educational assistance**FOR WHOM?**

All citizens who need help and support for the development of their own personality.

HOW?

- to be received and heard;
- support, programming and the activation of social support actions;
- support for the families through counselling and collaboration with various public and private services;

- organization and creation of groups of volunteers and self-help;
- education at home.

This facility is provided by teachers. The service is **free** of charge.

Workplace assistance

FOR WHOM?

This office takes care of and prepares projects regarding the insertion in the work place, together with the service of Job Placement of the Autonomous Province of Bolzano, for people who are mentally retarded, with psychological or behavioral problems, with motor, neurological or are physically handicapped or those with dependency problems.

8. Housing and accommodation

FOR WHOM AND HOW?

Who is looking for an apartment has three alternatives:

- 1) buy one
- 2) rent one
- 3) apply for social housing
- 4) go to a guest home.³²

N.B. Reuniting families

To obtain permission to reunite your family is it necessary to have an apartment big enough to invite your family, based on criteria established by the town council.

8.1. RENTED ACCOMMODATION

FOR WHOM AND HOW?

There are numerous methods in finding an apartment to rent, the most practical are:

- consult websites specialized on housing adverts;
- consult local newspapers which contain housing adverts;
- go to an estate agent.

In every case, once accommodation has been located you must agree the rental agreement and afterwards register it in the Registry Office.

It is normal practice that when agreeing the contract, **3 months' rent in advance is paid** as a **caution**, to pay for any damage caused during the rental period plus 1 month of rent in advance. This amount of money should be enough to cover 4 months of rent of which 3 serves as caution. The caution will be refunded at the end of the rental period if the house will be returned to the owners in the same condition which it was rented in the first place.

8.2. SOCIAL ACCOMMODATION

Council housing are allocated by IPES (Istituto Per l'Edilizia Sociale), based on specified prerequisites and after a request. IPES, on receipt of the request, will register the applicant on their scaling list and assign accommodation depending on availability.

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32 The seats are prepared by the Municipality and the Province in collaboration with local private or voluntary associations.

The **scaling list** is published with an indication of the points obtained by the applicant.

Appeal to the ranking must be presented within 30 days of receipt of the communication.

The oppositions are examined by the Commission for allocation within 60 days.

WHO CAN APPLY FOR THE ALLOCATION OF SOCIAL HOUSING?

The following citizens can apply for assignment of a social housing, on condition that meet the regulatory requirements:

- **Italian citizens or members of European Union countries:**
 - Applicants must have resided in the Province of Bolzano for at least five years
 - and for at least two years in the municipality for which they apply; until the applicants do not will have achieved the minimum duration of residence or place of work in the Municipality, they can request assignment in the Municipality of origin.
- **Non-EU citizens:**
 - Applicants must stay continuously and regularly for at least five years in the Province of Bolzano, having worked in the provincial territory for at least three years and have the
 - residence or place of work (without interruption) at least the last two years in the Municipality for which he / she is coming submitted the application.

All applicants must also be in possession of the general requirements to be able to access the subsidies for housing, do not exceed the income limit for the allocation of an IPES accommodation (based on the average income of the two years prior to the submission of the application) and not having renounced an appropriate IPES accommodation.

Link to the application form:

http://www.ip.es.bz.it/download/2018_DOMANDA_IPES_ComuneBZ.pdf

NOTE: applications for the allocation of social housing must be presented or renewed every year.

8.3. CONTRIBUTIONS FOR RENT AND INCIDENTAL EXPENSES (HOUSING BENEFITS)

OVERVIEW

Needy families and individuals can be granted a contribution for the costs of hiring and renting additional costs related to the apartment in which they live. The amount depends on the economic situation of the family unit and the actual costs incurred, resulting from a regular contract and deductions congruous by the provincial government.

ACCESS REQUIREMENTS

The following persons, if they are resident, have access to social economic assistance services unless have stable and uninterrupted residence for at least twelve months in the province of Bolzano before the presentation of each requirement:

- Italian citizens;
- citizens of States belonging to the European Union;
- third-country nationals, holders of an EU long-term residence permit released in Italy;
- refugee status holders;
- holders of subsidiary protection status.

The following persons also have access to social economic assistance after five years of permanent and uninterrupted residence in the province of Bolzano, if legally residing in National territory:

- citizens of third countries;
- stateless persons.

FOR MORE INFORMATION:

<http://www.provincia.bz.it/famiglia-sociale-comunita/persona-indifficolta/default.asp>

8.4. GUEST HOUSE ACCOMMODATION

Foreign nationals with correct residence permits awaiting to find definitive accommodation, can go to workers guest house accommodation if already working.

The **workers guest houses** are second reception structures managed by the IPES or by private or voluntary associations. To access the guest houses, you must apply to IPES.

Applications can be submitted at any time.

LINK TO THE APPLICATION FORM:

[http://www.ip.es.bz.it/download/2.Richiesta_per_l_ammissione_alle_case_albergo_per_lavoratori_\(versione_maggio_2018\).pdf](http://www.ip.es.bz.it/download/2.Richiesta_per_l_ammissione_alle_case_albergo_per_lavoratori_(versione_maggio_2018).pdf)

WORKERS GUEST HOUSE

In Bolzano, seven structures are available with a total of 410 available beds.³³

The accommodations can be in small apartments or in beds (maximum 7 beds) that are granted to workers with the following requirements:

- hold a regular employment relationship or
- carry out self-employed professional activity or
- be registered on the employment lists for no more than 8 months, provided that at the time they registered in the employment lists the applicants had had a regular employment relationship for a year in the Province of Bolzano or
- follow a job placement project.

The guest pays a daily fee that includes the rent, determined based on the rent provincial, and incidental expenses. The IPES sets the quota annually.³⁴

8.5. HOUSE PURCHASE

PURCHASE OF THE FIRST HOUSE

The Autonomous Province of Bolzano grants to families and singles facilitations for the purchase of the first house. This is a non-repayable contribution, which is not repaid, which is paid in a single solution.

To take advantage of this facility to purchase a first home, the applicant must be in possession of some requisites that regard, among other things, the income and assets, the real estate properties of the applicants themselves and the real estate properties of parents/ parents' in-laws / children.

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- 33 The stay in workers guest houses cannot exceed five years. In case of places availability, the IPES can authorize the stay beyond the established term.
The five-year residency in the Province of Bolzano is not required to access the hotel houses.
- 34 If the guest does not comply with the provisions in force or as specified in the agreement, the assignment of the assignment is revoked bed or mini apartment.

APPLICANT'S PERSONAL REQUIREMENTS:

The applicant must have his residence or place of work in the province of Bolzano for at least five years. The same applies to the cohabitant "more uxorio" (defined in Article 7 of Legislative Decree 1999/42), if this becomes co-owner of the accommodation;

At the time of submitting the application, the citizens of non-EU countries must have resided continuously and regularly for at least five years in the provincial territory and must have carried out a work activity (always in the provincial territory) for at least three years;

The applicant must be at least 23 years old if he / she is a single or unmarried applicant without depending family members. This requirement does not apply to handicapped applicants with a disability rating of at least 74%;

Applicants who are required to declare the language group must attach this declaration to the facilitation application.

The non-repayable contribution³⁵ is granted to applicants whose income falls within one of the four bands of income. They must also reach a minimum score of 20 points in addition to a minimum income.

FOR MORE INFORMATION:

http://www.provincia.bz.it/it/servizi-a-z.asp?bnsv_svid=1032948

LOANS

To contract a loan, you can apply to banks.

In the case of low incomes, it is possible to contract a loan with interest subsidized by the Province of Bolzano, by submitting the application to the **Housing Promotion Office**: they can access the provincial mortgage only people over 23 years old.

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35 To know the actual amount of the contribution, which also depends on the conventional surface and the purchase price of the accommodation, it is essential to contact a surveyor from the technical office for subsidized construction. It is also possible to carry out the complete "simulation" online of the technical calculation. Further information can be found in the online area calculation, conventional value and provincial license section information on the conventional surface and on the net surface

9. School and university education

Schools allow the young to grow intellectually and to prepare themselves towards a professional career.

Adult education is destined to update or qualify those already employed, or anyway, those outside learning circles. The latter deals with specific objectives, practical in type, of a short duration and frequently mean a part of the course is theoretical and a part practical.

9.1. SCHOOL ENROLMENT

In Italy it is obligatory for children to attend school from the first year of primary school (age of 5 or 6 years) old up to the age of 16 and attend professional training up to the age of 18.

All children must be enrolled into compulsory schools, even if they do not hold residence permits. To enroll in a school, children must have a **vaccination certificate** and a **medical certificate**. In the Province of Bolzano, there are schools which teach in Italian language as well as schools teaching in German and Ladina.

HOW?

School enrolment can be done at any time during the academic year.

- children of foreigners have the right to education independent to the regularity of their residence permit.
- children of foreign nationals are enrolled into the class which corresponds to their age, unless the Teachers Association decides that they should be entered a different class (that of the class immediately below or above their age group).
- To increase their knowledge of Italian and/or German language, they can have intensive language courses.
- qualified intercultural mediators can be used as the means of communication between schools and the immigrant families.
- Schools can initiate intercultural receptions and initiatives through foreigners' associations and volunteer associations.

9.2. CRÈCHES

The Province of Bolzano manages crèches through the ASSB. Babies from the age of 3 months old up to 3 years can be enrolled. The request can be made in either the month of April or October each year. You can make the request as soon as the baby is born. Attendance is not compulsory, however if there are prolonged absences, the family may be requested to withdraw the baby. The service is provided for a fee. The hours are in general, from 7.30 a.m. to 17 p.m.

For information, please contact the Family Services Office of the ASSB

LIST OF MUNICIPALE CRÈCHES:

- Asilo Nido Casanova
- Asilo Nido Firmian
- Asilo Nido Il Grillo
- Asilo Nido Il Panda
- Asilo Nido Il Quadrifoglio
- Asilo Nido Il Sole
- Asilo nido Il Veliero
- Asilo Nido La Farfalla
- Asilo Nido La Nuvola
- Asilo Nido L'Acquario

9.3. KINDERGARTENS

Kindergartens in Bolzano are divided by area of relevance and managed by the Service of School of Childhood of the Municipality of Bolzano (apart from the private affiliated preschools within the Municipality of Bolzano).

It is possible to enroll children from their 3rd year to their 5th. There are both private and public kindergartens. Regarding the public schools, enrolment is generally made directly at the school of choice (the one nearest to your home) during the months of January and February.

Schools hours may vary, but generally they are from 7.45 a.m. to 12.15 and 2.15 p.m. to 5.

ENROLLMENT IN KINDERGARTENS

For all the information concerning the procedure for access to kindergartens, parents can ask the school coordinator himself or alternatively:

- for kindergartens in Italian at the Research and Documentation Center of the Autonomous Province of Bolzano, Via Duca d'Aosta 101, Bolzano - Tel. 0471 400 719;
- for kindergartens in German at the Educational Direction of Schools of Childhood in German, Via Brennero 3, Bolzano - Tel. 0471 982 200.

FURTHER INFORMATION:

https://www.comune.bolzano.it/servizi_context01.jsp?ID_LINK=3742&area=51

The obligation school: characteristics common to the schools of the first and second cycle (elementary and middle)

School **begins in September and ends in June** (academic year). Enrolment and attendance are compulsory and is free. Schools accept new pupils regardless of the time of year. For children who have attended schools abroad, it will be the school who decides which class to enter the child. To enroll a child in a school (usually the nearest to home) you must present a request to the school of your choice during the month of January preceding the start of the school year. Admission to the following school year depends on the student **being promoted** by the teachers who evaluate the learning capacity of the child. If this deemed to be insufficient in several subjects, then the pupil is considered to have failed and **must repeat the year**.

Amongst the subjects taught there is religion, however it is possible to request formally to not to have to do this subject. Halfway through each academic year, each pupil receives a written evaluation report on their levels of learning in each subject by each teacher. This report must be signed by a parent and returned to the school. Usually pupils also are given homework to do in order to deepen their knowledge of what has been taught in class. School books are on loan and are free, at the end of the academic year these books are returned to the school to be reused the following year.

Twice a year, parents can meet their child's/children's teachers in a general audience or meeting (**udienze generale**). Once a week each teacher is available at the school to meet the parent(s) of the child/children to offer specific advice or information about their learning ability, this is an individual audience (**udienza singola**).

In order to help the rapport between teachers and parents, the parents nominate amongst themselves **class representatives**.

Absence from school, late arrivals or early departures must always be jus-

tified in special booklets of communication between the school and families or within the **digital register**. The digital register is an important tool of communication via web between school and parents. In its students' grades, absences, tasks assigned per subject, intermediate assessments (first four months) and year-end learning together with other important documents are reported.

In case of illness, after 5 consecutive days of absence you must return to school, as well as with the justification signed by the parent, with a doctor's certificate.

Several primary schools try to help children with language difficulties by using, for a limited period, **Intercultural Mediators** of the same mother tongue as the child/children.

If the school offers it, it is possible to enroll a child in a class with extended hours, usually to 4 p.m. (full time). Over and above the classes foreseen during the academic year, several schools organize extra-scholastic activities or didactic trips. These are usually upon payment of a fee. Pupils may also take advantage of school refectories or canteens.

For further information see: https://www.comune.bolzano.it/servizi_context02.jsp?ID_LINK=1146&area=51

There are also specific activities organized out of school hours aimed at foreign children, such as those organized in Bolzano by some schools' directors in collaboration with the various social co-operations or associations active locally.

SUBSCRIPTIONS

For primary (elementary), secondary of I degree (middle school) and of II (high school) schools, the application can be sent:

- online,
- or, alternatively, in paper form at the school offices.

Enrollment in kindergartens, on the other hand, must be done only in paper form;

registration is required on the MyCivis³⁶ portal
 more info: http://www.provincia.bz.it/formazione/lingue/scuolaitaliana/downloads/Iscrizioni_OnLine_presentazione.pdf
www.my.civis.bz.

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36 It is necessary to activate the service card first in any municipality in Alto Adige and then connect to the my.civis.bz portal.
 For technical problems related to the service card and the online service, contact the Call Center - toll-free number 800 816836, or send an e-mail to servicedesk@provinz.bz.it

9.4. PRIMARY SCHOOL (ELEMENTARY SCHOOL)

WHO?

For all boys and girls who have reached 6 years of age.

All children who turn 6 are required to enroll in the first grade of primary school by 31 August, but you can also register children who turn 6 by 30 April of the reference school year.

HOW?

The normal duration is five years. At the end of the fifth year a final license exam is taken elementary, after which you can enroll in lower secondary school.

Info: https://www.comune.bolzano.it/servizi_context02.jsp?ID_LINK=2364&area=0

9.5. FIRST DEGREE PRIMARY SCHOOL (JUNIOR HIGH SCHOOL)

WHO?

For all the boys and girls who have passed the fifth-grade exam or, generally at the 11 years of age, they have an equivalent qualification obtained in the recognized country of origin considered as appropriate by the school. If there were no failures, pupils finish lower secondary school at 14 years. If the middle school exam is not passed at the end of the third year, attendance is mandatory at least until the age of 16.³⁷

HOW?

The normal duration is therefore three years. At the end of the third year a final middle school license exam is taken which allows you to enroll in high school.

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37 For the 2018/19 school year, enrollment in the first grade of the lower secondary school of the same comprehensive school attended is ordered by 31.01.2018. If the primary school attended is not part of a comprehensive Institute with secondary school level I, enrollment takes place, however, in the office of the first class of the lower secondary school competent for the territory. Registration for the second and third classes is automatically available.

9.6. SECOND DEGREE SECONDARY SCHOOL (HIGH SCHOOL)

Registration is only possible for those who have passed the middle school exam, so from the age of 14. Are considered High schools: classical, scientific, linguistic, artistic school, technical institutes (for accountants, surveyors, industrial experts), professional institutes (commercial and tourism sector, industry and craft sector), magistral institutes. The high school lasts, with some exceptions, five years and ends with a final exam, after which the state diploma is issued, which allows enrollment at the university or attending post-diploma specialization courses.

The application for enrollment in the first grade of the upper secondary school can be presented:

- online³⁸
- alternatively, in paper form at the school offices

Entries for the first classes are binding. Enrollment in the classes following the first one is available ex officio.

9.7. UNIVERSITY

UNIBZ has opened in Bolzano since 1997 and has a distinctive international trait

STUDY IN UNIBZ

UNIBZ offers more than 20 trilingual courses of study in the following fields: economics, natural sciences, engineering, computer science, education and communication sciences as well as design and arts. Some masterpieces come offered only in English.

Info: <https://www.unibz.it/it/applicants/studying-at-unibz/>

Private school:

At present in the Province of Bolzano there are a few crèches and kindergartens which are run privately, in addition to primary and secondary schools. Some of the private schools allow children to follow courses which are aimed at catching up academically, up to the age where pupils are awarded the 'diploma di maturità'.

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38 It is necessary to activate the service card first in any municipality in South Tyrol and then connect to the my.civis.bz portal.

For technical problems related to the service card and the online service, contact the Call Center - toll-free number 800 816836, or send an e-mail to servicedesk@provinz.bz.it

9.8. ADULT EDUCATION

For adults who do not have an education from compulsory school and do not have any formal qualifications, there are evening classes for workers, known as the '150 hours.' Students who are enrolled on these courses have a possibility to have some flexibility in their working hours. The duration of these courses is linked to the academic school year. Further information can be obtained from the **scuola media Leonardo da Vinci**. In the principal centers of the Provincial government offices, even language **courses for foreigners** are held. For courses in Italian language, you can go to the **Danti Alighieri middle school** or to **private schools specialized** in language courses. The **European Social Fund ESF** (Fondo Sociale Europeo FSE), in Via Piave 3, Bolzano, has information on all work training courses held in the Province organized with funds from the European Community.

9.9. RECOGNITION OF ACADEMIC QUALIFICATIONS OBTAINED ABROAD

The responsibility for **recognizing qualifications** obtained abroad for those who wish to further their education at university level lies with the university or the institute of university education, who do so under their own autonomy and conforming to respective guidelines, also considering bilateral agreements and international conventions.

9.10. RECOGNITION OF PROFESSIONAL QUALIFICATIONS

Foreign citizens, legally living in Italy who hold **professional qualifications** obtained in a foreign country which does not belong to the European Union and who intends to enroll themselves on a professional order or association belonging to their profession, can request the **recognition** of their qualifications thus permitting them to follow their corresponding profession in Italy. The request for recognition must be presented to the **relevant Ministry** and the request must indicate the profession or professions for which recognition has been requested. The Ministry will verify that the documentation provided is complete and will communicate to the applicant any eventual integration within 30 days of receipt of the request.

9.11. SPECIAL ARRANGEMENTS FOR HEALTH PROFESSIONS

The registration of the foreign citizen in the professional registers and in special lists, for the sanitary professions lacking an order or professional college, are arranged, subject to verification of knowledge of the Italian language and the special provisions governing professional practice in Italy, with methods established by the **Ministry of Health**, competent also for **the recognition of academic qualifications, study and professional training**, complementary to qualifications qualifying for the exercise of a profession or art health care obtained in a country not belonging to the European Union. The declaration of equivalence of academic qualifications in health disciplines obtained abroad and admission to the corresponding exams of diploma, degree or qualification, with full or partial dispensation of the exams, are arranged, subject to verification of compliance with the quotas established for each category, by the annual decrees of the Prime Minister.

10. Professional training

The Autonomous Province of Bolzano offers training courses in either Italian or German languages. At the two technical colleges in Bolzano there are two **professional orientation services**.

HOW?

The three fundamental types of courses offered by the Professional training:

- full time training courses;
- apprenticeship courses;
- continuous education.

WHERE?

Training courses are organized by the Professional training in Italian, German and Ladina languages.

10.1. TYPES OF TRAINING

Full time training

FOR WHOM?

The full-time courses are aimed at those people who have ended their secondary school education, those who have already some form of professional qualification or have a 'state diploma.'

HOW?

The courses are designed and proposed considering the needs of the work market in the following sectors; agriculture, the hotel trade, commerce and services, industry and handicraft and social professions.

WHERE?

Training courses are organized by the Professional training in Italian, German and Ladina languages.

Apprenticeship

Some work contracts allow the company to employ a young person with the aim to have him/her study a trade at the Professional training during working hours.

FOR WHOM?

Apprenticeship, usually lasting between 3 and 5 years, allows younger to acquire more complete ability thus permitting them to follow their chosen profession. The courses may be attended by young people who have completed their compulsory education and are under the age of 25; in certain situations that age limit may be raised to 29.

HOW?

In the form of a special contract which envisages the collaboration between the company and the technical college to train the apprentice who in turn will be paid for work done.

WHERE?

Training interventions are organized by the Italian Professional Training, by German Training and Ladin Professional Association and the Apprenticeship Office.

Professional Training in German

via Dante 3, 39100 Bolzano

Telephone: 0471 41 69 16

Web: <http://www.provincia.bz.it/formazione-professionale-tedesca/>

Professional training courses in Italian

Provincial Directorate Professional training in Italian

via S. Geltrude 3, 39100 Bolzano

Telephone: 0471 41 44 00

Fax: 0471 41 44 99

E-mail: fp@provincia.bz.it

PEC: formazioneprofessionale.berufsbildung@pec.prov.bz.it

Web: <http://www.provinz.bz.it/formazione-professionale/>

Non-stop training while working

FOR WHOM?

Continuous education or learning is aimed at adults who are either already employed or are looking for work.

The Continuous Workplace Training Service has the task of promoting the offer of continuous training both for individual workers who want to access individually re / qualification training courses and professional updating and for companies in the provincial territory seeking training answers to adapt or maintain its market competitiveness.

HOW?

Continuous education foresees the following initiatives;

- aimed at workers who wish to update or improve their professional levels;
- courses promoted by companies strictly connected to technological or organizational innovations.

WHERE?

Training courses are organized by the Professional training in Italian, German and Ladina languages.

Non-stop training courses for vocational training in German

Centro di Coordinamento e Formazione continua

via Dante 3, 39100 Bolzano

Telephone: 0471 41 69 16

Fax: 0471 41 69 39

E-mail: weiterbildung.berufsbildung@provincia.bz.it

PEC: weiterbildung.berufsbildung@pec.prov.bz.it

Web: <http://www.provincia.bz.it/formazione-professionale-tedesca/>

Professional training courses in Italian

Provincial Directorate Professional training in Italian

via S. Geltrude 3, 39100 Bolzano

Telephone: 0471 41 44 00

Fax: 0471 41 44 99

E-mail: fp@provincia.bz.it

PEC: formazioneprofessionale.berufsbildung@pec.prov.bz.it

Web: <http://www.provinz.bz.it/formazione-professionale/>

11. Rights Protection

11.1. RIGHTS PROTECTION AND

11.2. LEGAL AID

FOR WHOM?

All foreign nationals are guaranteed the same rights to a defense as Italian citizens.

HOW?

Foreign nationals who are under investigation or are undergoing trial who do not earn enough to pay for a lawyer, neither in Italy or abroad, have the right to have Legal Aid **gratuito patrocinio**, they can choose their defence lawyer who will be paid for by the state.

Legal Aid can be requested:

- during penal procedures;
- whilst serving a sentence;
- at procedures for minor offenders;
- at procedures in front of the Tribunale di Sorveglianza

WHERE?

Legal Aid can be requested in writing and sent (by recorded delivery) to the presiding judge's chambers.

11.3. PUBLIC DEFENDER

FOR WHOM?

The Public or Civil Defender is available to all citizens to advise free of charge in their dealings with the public administration.

HOW?

The Public or Civil Defender has the role of guarantor with the duty to notify, even on his/her own initiative, abuse, malfunction, errors and delays in the administration with regards to citizens.

11.4. PROVISIONS ON BEHALF OF CHILDREN

- **The underage children** of foreign citizens who live with their parents or guardians and have legal documentation and is listed on one or both of their parents residence permit **up to reaching the age of 14 years old** is governed by the judicial situation of their parents with

whom they live, or the more favorable legal situation of one of the parents with which they live.

- Up to the age of 14 years, the child who is entrusted or under guardianship (as per article 4 of the law number 184, dated 04.05.1983), is listed on the residence permit of whichever foreigner he/she is entrusted and is governed by the judicial situation of the person to who he/she is entrusted, if it is to his/her advantage.
- The temporary or occasional absence does not exclude the requisite of cohabitation and the renewal of subscription.
- Once the age of 14 years has been reached, the child listed on the residence permit or resident's card of the parent will be given a **residence permit for family reasons**, or a resident's card, valid until the child becomes legally an adult.
- The young offenders court, for serious reasons connected to psychological development, taking into consideration the age and health condition of the youth who is on Italian soil, can authorize the entry or the stay of a family, for a limited period, even departing from the norms regarding immigration.
- In the instances that a child of a foreign national has to be excluded, the procedure is activated at the request of the Questore by the young offenders court.

11.5. MEASURES AGAINST RACIAL DISCRIMINATION

The single text regarding immigration introduces some important remedies against racial discrimination and acts of intolerance towards immigrants. Furthermore, the law of 25 June 1993, n. 205 is a legislative act of the Italian Republic which sanctions and condemns gestures, actions and slogans related to Nazi-fascist ideology, and with the aim of inciting violence and discrimination on racial, ethnic, religious or national grounds. The law also punishes the use of symbols related to these political movements.³⁹

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- 39 Article 1 ("Discrimination, hatred or violence for racial, ethnic, national or religious reasons") states the following: "Unless the fact is a serious crime, [...] is punished:
- a) with imprisonment up to one year and six months or with a fine of up to 6,000 euros who propagates ideas based on superiority or racial hatred or ethnic, or instigates to commit or commit acts of discrimination on racial, ethnic, national or religious grounds;
 - b) with imprisonment from six months to four years, anyone who, in any way, incites or commits violence or acts of provocation to violence for racial, ethnic, national or religious reasons.
- Any organization, association, movement or group having as its purpose the incitement to discrimination or violence for racial, ethnic, national or religious reasons is prohibited. Those who participate in such organizations, associations, movements or groups, or assist in their activities, are punished for the sole fact of participation or assistance, with imprisonment from six months to four years. Those who promote or direct such organizations, associations, movements or groups are punished, for this reason alone, with imprisonment from one to six years."

FOR WHOM?

They are measures aimed at punishing anyone who engages in acts of discrimination for reasons of 'race or color,' or for reasons regarding a person's 'nationality, religious or ethnic' background and whoever puts into jeopardy the recognition and the exercising of human rights in every aspect of public life.

AGAINST WHOM?

These measures are aimed against:

- Public officials or employees who in the carrying out of their duties commit or omit acts against foreigners, who by merely being foreign nationals are unjustly discriminated against;
- Whoever imposes disadvantageous conditions or refuses to provide to a foreigner possessions, or a service offered to the public;
- Whoever imposes illegal and disadvantageous conditions or whoever refuses to employ, access to accommodation, education or social services to a foreigner legally living in Italy just because they are foreign;
- Whoever impedes a foreigner operating his/her legitimate business;
- Whoever commits acts of discrimination against a foreigner within the workplace;
- Whoever behaves in a xenophobic or racist behavior.

HOW AND WHERE?

A written complaint must be presented to the judge chambers of the ordinary law courts of where the complainant lives.

12. Cultural and intercultural education

12.1. CENTERS FOR CULTURAL DEVELOPMENT AND 12.2. INTERCULTURAL EDUCATION

FOR WHOM?

Foreign citizens living in the Autonomous Province of Bolzano can take advantage of the services provided by the cultural development and language learning centers.

HOW?

The institutions are active at youth level, after school activities, permanent education and scientific fields.

WHERE?

Promotion and language learning are the responsibility of the bi-lingual and foreign language offices (**Ufficio Bilinguismo e lingue straniere**) with regards to the Italian Cultural section and Permanent Education offices (**Ufficio Educazione Permanente**) for the German Cultural section.

<http://www.provincia.bz.it/arte-cultura/>

12.3. DEVELOPMENT CO-OPERATIONS

FOR WHOM?

Both the Provincial government and the Town Council of Bolzano make available to individuals or legal associations, with their main office in Bolzano Province, funds or human resources to promote co-operation activities, peace and solidarity in developing countries.

HOW?

Interested people can apply for contributions based on the criteria established in the notices published from the Development Cooperation Service of the Autonomous Province of Bolzano or from the Family, Women and Youth Office and Social Promotion of the Municipality of Bolzano.

Info:

<http://www.provincia.bz.it/politica-diritto-relazioni-estere/cooperazioneviluppo/default.asp>.

http://www.comune.bolzano.it/servizi_context02.jsp?ID_LINK=3071&area=39

WHERE?

The office responsible for coordinating these resources is the Division of the Presidency, Foreign Relations and Volunteering Office of the Autonomous Province of Bolzano, for the Municipality of Bolzano by the Family, Women and Youth Office and Social Promotion.

Permanent education system

In Bolzano there are currently ten permanent education agencies that offer a wide range of courses, seminars, conferences, conference cycles in different thematic areas.

For more information: <http://www.provincia.bz.it/formazione-lingue/educazione-permanente/default.asp>

THE OTHER SECTORS THE OFFICE DEALS WITH ARE

OTECHE LIBRARIES

The Libraries sector represents a fundamental point of reference for cultural activities.

PUBLISHING

The publishing activity concerns interventions in favor of cultural activities.

BOLZANO AUDIOVISUAL CENTER

The Audiovisual Center operates with the services offered to support cultural activities included in the media library - with loan of author films, books on cinema, specialized magazines, documentaries on history and culture local, on arts and new media - and the editing room - with technical assistance for audio montages and videos of educational and cultural productions and consultation of the digital archive of films of the Istituto Luce concerning South Tyrol.

For more information contact the Office 15.2. Autonomous Province of Bolzano

