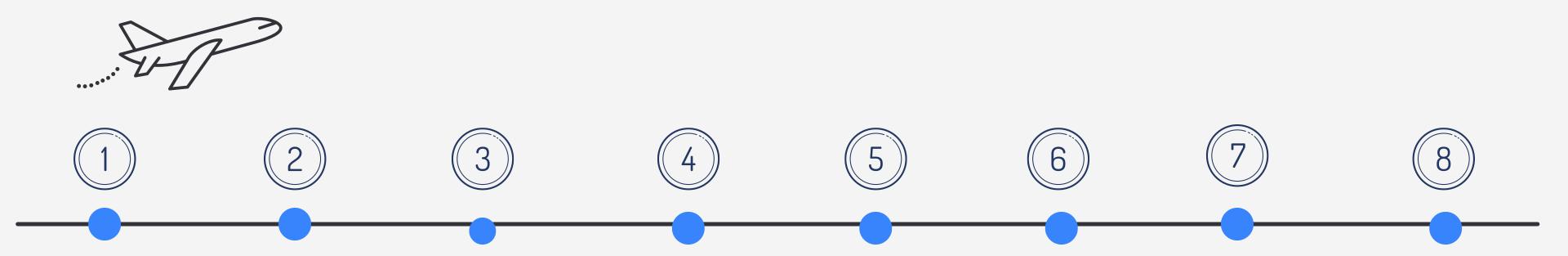
# Planning my relocation to Italy





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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.













You



University

You

**Embassy** 

You



the University at which you obtained the PhD position and follow the **University's** instructions on how to obtain a visa.

(if applicable) Request an official translation and <u>legalisation</u> of your <u>MSc</u> degree (Declaration of value) from the Italian Consulate or Embassy. When you receive the translated document, make copies, and send the degree certificate and the Declaration of value to IIT and to your University.

The University will prepare the documents needed to obtain the visa.

Submit the application for a student visa at the Italian **Embassy or** Consulate.

The Embassy will issue your student visa. This step may take up to 3 months.

Collect the visa from the Italian **Embassy and** forward copies of it to IIT and the University.



## Visa

## Required for:

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

- 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.









You

**Embassy** 

You



The University will help you by providing a confirmation letter which will support your application for a Fiscal Code at the **Italian Embassy or** Consulate.

Go to the Italian **Embassy or** Consulate to submit your application for a Fiscal Code.

The Italian **Embassy or** Consulate will issue your Fiscal Code.

Forward a copy of your Fiscal Code to HR and your **University. Once** in Italy, go to the Revenue Agency (Agenzia delle **Entrate) to** confirm your Fiscal Code.



## Fiscal code

## Required for:

 applying for other mandatory documents necessary when living in Italy

- Passport
- Confirmation letter from the University



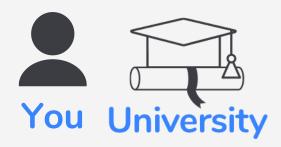
# Residence permit

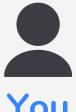
Once in Italy, it is mandatory to apply for the residence permit (permit of stay or "permesso di soggiorno") if you plan to remain in Italy for more than 90 days.

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

The whole procedure can take up to 12 months.

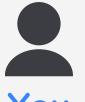
The whole procedure can take up to 12 months.











The university will help you compile the residence permit application form within 8 days after your arrival.

Submit the residence permit application at the post office.

The post office will give you 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 online 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 and your University.



# Residence permit

## 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:**

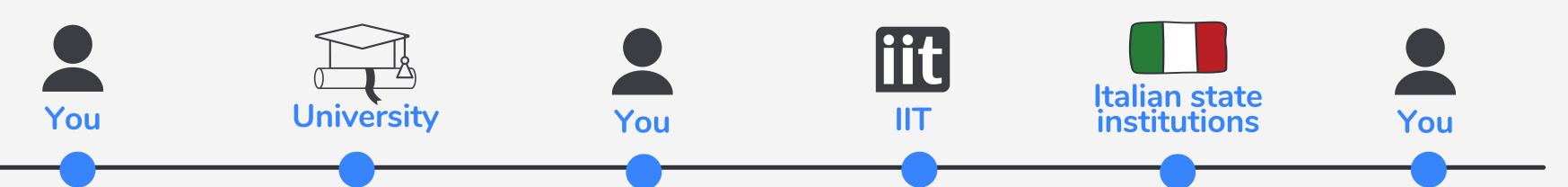
- Valid passport
- Declaration of value (translation and legalisation of your highest degree certificate)
- University enrolment letter
- Proof of accommodation (hotel receipts)
- Proof of private health Insurance or enrolment in the NHS

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



## 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.



Look for a place to rent and sign a lease contract.
Before signing the contract, inform the landlord that you will need to register for residency at the accommodation you are renting.

The University will help you with the paperwork.
They will provide all the

forms for the

application.

Fill out and sign the application forms and, where necessary, ask the landlord to sign them too.

Once the paperwork has been signed, forward it to HR.

IIT will support you with your application to the Registry Office at the Town Hall.

The Registry Office at the Town Hall will issue the residency registration receipt.

After a couple of days a public officer will visit the accommodation to check that the applicant actually lives at the specified address.

After about 45 days you can go to the Registry Office at the Town Hall to collect the Residence Certificate.



## Residence Certificate

#### Required for:

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

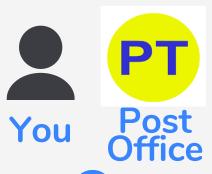
- Valid passport
- Fiscal Code
- University enrolment letter
- Residence permit card
- Accommodation rental contract
- Town Hall Registry Office forms



## 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.











IIT will help you collect all the documents needed for the application.

Go to the nearest
Post Office and
pay the bulletin
to enrol in the
NHS (SSN –
Sistema
Sanitario
Nazionale)

Go to the ASL office nearest your home to submit the paperwork for the Health Card application.

Your application will be recorded.
When the Health
Card is ready, it will be sent by post to the residence address you provided (the same as that on the Residence Certificate).

Forward a copy of your Health Card to the IIT HR office.

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

#### 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: <a href="https://www.salute.gov.it/portal-e/assistenzaSanitaria/dettaglio-e/assistenzaSanitaria/dettaglio-e/assistenzaSanitaria/dettaglio-e/assistenzaSanitaria/dettaglio-e/lingua=italiano&id=1764&are-a=Assistenza%20sanitaria&me-nu=stranieri&tab=2</a>



## 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.









You



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 <a href="#">IBAN bank</a> account number.

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

## Required for:

 receiving scholarship funds avoiding any currency exchange problems

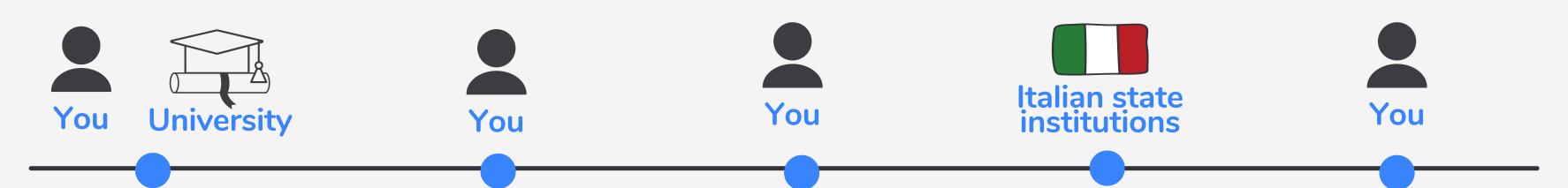
- Valid passport
- Fiscal Code
- University enrolment letter
- Residence permit receipts or card
- Mobile phone number



# 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.



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.

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).

Submit the

"Questura"
(Police Station)
for the fingerprint
appointment.
This step is
compulsory for
obtaining the
residence permit.

Go to the

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

#### 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.





You









You



Request a translation of your marriage certificate (or birth certificate in case you need it for a child). The certificate will have to be translated by a certified translator at the Italian Embassy or Consulate located in the country where you got married (or where the child was

born).

Once the certificate has been translated, you will have to ask for it to be legalised at the Italian Embassy or Consulate of the country where you got married (or where the child was born). You can ask the translator to do this on your behalf.

Collect other important documents such as your residence certificate, the "idoneità abitativa" certificate (certificate of accommodation suitability) and your residence permit card before submitting the application.

The
University
will help you
finalise the
family
reunification
application.

The "nulla osta"
(authorisation)
will be issued
after your
application has
been accepted.
This is essential
to allow your
family members
to apply for
their residence
permits.

Collect the

"nulla osta"

(authorisation)

for your family

from the

"Prefettura"

(Prefecture).



# Family reunification













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

#### 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

- 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!

