

# Planning my relocation to Italy

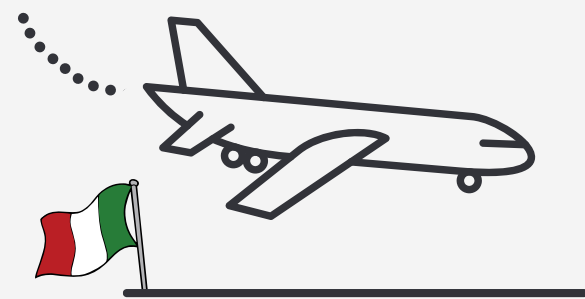


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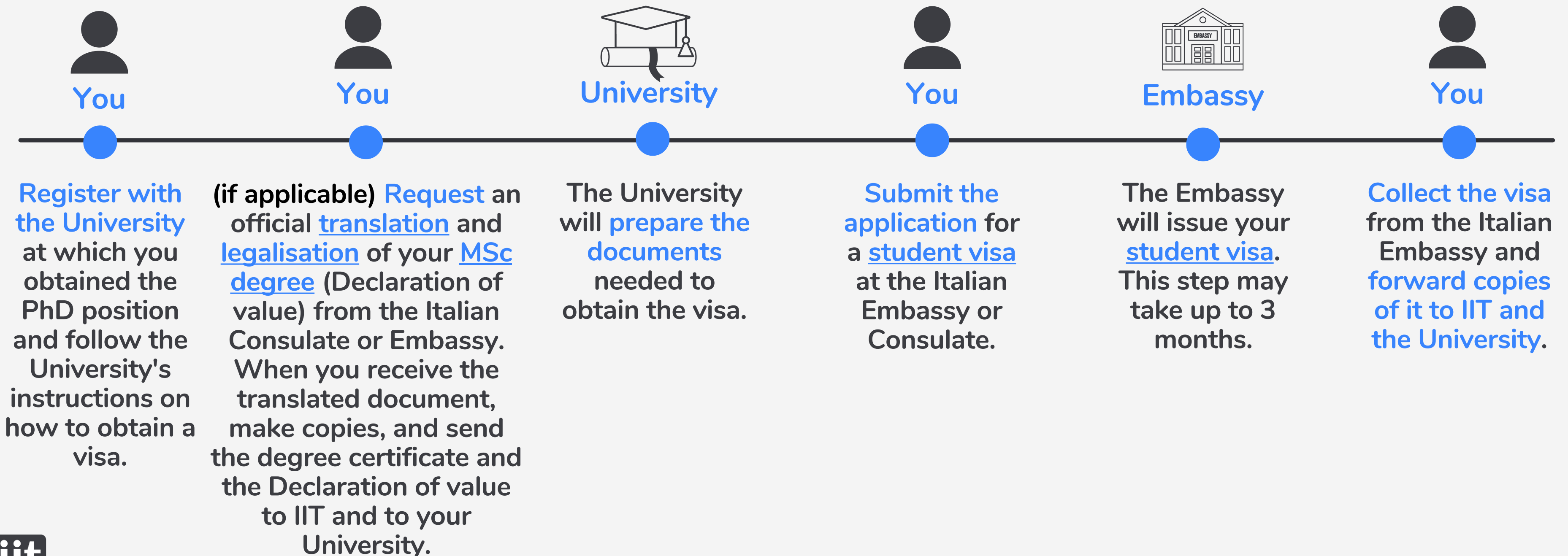


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# Visa

A visa is a document that allows you to enter Italy.  
It is issued by the Italian Embassy or Consulate in your country of provenance.  
This procedure can take from 2 to 12 months.



# Visa

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## Required for:

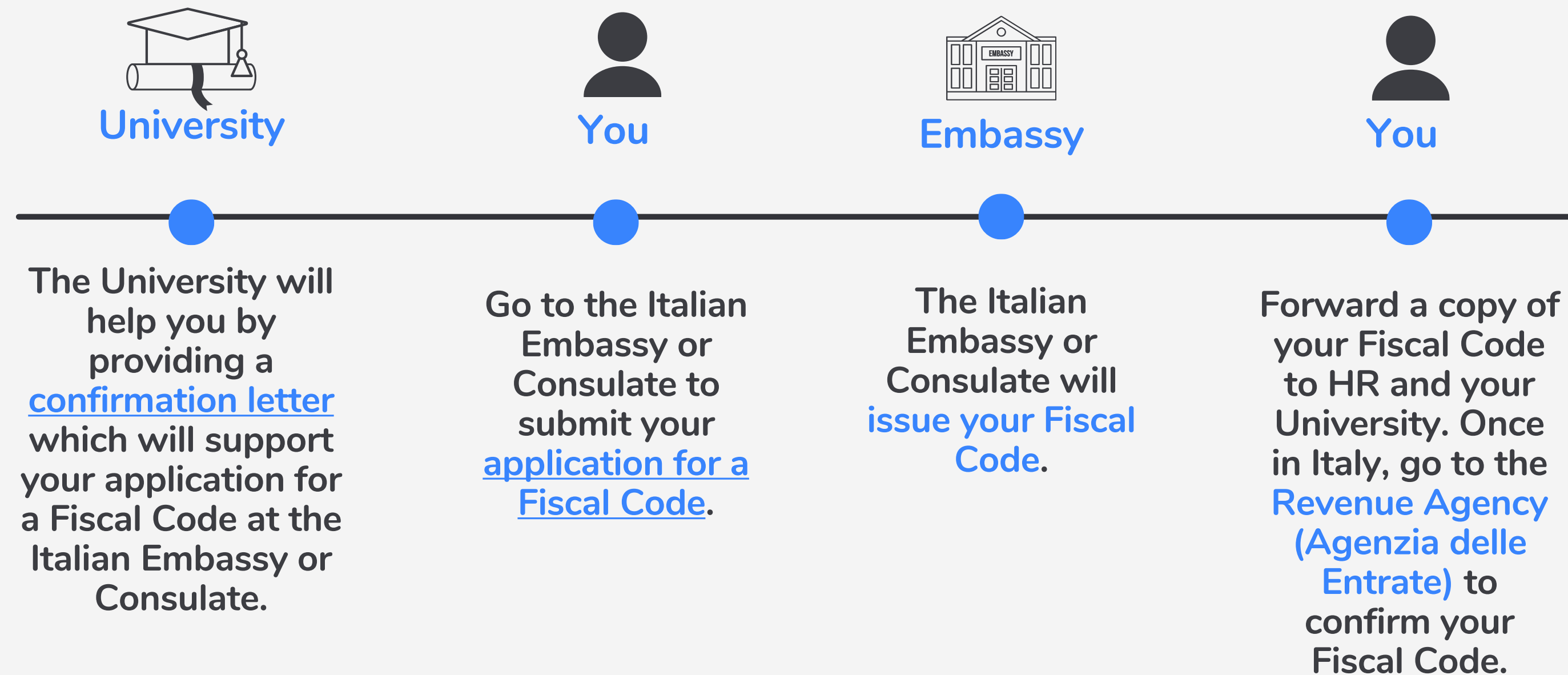
- travelling to Italy with no problems
- applying for compulsory identification documents on your arrival

## Documents needed:

- Valid passport
- (If applicable) Declaration of value (translation and legalisation of your highest degree certificate)

# Fiscal Code

The Fiscal Code (Codice Fiscale) is a unique identification code that can be obtained by any person in Italy (natural-born or immigrant). It is used by the Public Administration to identify people living in Italy and for all procedures regarding daily life (taxes, pensions, school, health, welfare, house rentals, bank account, and so forth). The procedure for obtaining the Fiscal Code may take up to [1 month](#).



# Fiscal code

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## Required for:

- applying for other mandatory documents necessary when living in Italy

## Documents needed:

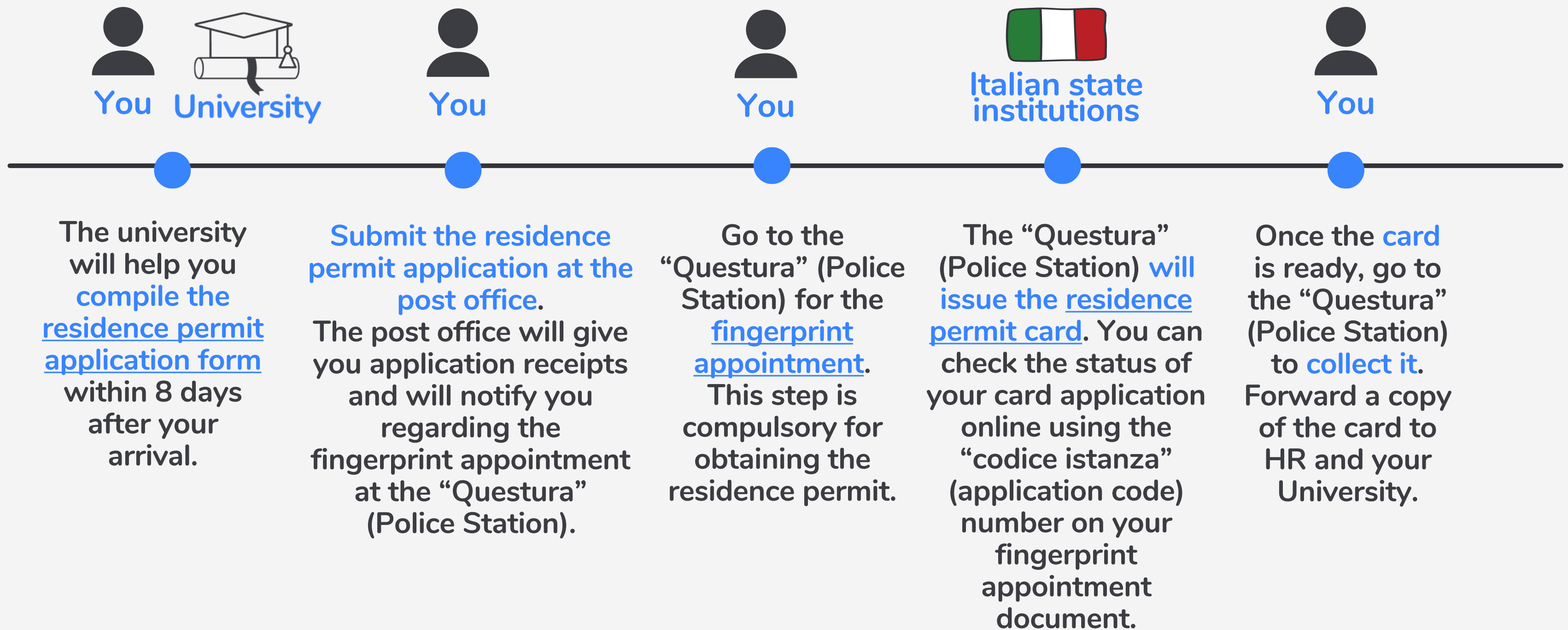
- Passport
- Confirmation letter from the University

# Residence permit

Once in Italy, it is mandatory to apply for the residence permit (permit of stay or “permesso di soggiorno”) if you plan to remain in Italy for more than 90 days.

Obtaining the permit of stay is the first step in attaining legitimate residency in Italy.

The whole procedure can take up to [12 months](#).



# Residence permit

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## Required for:

- studying, living and travelling legally in Italy
- applying for compulsory documents which will be needed for your stay in Italy

The duration of your residence permit depends on the academic year of registration at the University, but it will be no longer than one year.

## Documents needed:

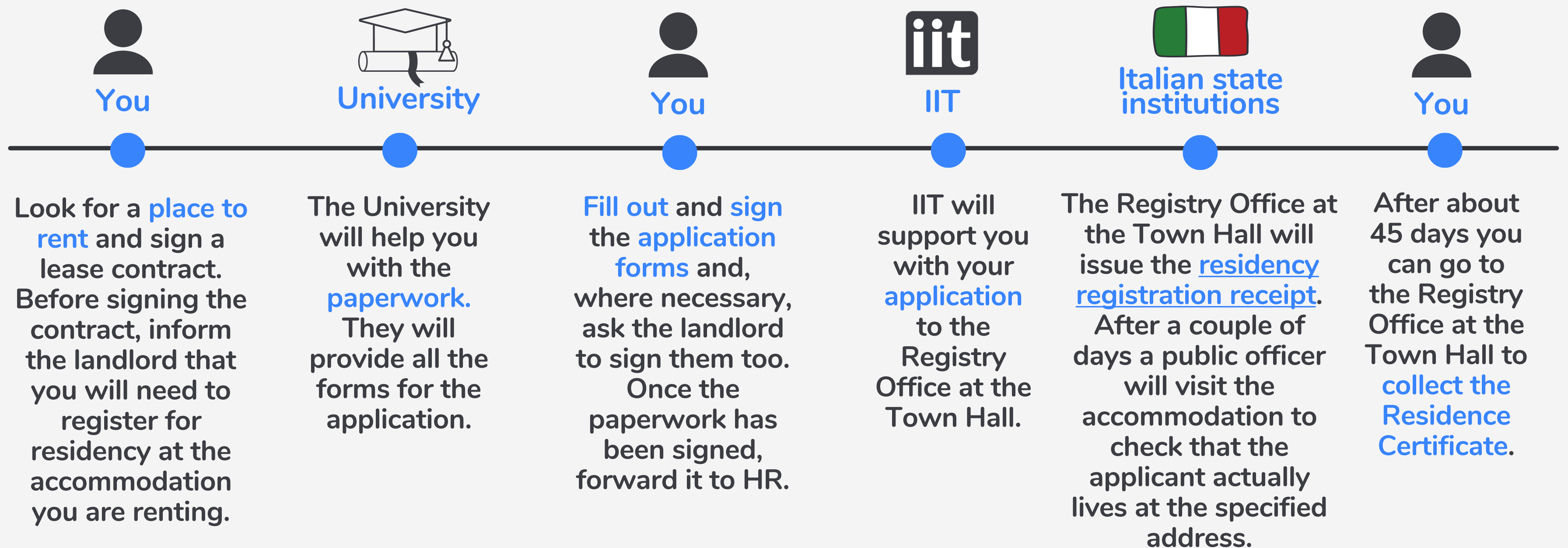
- Valid passport
- Declaration of value (translation and legalisation of your highest degree certificate)
- University enrolment letter
- Proof of accommodation (hotel receipts)
- Proof of private health Insurance or enrolment in the NHS

Ask your University for suggestions on how to get a private health insurance and check this website <https://www.waitaly.net/pacchetti-welcome/cittadino-extra-ue-richiedente-permesso-di-soggiorno/>



# Residence Certificate

Foreigners who wish to stay in Italy for more than 90 days will have to notify their address of residence at the Registry Office (Ufficio Anagrafe) of the Town Hall for the place of residence within 90 days after their arrival. The procedure for obtaining the certificate can take up to 60 days.



# Residence Certificate

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## Required for:

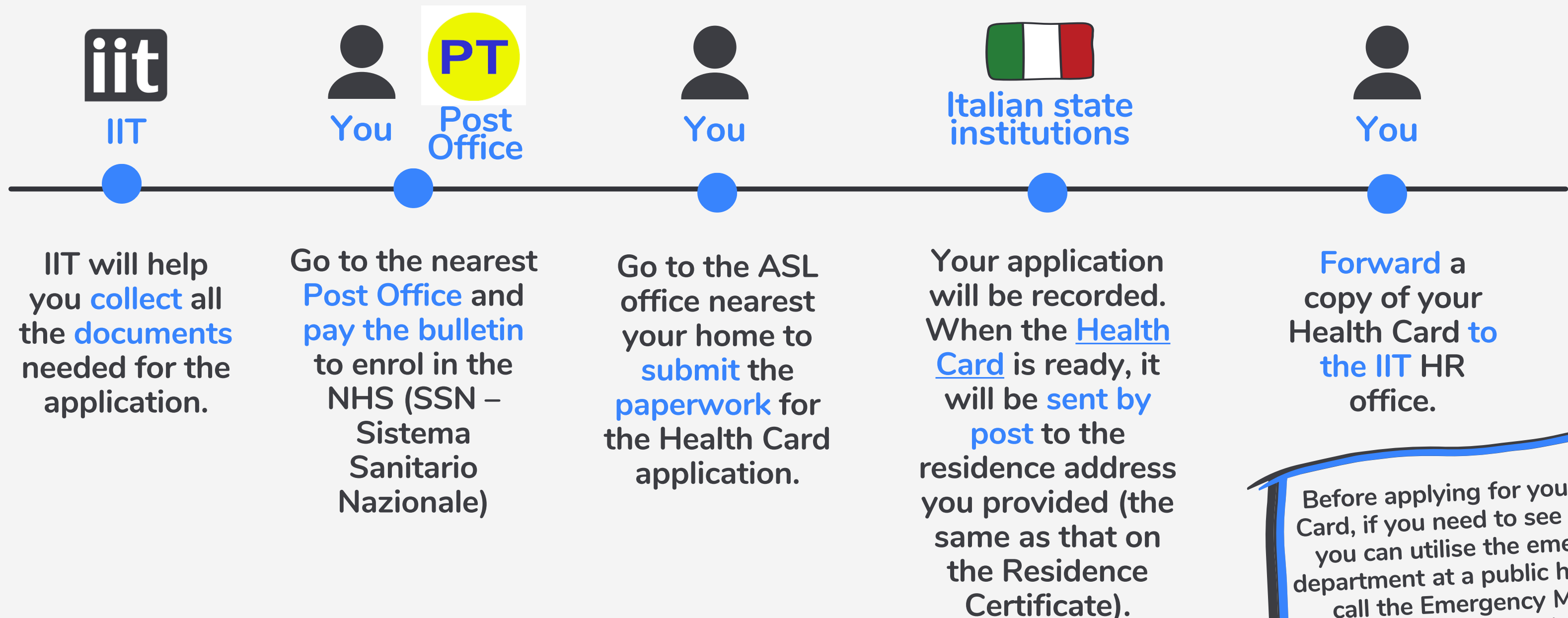
- studying, living and travelling legally in Italy
- applying for compulsory documents which will be needed for your stay in Italy

## Documents needed:

- Valid passport
- Fiscal Code
- University enrolment letter
- Residence permit card
- Accommodation rental contract
- Town Hall Registry Office forms

# Health Card

Italy has a public National Health System. Registration to the National Health System is handled locally by the ASL (Azienda Sanitaria Locale – Local Health Department). Registration to the National Health System is mandatory for Non-EU Citizens and its cost is about 150 for a single application. The procedure can take up to [30 days](#).



Before applying for your Health Card, if you need to see a doctor, you can utilise the emergency department at a public hospital or call the Emergency Medical Service (Guardia Medica).

# Health Card

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## Required for:

- access to all National Health System services
- choosing a family doctor (when you apply for the Health Card, you will be asked to choose the doctor you prefer)
- getting prescriptions for any treatments you may need
- receiving care in any public hospital

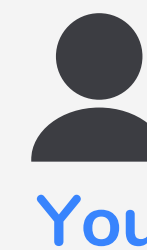
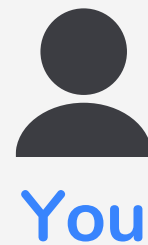
## Documents needed:

- Valid passport
- Fiscal Code
- University enrolment letter
- Residence permit receipts or card
- Residence Certificate

Check this website for further information on the Italian NHS:  
<https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri&tab=2>

# Bank account

If you plan to stay in Italy for a long period of time, it is a good idea to open an Italian bank account.



The University will help you **collect** all the **documents** needed for opening a bank account.

**Choose** the **bank** most suitable for your requirements, or ask the University for recommendations. Arrange an appointment at the bank to finalise the request.

The bank will discuss the best solution with you. When the account is ready, the bank will **send** you the new **IBAN bank account number**.

**Forward** your new **IBAN** bank account number **to the University**. This is essential for receiving the scholarship funds in your account. In addition, forward your IBAN code to the IIT HR office.

# Bank account

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## Required for:

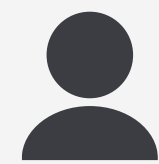
- receiving scholarship funds  
avoiding any currency exchange  
problems

## Documents needed:

- Valid passport
- Fiscal Code
- University enrolment letter
- Residence permit receipts or card
- Mobile phone number

# Residence permit renewal

Once your residence permit has expired, you will have to renew it. You have 60 days to renew it after the expiration date stated on your residence permit card.  
The complete procedure can take up to [12 months](#).



You



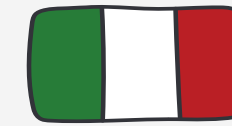
University



You



You



Italian state  
institutions



You

The University will help you [prepare the documents](#) needed to submit the residence permit renewal application. Before this stage it is important to have obtained the certificate of admission for the next academic year, issued by your University.

[Submit the residence permit application at the post office.](#)  
The post office will give you the application receipts and will notify you regarding the fingerprint appointment at the “Questura” (Police Station).

Go to the “Questura” (Police Station) for the [fingerprint appointment](#). This step is compulsory for obtaining the residence permit.

The “Questura” (Police Station) [will issue the residence permit card](#). You can check the status of your card application using the “codice istanza” (application code) number on your fingerprint appointment document.

Once the [card](#) is ready, go to the “Questura” (Police Station) to [collect it](#). Forward a copy of the card to HR.

# Residence permit renewal

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## Required for:

- working, living and travelling legally in Italy
- applying for compulsory documents which will be needed for your stay in Italy

## Documents needed:

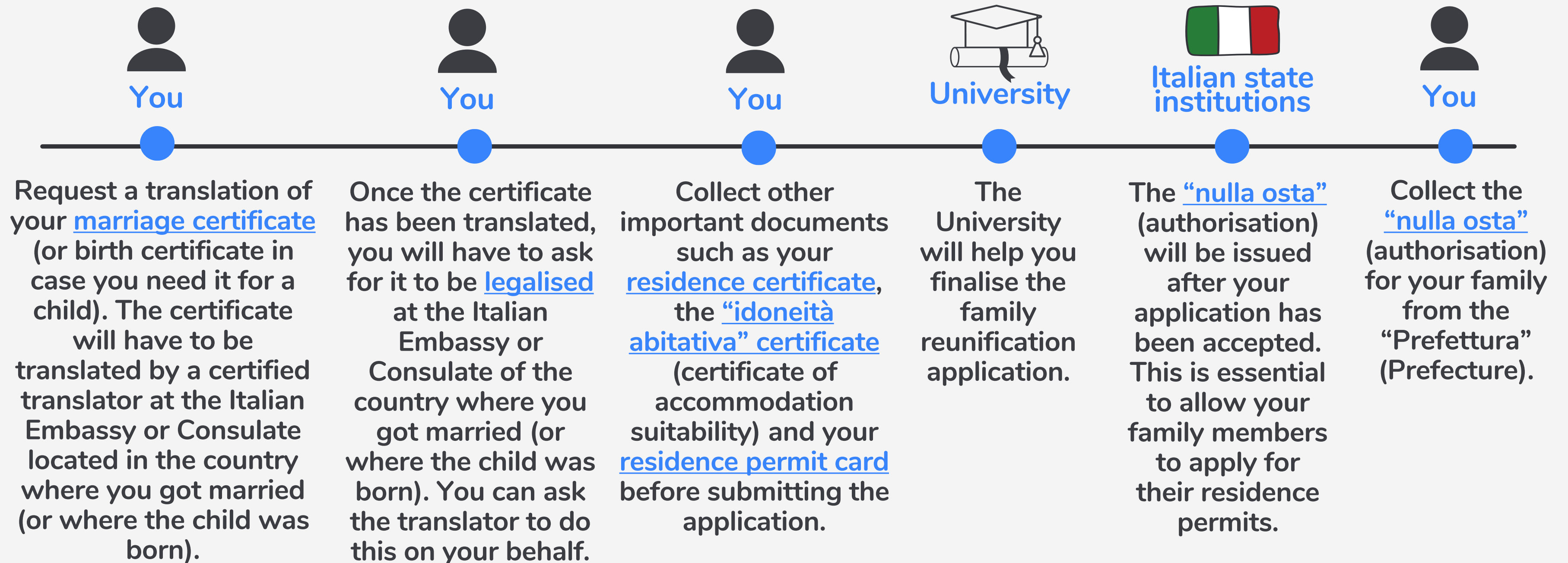
- Valid passport
- Fiscal code
- University enrolment letter
- Expired residence permit card
- Residence Certificate

The Residence permit has to be renewed yearly, after obtaining a declaration from your University stating that you have been admitted to the following year.



# Family reunification

The family reunification procedure will enable your closest family members to join you in Italy. Once they have obtained their residence permits, they can be legally resident in the country for the period of your stay. The procedure can take up to [12 months](#).



# Family reunification



Your family



Embassy



Your family



Your family



Italian state institutions



Your family

Your family should apply for a [family reunification visa](#) at the Italian Embassy or Consulate of the country where the family members are living.

The Embassy will issue the [family reunification visa](#). This step may take up to 3 months.

Once in Italy, your family will have to go to the Prefettura (Prefecture) to finalise the procedure, and then they should submit [their residence permit applications](#) at the post office. The post office will provide the application receipts and will give information about the fingerprint appointment at the “Questura” (Police Station).

Go to the “Questura” (Police Station) for the [fingerprint appointment](#). This step is mandatory to obtain the residence permit.

The “Questura” (Police Station) [will issue the residence permit cards](#). Your family members can check the card application status online using the “codice istanza” (application code) number on your fingerprint appointment document.

When the [cards](#) are ready, your family members will have to go to the “Questura” (Police Station) to [collect them](#). Forward copies of the cards to HR.

# Family reunification

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## Required for:

- enabling the family to join the Researcher who is already resident in Italy
- allowing family members to stay and live legally in Italy

## Documents needed:

- Valid passports for yourself and the members of your family
- All the documents that have been issued to you in Italy since your arrival, such as residence permit card, Fiscal Code, Residence Certificate, etc.
- University enrolment letter
- Marriage and/or birth certificates
- Translation and legalisation of marriage and/or birth certificates

# Ready to go!

