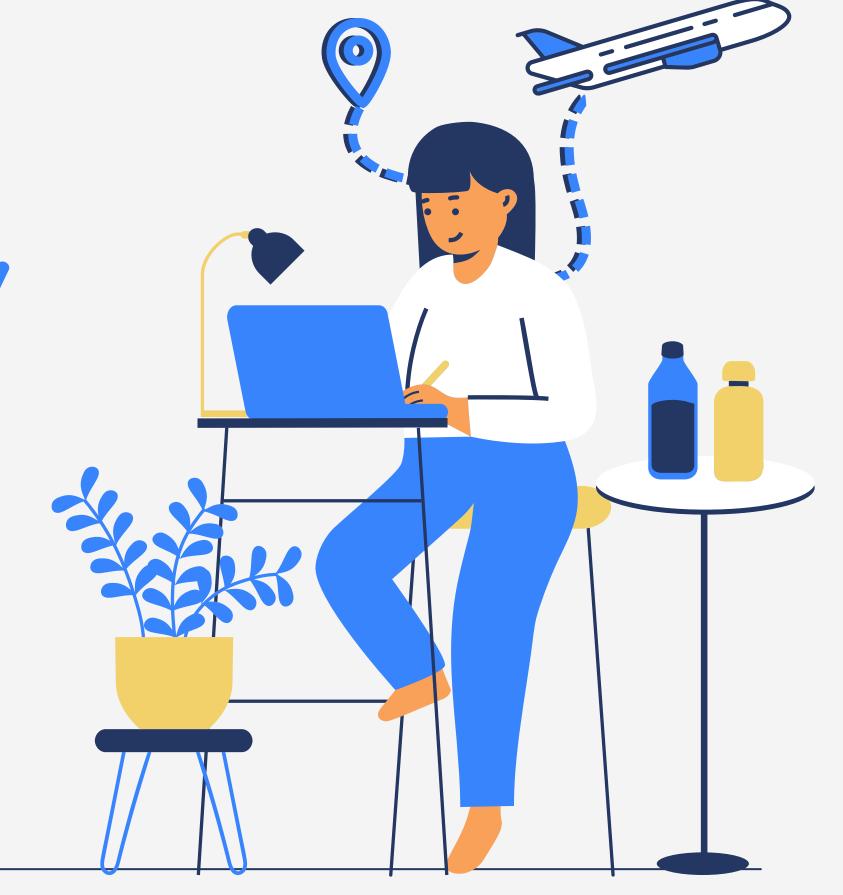
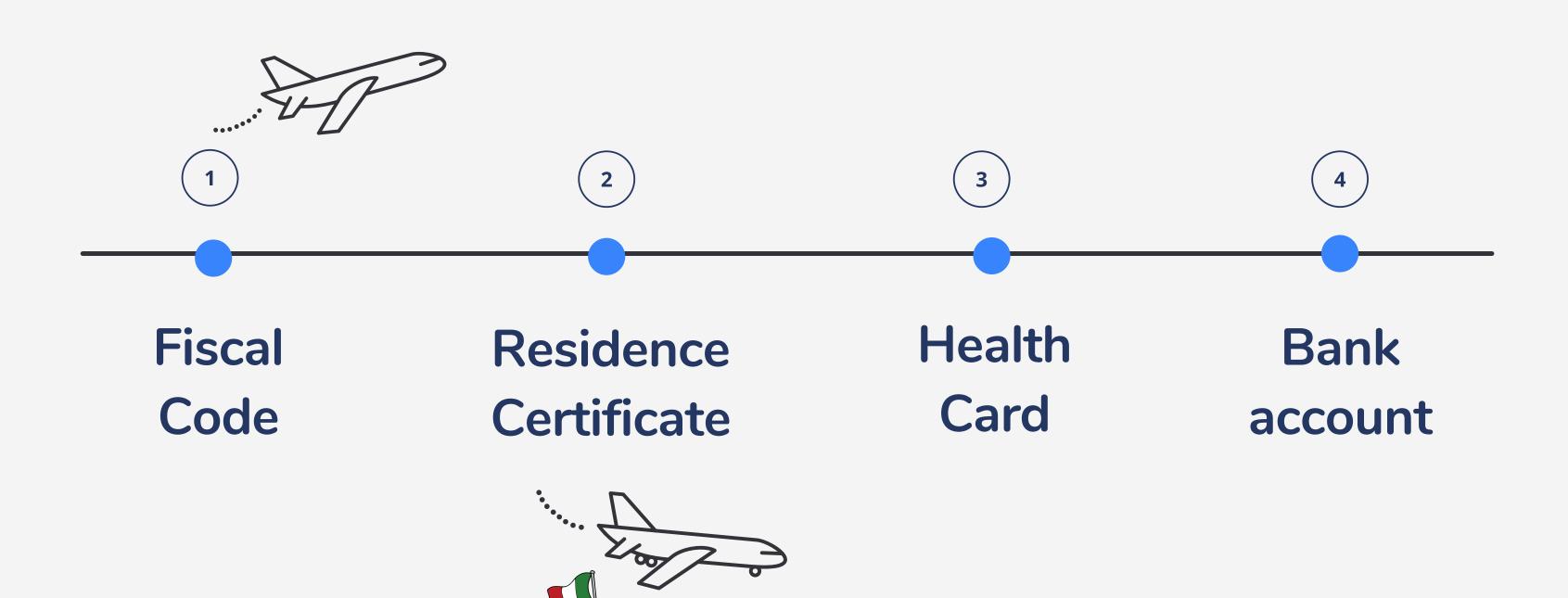
Planning my relocation to Italy





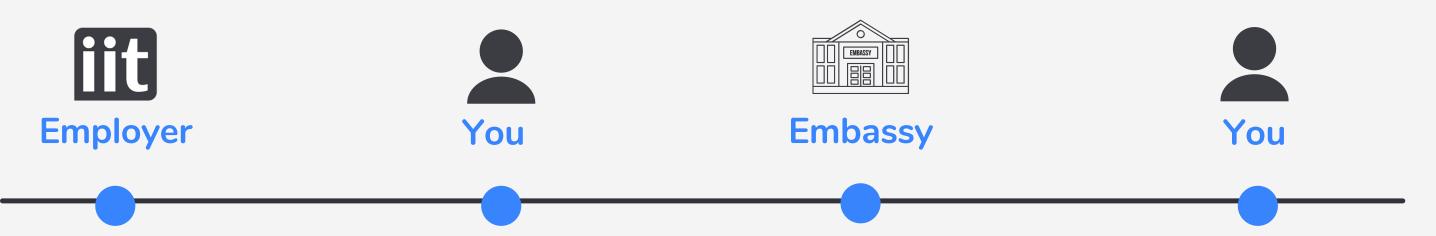
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Fiscal Code

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.



IIT will help you by providing a letter supporting your application for a Fiscal Code at the Italian Embassy or Consulate in the country where you are based.

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.



Fiscal Code

Required for:

 Applying for other mandatory documents necessary when living in Italy, such as the Health Card

- ID card or passport
- Employment contract
- Letter provided by IIT



Residence Certificate

Foreigners who wish to stay in Italy for more than 90 days will have to notify their address of residency to the Registry Office ("Ufficio Anagrafe") at the Town Hall within 90 days after their arrival.

The procedure may take up to 60 days.



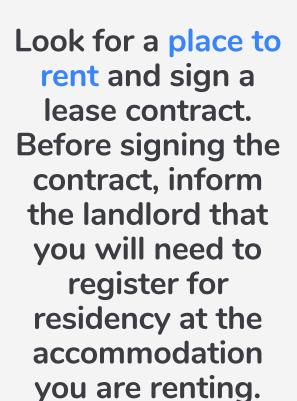












IIT will help you with the paperwork. HR will provide all the forms for the application. Fill out and sign
the application
forms and,
where
necessary, ask
the landlord to
sign them too.
Once the
paperwork has
been signed, it
can be delivered
to the Town
Hall.

Genova:

IIT will process your application by delivering the paperwork by email to the Registry Office at the Town Hall.

If you are working in one of IIT Centers: go to the Registry Office at the Town Hall to deliver the paperwork.

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:

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

- Valid passport
- Fiscal Code
- IIT employment contract
- Residence permit receipts or 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 free of charge and highly recommended for EU Citizens.

The procedure can take up to 30 days.









IIT will help you collect all the documents needed for the application. 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 that you provided (the same as that on the Residence Certificate).



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

- Valid passport
- Fiscal Code
- IIT employment contract
- Residence permit receipts or card
- Latest pay slip
- Residence Certificate



Bank account

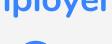
If you plan to stay in Italy for a long period of time, it is advisable to open an Italian bank account.











IIT will help you collect all the documents needed for opening a bank

account.

Choose the bank most suitable for your requirements, or ask HR 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.

IBAN bank
account number
on the IIT HR
internal portal
(You Matter). This
is essential to
receive your pay
from the
employer.



Bank account

Required for:

 Receiving salary and avoiding currency exchange problems

- Valid passport
- Fiscal Code
- IIT employment contract
- Residence permit receipts or card
- Latest pay slip
- Mobile phone number



Ready to fly!

