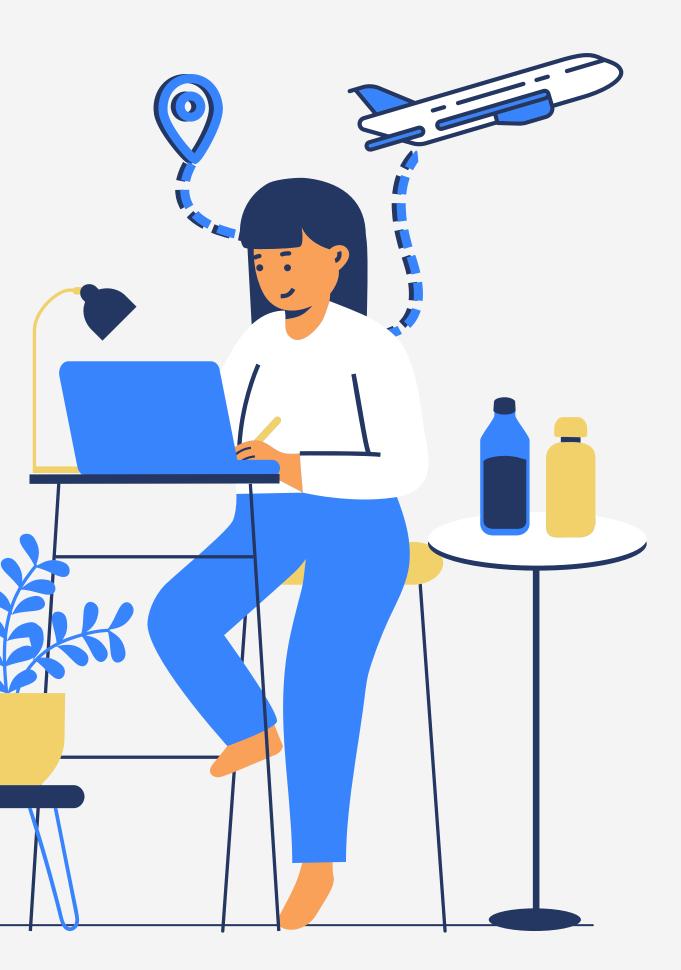
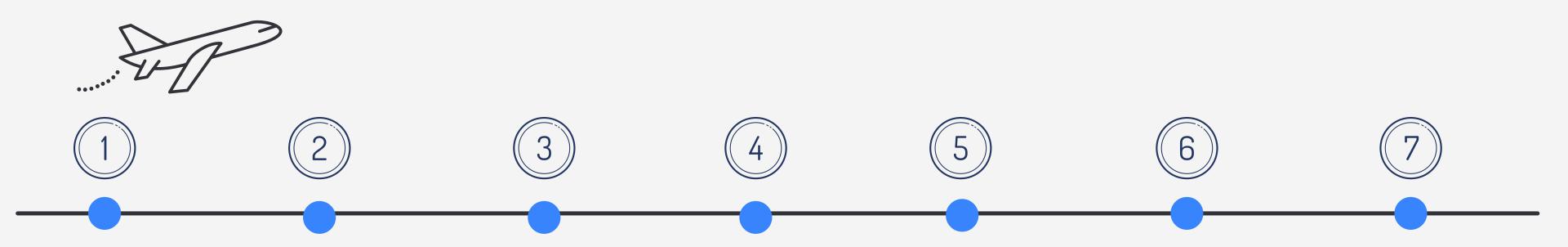
Planning my relocation to Italy









VisaResidenceResidenceHealthBankpermitCertificateCardaccount





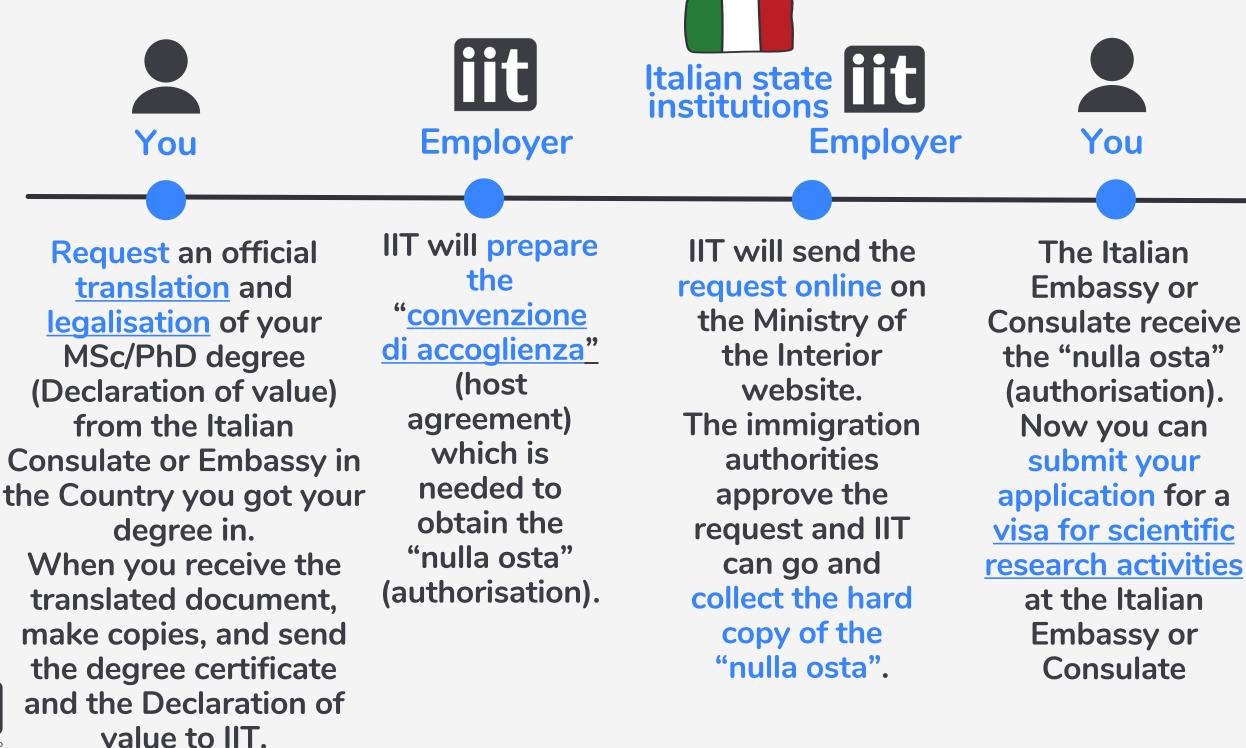
Residence permit reu renewal

Family reunification



iit

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 4 to 12 months.







The Embassy will issue your visa for scientific research activities. This step may take up to 3 months.

Collect the visa from the Italian **Embassy and** forward a copy of it to IIT. IIT will provide help for planning your trip to Italy.



Required for:

• Travelling to Italy with no problems

• Applying for compulsory identification documents on your arrival



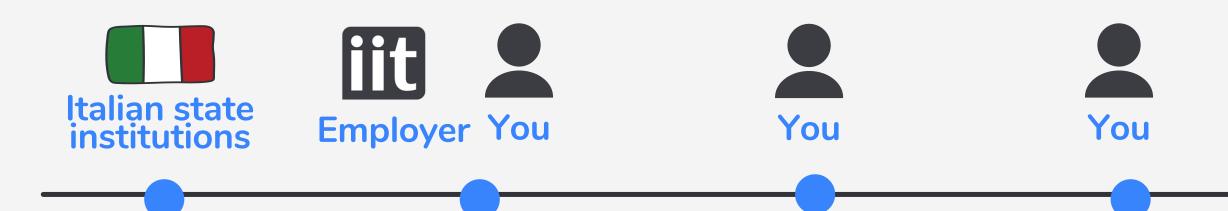
Documents needed:

• Valid passport • Declaration of value (translation and legalisation of your highest degree certificate) • "Convenzione di accoglienza" (host agreement) • "Nulla osta" (authorisation)

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 <u>12 months</u>.



The "Prefettura" (Prefecture) will issue your **Fiscal** Code ("Codice Fiscale") and the 209 form which are essential for submitting the residence permit application.

IIT will help you submit the residence permit application within 8 days after your arrival. IIT will also provide all the documents you need to do this.

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 to obtain 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.

Residence permit

Required for:

• Working, 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 date of expiry of your employment contract, but it will be no longer than two years.

- 209 form
- Proof of accommodation (hotel receipts)

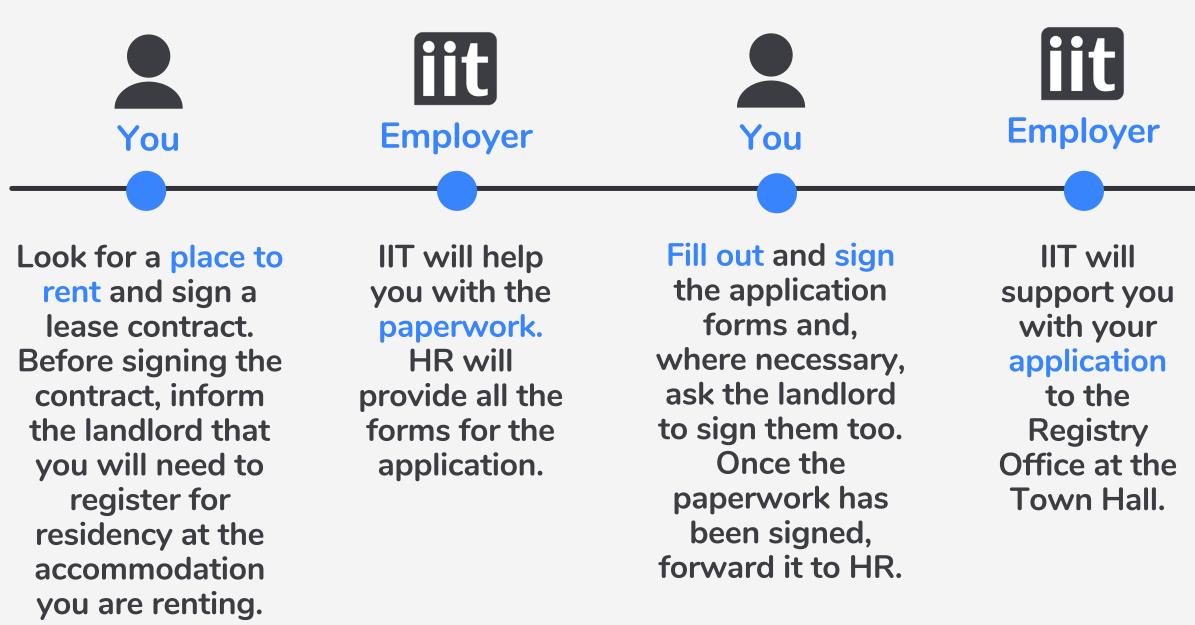


Documents needed:

- Valid passport
- Declaration of value (translation
 - and legalisation of your highest
 - degree certificate)
- "Convenzione di accoglienza"
 - (host agreement)
- "Nulla osta" (authorisation)
- Fiscal Code
- IIT employment contract
- Proof of health insurance

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.









The Registry Office at the Town Hall will issue the <u>residency</u> 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 60 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

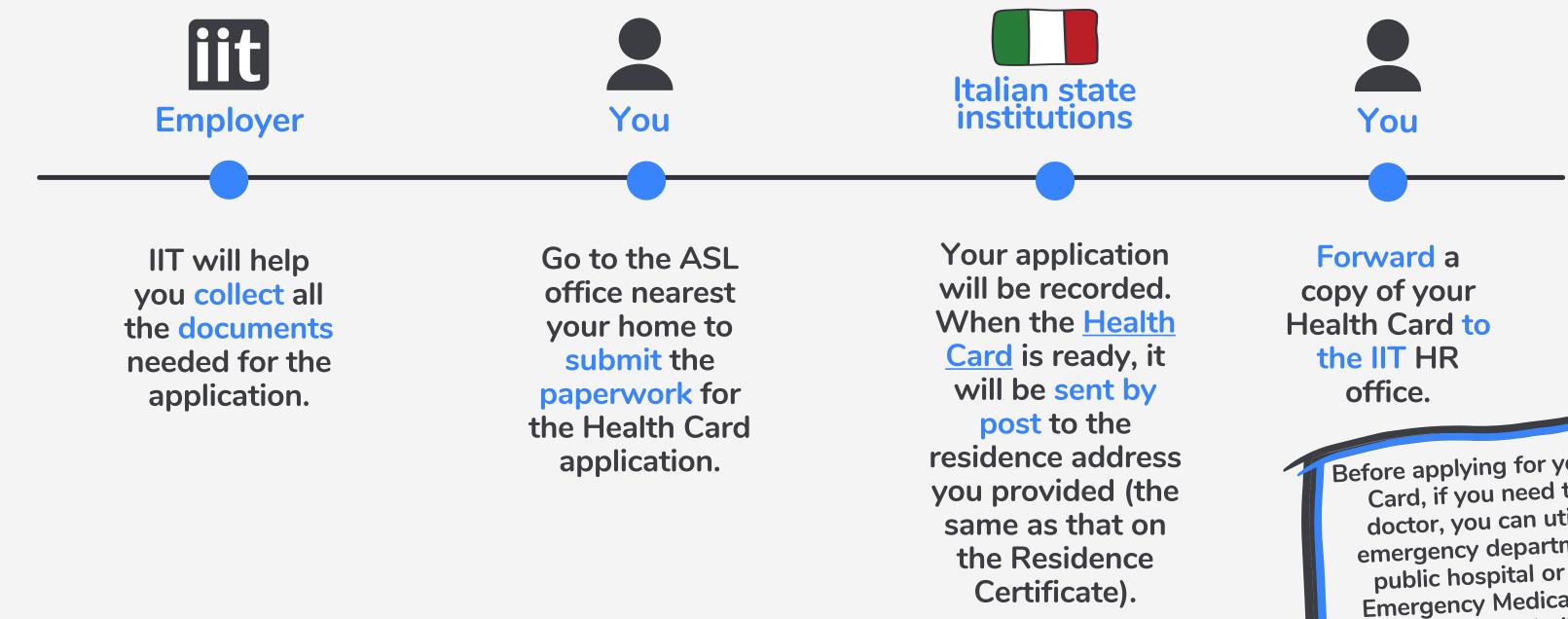


Documents needed:

• 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 it is mandatory for non-EU Citizens. 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

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

- Fiscal Code

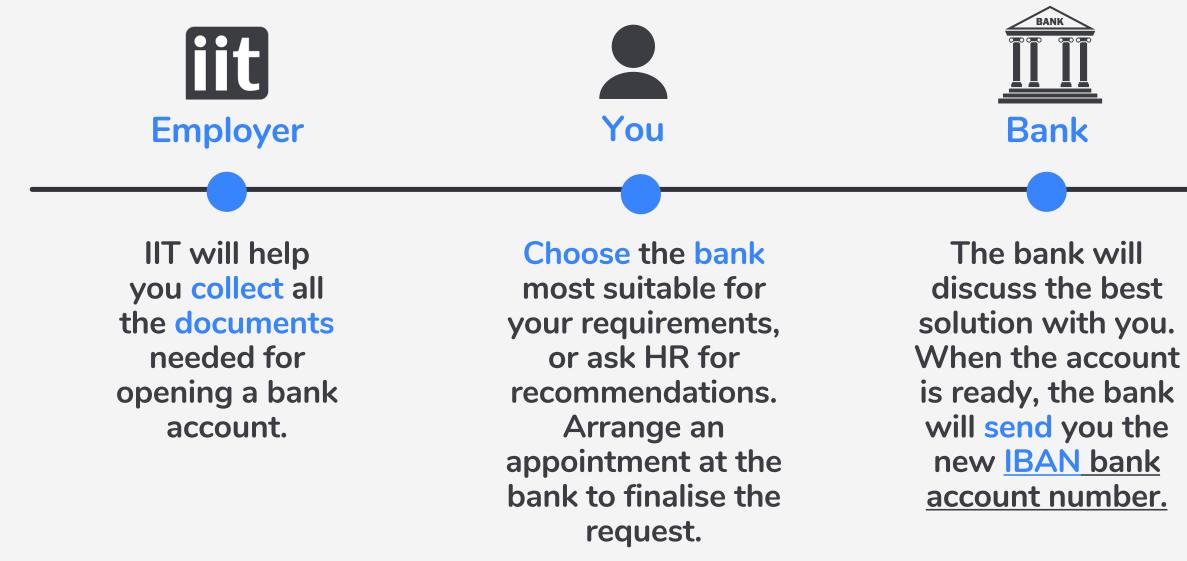


Documents needed:

• Valid passport • 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 a good idea to open an Italian bank account.







Enter your new **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

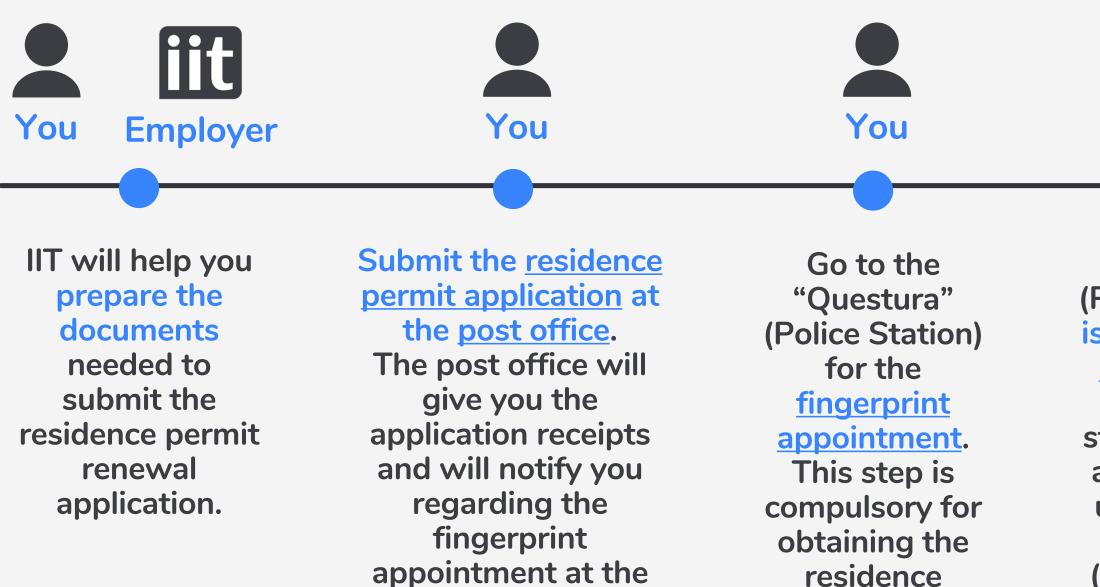
- Italian mobile phone number



Documents needed:

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.



"Questura" (Police

Station).

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.

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

- Fiscal Code

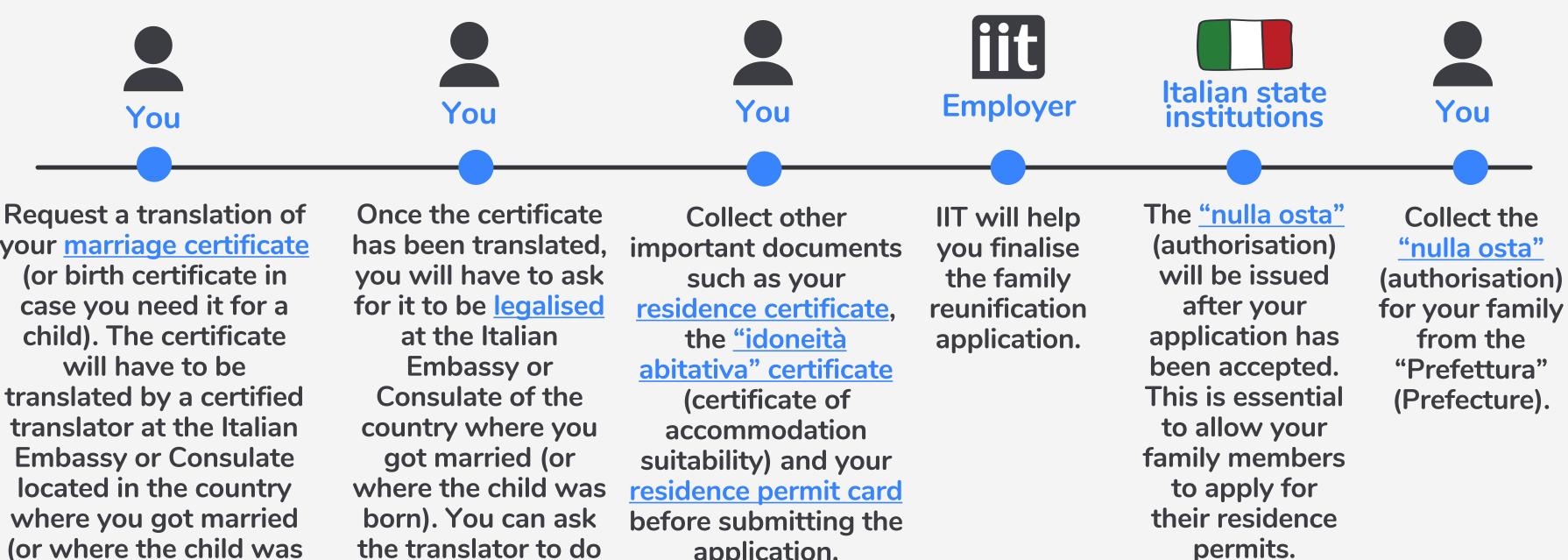


Documents needed:

• Valid passport IIT employment contract • Expired residence permit card Residence Certificate

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. <u>The process can take up to 12 months</u>.



your marriage certificate (or birth certificate in case you need it for a child). The certificate 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).

the translator to do this on your behalf.

application.



Family reunification







Your family should apply for a <u>family</u> <u>reunification visa</u> at the Italian Embassy or Consulate of the country where the family members are living. The Embassy will issue the <u>family</u> <u>reunification</u> <u>visa.</u> 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 <u>their residence</u> <u>permit applications</u> at the post office. The post office will provide the application receipts and will give information about the fingerprint appointments at the "Questura" (Police Station).

Your

family

Go to the "Questura" (Police Station) for the <u>fingerprint</u> <u>appointment</u>. This step is mandatory to obtain the residence permit.







The "Questura" (Police Station) will issue the <u>residence</u> <u>permit cards</u>. Your family members can check the card application status online using the "codice istanza" (application code) number on your fingerprint appointment document. When the <u>cards</u> 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:

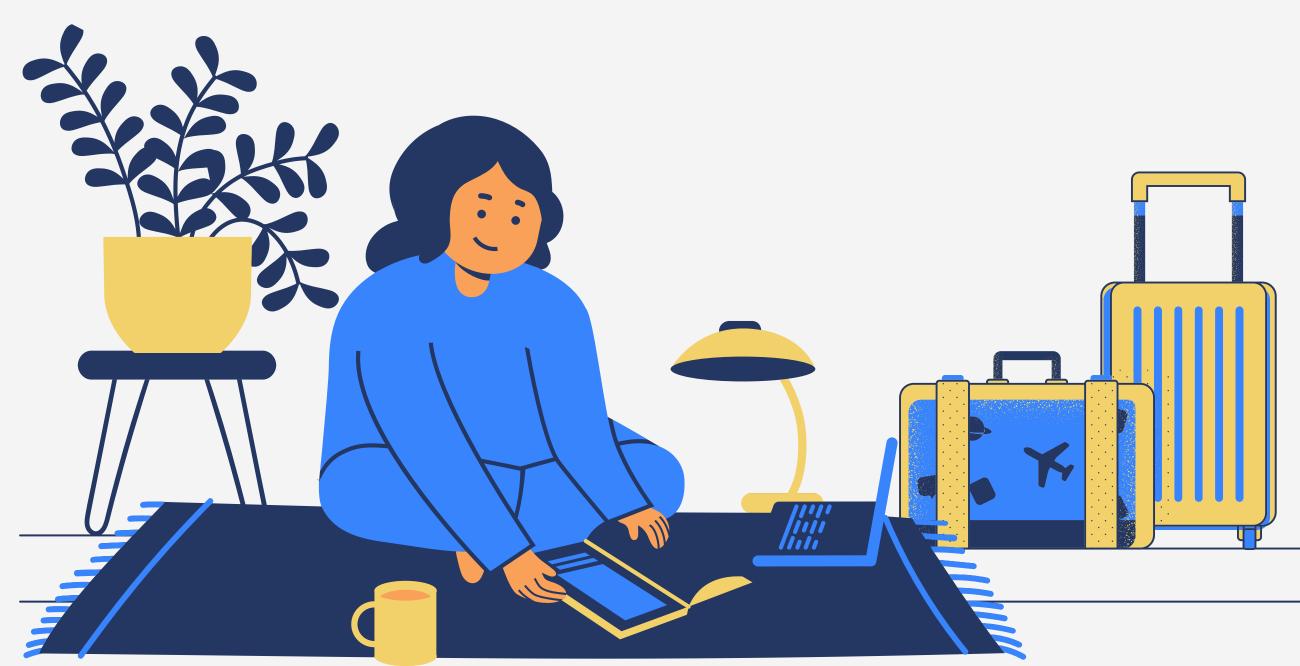
- Enabling the family to join the **Researcher who is already resident** in Italy
- Allowing the family members to stay and live legally in Italy



Documents needed:

 Valid passports for yourself and your family members • IIT employment contract All the documents that have been issued to you in Italy since your arrival, such as residence permit card, Fiscal Code, residence certificate, etc. • Marriage and/or birth certificate

• Translation and legalisation of marriage and/or birth certificates





Ready to go!