How to Request Your Italian Tax Code (Codice Fiscale)

You need an Italian Tax Code for your stay in Italy and to complete your enrollment at LIUC.

There are **two ways** to request it: **you can choose the one you prefer**.

Through this link you can find the Tax Code request form and the instructions to fill it in: [Application for a tax code, notification of change of details and requests for a tax code card/duplicate of the national health system card (natural persons) - pdf](#)

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1. Through the Italian Embassy or Consulate

You can request the Tax Code at the Consular Services Office of the nearest Italian Embassy or Consulate.
Usually, the request can be made **by email** by sending a completed form and the required documents. The certificate will be sent back to you by email.

✅ **Check with your Consulate** for their specific procedure. Some consulates have a dedicated department and email address for tax code requests. If you are unsure, use the general consular services contact.

Step 1: Fill in the AA4/8 form

- Download the **AA4/8 form** and open it with a PDF editor (e.g., Adobe Acrobat DC) or print and fill it in clear capital letters.

- Complete:

  1. Top left: tick **D – Direct application for yourself**.

  2. Top right: under **Applicant type code**, choose **1**.

  3. Section II: tick **1 – Allocation of a tax code** and **Request for a tax code card**.

  4. Part B: your personal details (exactly as on your ID). Dates in **dd/mm/yyyy** format.

  5. Part C: your Italian address if you know it. If not, or if you will live on campus, write: **Piazza Soldini, 5 – 21053 Castellanza (VA)**.

  6. Part D: your current address of residence abroad.

- Print the form and sign it **by hand** (pen).

- Scan the signed form into **one PDF file**.

Step 2: Sign and Scan

- The signature must be handwritten. Digital signatures (tablet, stylus) are **not valid**.

- Options:

  o Fill in on computer → print → sign → scan.

  o Print → fill in by hand → sign → scan.

Step 3
Follow the procedure indicated on the Embassy or Consulate's website.

Step 4: Receive Your Tax Code

Print and keep the certificate for future use.

Send it to**:** incoming@liuc.it **no later than the end of February**

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2. Through the Italian Tax Office (Agenzia delle Entrate)

International students can apply directly by email to the local Tax Office in **Busto Arsizio**.

Step 1: Fill in the AA4/8 form

- Download the **AA4/8 form** and open it with a PDF editor (e.g., Adobe Acrobat DC) or print and fill it in clear capital letters.

- Complete:

    1. Top left: tick **D – Direct application for yourself**.

    2. Top right: under **Applicant type code**, choose **1**.

    3. Section II: tick **1 – Allocation of a tax code** and **Request for a tax code card**.

    4. Part B: your personal details (exactly as on your ID). Dates in **dd/mm/yyyy** format.

    5. Part C: your Italian address if you know it. If not, or if you will live on campus, write: **Piazza Soldini, 5 – 21053 Castellanza (VA)**.

    6. Part D: your current address of residence abroad.

- Print the form and sign it **by hand** (pen).

- Scan the signed form into **one PDF file**.

Step 2: Sign and Scan

- The signature must be handwritten. Digital signatures (tablet, stylus) are **not valid**.

- Options:

    o Fill in on computer → print → sign → scan.

    o Print → fill in by hand → sign → scan.

Step 3: Send by Email

- Send your application to: **dp.varese.utbustoarsizio@agenziaentrate.it**

- **Subject line:**
  Protocollo Intesa Studente Internazionale/Erasmus_LIUC_YOUR NAME/YOUR FAMILY NAME
  Example:
  Protocollo Intesa Studente Internazionale/Erasmus_LIUC_JOHN/LIVINGSTONE

- Attach:

    o the signed application form (PDF);

- o a copy of your ID/passport;
- o visa page (if applicable).

Tips:

- Attach files in **PDF format**, readable and clear. No .zip files, no cloud links.
- Personal data and signature must match your ID.

Step 4: Receive Your Tax Code

The Tax Office will reply by email with your Tax Code certificate (the LIUC International Office will be copied).
Print and keep the certificate for future use.

Send your Tax Code to the International Office no later than the end of February.

APPLICATION FOR A TAX CODE, NOTIFICATION OF CHANGE OF DETAILS AND REQUEST FOR TAX CODE CARD/DUPLICATE OF NATIONAL HEALTH SYSTEM CARD

(NATURAL PERSONS)

PART A
Section I
Applicant type

[X] DIRECT APPLICATION FOR YOURSELF   [T] APPLICATION FOR A THIRD PARTY   APPLICANT TYPE CODE (only for the allocation of a tax code) [1]

Section II
Application type

[X] ALLOCATION OF A TAX CODE   REQUEST FOR A TAX CODE CARD [X]

[2] CHANGE OF DETAILS   TAX CODE

[3] NOTIFICATION OF DEATH   TAX CODE   DATE OF DEATH

[4] REQUEST FOR TAX CODE CERTIFICATE   TAX CODE

[5] REQUEST FOR DUPLICATE OF TAX CODE CARD/NATIONAL HEALTH SYSTEM CARD   TAX CODE   REASON

PART B
Personal details

SURNAME	NAME	SEX
Aurelius	Augustinus	M

MUNICIPALITY OF BIRTH (or Foreign State)	PROVINCE	DATE OF BIRTH
Algeria		1 3 1 1 2 0 0 4

PART C
Registered residence/Tax domicile

MUNICIPALITY	PROVINCE	POSTCODE
Milano	M I	2 0 1 2 1

TYPE (street, square, etc.)	ADDRESS
Piazza	Mercanti

HOUSE NUMBER	AREA/OTHER
33	

PART D
Residence overseas

FOREIGN STATE	FEDERAL STATE, PROVINCE, COUNTY
Algeria	

TOWN OF RESIDENCE	POSTCODE
Souk Ahras	7WHW

ADDRESS
Rue de l'Est 1

PART E
Other possible tax codes allocated

TAX CODE

TAX CODE

DOCUMENTS ENCLOSED

SIGNATURES

APPLICANT TAX CODE FOR NON-NATURAL PERSONS

TAX CODE OF SIGNEE

DATE 3 0 0 8 2 0 2 3   SIGNATURE

DELEGATE

Signee   delegate

born in   on   TAX CODE

I am submitting the form on this person's behalf and shall collect any possible certification issued by the office

DATE   SIGNATURE