



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Procedures of entry and stay in Italy for teaching and research purposes

GUIDELINES FOR NON-EU NATIONALS



TABLE OF CONTENTS

1. INTRODUCTION	pag.	3
2. TEACHING ACTIVITY	pag.	5
2.1 APPLYING TO SUI FOR THE WORK PERMIT	pag.	5
2.2 APPLYING FOR THE ENTRY VISA	pag.	6
2.3 ENTERING ITALY AND APPLYING FOR THE PERMIT OF STAY	pag.	6
2.4 ISSUANCE OF THE PERMIT OF STAY	pag.	7
3. SCIENTIFIC RESEARCH	pag.	8
3.1 HOSTING AGREEMENT	pag.	9
3.2 APPLYING TO SUI FOR A SCIENTIFIC RESEARCH PERMIT	pag.	9
3.3 APPLYING FOR THE ENTRY VISA	pag.	10
3.4 ENTERING ITALY AND APPLYING FOR THE PERMIT OF STAY	pag.	10
3.5 ISSUANCE OF THE PERMIT OF STAY	pag.	11
3.6 RESEARCHER ADMITTED IN ANOTHER MEMBER STATE OF THE EUROPEAN UNION	pag.	11
4. INVITATION	pag.	12
4.1 INVITATION	pag.	12
5. CONTACTS - USEFUL LINKS	pag.	13
6. ANNEXES	pag.	14
ANNEX 1: Application form for admission into national territory of non-EU university professors in charge of teaching assignments	pag.	15
ANNEX 2: Application form for admission into national territory of non-EU researchers for purposes of scientific research	pag.	16
ANNEX 3: Invitation to Italy for non-EU Professors and Researchers for events of scientific and cultural relevance	pag.	17
ANNEX 4: Invitation letter	pag.	18

1. INTRODUCTION

The entry of non-EU nationals in Italy for work reasons is regulated by *Testo Unico sull'Immigrazione* (Legislative Decree 286/98) as amended by Law 189/02 (Bossi-Fini Law) which provides for the establishment of a *Sportello Unico per l'Immigrazione* [SUI] (Central Immigration Desk) at the Prefecture of each Province.

As a general rule, hiring non-EU workers residing abroad requires applying for a *Nulla Osta* (permit) at SUI compliant with the quotas determined by the “flow decree” that defines the maximum number of non-EU nationals allowed to work on national territory on an annual basis.

Law 189/02 also provides for the obligatory issuance of a *contratto di soggiorno* (henceforth, contract of stay) for employment, which employer and employee must sign prior to employment.

Testo Unico also regulates the procedures and time limits for issuing work permits, *visti di ingresso* (henceforth, entry visas) and *permessi di soggiorno* (henceforth, permits of stay) **for special categories of foreigners** that are not included in the programming of flows, **among which professors and researchers, for which the procedure at SUI provides notable advantages (off-quota entry) and special requirements (electronic submission of applications).**

	DESCRIPTION OF ACTIVITY	PERMITS REQUIRED
TEACHING ACTIVITY	Non-EU nationals that reach the University to conduct teaching activities that are remunerated and for which it is necessary to sign an employment contract.	- <i>Nulla Osta</i> issued by SUI - Visa - Permit of stay
SCIENTIFIC RESEARCH	Non-EU nationals that intend to stay at the University to carry out specific research programmes that are remunerated and for which it is necessary to sign an employment contract.	- <i>Nulla Osta</i> issued by SUI - Visa - Permit of stay

Another procedure to enter and stay in Italy is via:

DESCRIPTION OF ACTIVITY	PERMITS REQUIRED
INVITO	Non-EU nationals invited by the University to collaborate on projects and to participate in events of particular scientific and cultural relevance. - Visa

The guidelines below follow the logic of the sequence of the steps necessary to complete the different procedures required depending on the type of collaboration to be pursued.

In particular, guidelines specify:

- the activities of administrative offices and host structures (Faculties, Departments, Institutes, Research Centres) of the Università Cattolica del Sacro Cuore;
- procedures and time limits to apply for required permits;
- requirements to foreign professors and researchers.

2. TEACHING ACTIVITY

NORMS OF REFERENCE

**Art. 27, paragraph 1, letter c of Legislative Decree 286 dated July 25th, 1998.
(Work access in particular cases)**

1. Apart from the work permits referred to in previous articles, authorised under the quotas referred to in Article 3, paragraph 4, the implementing regulation governs special procedures and time limits for the issuing of work permits, entry visas and permits of stay for employment for each of the following categories of foreign workers

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c) University Professors in charge of an academic assignment in Italy.

The carrying out of an academic assignment entails the signing of a work contract; thus, the University / foreign Professor must file for:

- *NULLA OSTA PER LAVORO* (henceforth, WORK PERMIT)
- ENTRY VISA
- PERMIT OF STAY

2.1 APPLYING TO SUI FOR THE WORK PERMIT

In Circular 2198 dated May 13th, 2008, the Ministry of Interior informed that a computerised procedure for the submission of applications for work permits was set up on May 19th, 2008.

The institutions intending to confer an assignment must submit the appropriate form (Annex 1) to the Human Resources Department, along with a copy of the Curriculum Vitae and a photocopy of the first page of the passport of the Professor; the submission must be made well in advance (at least 60 days prior to the date of arrival of the foreign national).

Upon receipt of the form, the Human Resources Department activates the procedure for requesting the PERMIT at the SUI operating at the Prefecture of the Province where the assignment will be carried out.

Following the favourable opinion of the *Questura* (local public security authority) of competence and of the Provincial Territorial Directorate, and the verification of the completeness of documentation, the Prefecture summons an official delegate of the Human Resources Department for the issuance of the PERMIT and the signing of the CONTRACT OF STAY. The Prefecture then proceeds to the online forwarding of the PERMIT to the consular offices abroad.

Upon receiving the PERMIT, the Human Resources Department notifies the host structure, so that the latter may contact the Professor who shall then apply for the ENTRY VISA. The Human Resources Department also proceeds to the conclusion of the medical insurance coverage policy or the enrolment of the Professor in the Italian National Health Service.

2.2 APPLYING FOR THE ENTRY VISA

Only upon receipt of the PERMIT may the Professor contact the Italian consular offices in his/her country of residence and apply for the entry visa. Upon receipt of the visa from the consulate, the Professor is allowed to enter Italy regularly.

Important notice: In filling in the application for the VISA, the Professor must indicate that it is a "WORK VISA pursuant to art. 27, paragraph 1, letter c". Only with this specific type of visa, and subject to the signing and submission of the PERMIT OF STAY, may the Professor work and be remunerated by the University.

2.3 ENTERING ITALY AND APPLYING FOR THE PERMIT OF STAY

Upon entering Italy, the Professor must notify his/her arrival to the Human Resources Department by sending in a copy of the VISA and a copy of the passport indicating the date of entry in Italy.

Within 8 working days from the date of entry of the Professor, the Human Resources Department shall contact the Prefecture of competence to fix an appointment to sign the CONTRACT OF STAY and to activate the procedure for requesting the PERMIT OF STAY, the only document that legitimises the presence of any foreign citizen on Italian territory for the reason and duration indicated in the visa.

At the appointment, the Professor must submit:

1. Documents relating to accommodation:
 - Lease contract + accommodation certificate issued by the *Comune* (Town Hall) or by the competent ASL (Local Health Authority) (for private flats);
 - or
 - Hotel booking form, with a copy of the identity document of the hotel administrator or of any substitute acting in his/her stead.
2. Declaration of hospitality by the owner of the accommodation unit (to be requested to the *Questura* of competence within 48 hours from arrival of the foreign citizen);
3. Passport (the original document to be shown upon request, and a photocopy of the entire document, blank pages included, and entry visa).

With a signed CONTRACT OF STAY and upon verification of the completeness of documentation, the Prefecture hands the Professor the documentation to be delivered to the Post Office for the issuance of the PERMIT OF STAY. The Post Office also sets the date for fingerprinting.

The receipt from the Post Office (qualified offices are those that operate a "SPORTELLO AMICO") displays two identifying codes that allow the tracking of the status of documentation at www.portaleimmigrazione.it.

2.4 ISSUANCE OF THE PERMIT OF STAY

Upon completion of the verification of the status of the Professor hosted, the *Questura* will contact the Professor for the delivery of the PERMIT OF STAY.

3. SCIENTIFIC RESEARCH

NORMS OF REFERENCE

***Article 27-ter of Legislative Decree 286 dated July 25th, 1998
(Entry and stay for scientific research)*¹.**

Entry and stay for over three months above the quotas referred to in Article 3, paragraph 4, are allowed to foreigners holding a higher education qualification that gives access, in the country of issuance, to PhD programs. The foreign national, termed researcher solely for the application of the procedures provided for in this Article, is selected by a research institution registered in the list maintained by the Ministry of Education, Universities and Research (MIUR).

***Art. 1, paragraph 3 of Legislative Decree 17, dated January 9th, 2008
(Implementation of Directive 2005/71/EC Relating to a Specific
Procedure for Admitting Citizens of Third Countries for Purposes of
Scientific Research)***

The researcher and the research institution referred to in paragraph 1 enter a hosting agreement whereby the researcher undertakes to complete the research project and the institution undertakes to host the researcher. The research project must be approved by the administrative bodies of the institution that assess the topic of research, the qualifications held by the researcher with respect to the topic of research (these have to be validated through a certified copy of the education qualifications held), and ensure the availability of financial resources for its implementation. The agreement defines the legal relation and the working conditions of the researcher, the monthly resources at his/her disposal (equal to at least twice the welfare check), the coverage of return trip expenses, the conclusion of a medical insurance coverage policy for the researcher and his/her family or the obligation on the part of the institution to provide for their enrolment in the Italian National Health Service.

¹ Article in Legislative Decree 17 dated January 9th, 2008, "Implementation of Directive 2005/71/EC Relating to a Specific Procedure for Admitting Citizens of Third Countries for Purposes of Scientific Research".

For the implementation of the above-mentioned Decree, the Università Cattolica del Sacro Cuore - registered in the list maintained by the MIUR - and the non-EU Researcher must sign / obtain:

- *CONVENZIONE DI ACCOGLIENZA* (henceforth, HOSTING AGREEMENT)
- WORK PERMIT FOR SCIENTIFIC RESEARCH
- ENTRY VISA
- PERMIT OF STAY

3.1 HOSTING AGREEMENT

The institutions intending to confer an assignment must submit the appropriate form (Annex 2) to the Human Resources Department, along with a copy of the Curriculum Vitae and a photocopy of the first page of the passport of the Researcher. The submission must be made well in advance (at least 60 days prior to the date of arrival of the foreign national) so as to draft timely the HOSTING AGREEMENT. The hosting agreement shall be signed by the Rector as a legal representative.

3.2 APPLYING TO SUI FOR A SCIENTIFIC RESEARCH PERMIT

The Human Resources Department, subject to the signing of the HOSTING AGREEMENT, activates the procedure for requesting the PERMIT at the SUI operating at the Prefecture of the Province where the assignment will be carried out.

Following the favourable opinion of the *Questura* (local public security authority) of competence and of the Provincial Territorial Directorate, and the verification of the completeness of documentation, the Prefecture summons an official delegate of the Human Resources Department for the issuance of the PERMIT and the signing of the CONTRACT OF STAY. The Prefecture then proceeds to the online forwarding of the PERMIT to the consular offices abroad.

Upon receiving the PERMIT, the Human Resources Department notifies the host structure, so that the latter may contact the Researcher who shall then apply for the ENTRY VISA. The Human Resources Department also proceeds to the conclusion of the medical insurance coverage policy or the enrolment of the Researcher in the Italian National Health Service.

3.3 APPLYING FOR THE ENTRY VISA

Only upon receipt of the PERMIT may the Researcher contact the Italian consular offices in his/her country of residence and apply for the entry visa. Upon receipt of the visa from the consulate, the Researcher is allowed to enter Italy.

Important notice: In filling in the application for the VISA, the Researcher must indicate that it is a SCIENTIFIC RESEARCH VISA pursuant to Art. 27-ter. Only with this specific type of visa, and subject to the signing and submission of the PERMIT OF STAY, may the Professor/Researcher work and be remunerated by the University.

3.4 ENTERING ITALY AND APPLYING FOR THE PERMIT OF STAY

Upon entering Italy, the Researcher must notify his/her arrival to the Human Resources Department by sending in a copy of the VISA and a copy of the passport indicating the date of entry in Italy.

Within 8 working days from the date of entry of the Researcher, the Human Resources Department shall contact the Prefecture of competence to fix an appointment to sign the CONTRACT OF STAY and to activate the procedure for requesting the PERMIT OF STAY, the only document that legitimises the presence of any foreign citizen on Italian territory for the reason and duration indicated in the visa.

At the appointment, the Researcher must submit:

1. Documents relating to accommodation:
 - Lease contract + accommodation certificate issued by the *Comune* (Town Hall) or by the competent *ASL* (Local Health Authority) (for private flats);
 - or
 - Hotel booking form, with a copy of the identity document of the hotel administrator or of any substitute acting in his/her stead.
2. Declaration of hospitality by the owner of the accommodation unit (to be requested to the *Questura* of competence within 48 hours from arrival of the foreign citizen);
3. Passport (the original document to be shown upon request, and a photocopy of the entire document, blank pages included, and entry visa).

With a signed CONTRACT OF STAY and upon verification of the completeness of documentation, the Prefecture hands the Researcher the documentation to be

delivered to the Post Office for the issuance of the PERMIT OF STAY. The Post Office also sets the date for fingerprinting.

The receipt of the Post Office (qualified offices are those that operate a "SPORTELLO AMICO") displays two identifying codes that allow the tracking of the status of documentation at www.portaleimmigrazione.it.

3.5 ISSUANCE OF THE PERMIT OF STAY

Upon entering Italy, the Researcher/Professor must notify his/her arrival to the Human Resources Department by sending in a copy of the VISA and a copy of the passport indicating the date of entry in Italy.

3.6 RESEARCHER ADMITTED IN ANOTHER MEMBER STATE OF THE EUROPEAN UNION

The Researcher already admitted in a State of the European Union for research purposes may enter Italy to continue his/her activity, without any visa, in compliance with the procedures specified below:

- stays of up to three months: the permit is replaced by a notification to be submitted to SUI.
- stays of over three months: it is necessary to obtain a permit subject to the signing of the hosting agreement with the University. In this case, there apply the procedures described above for Researchers who enter Italy, thus it will be necessary to apply for a permit of stay.

4. INVITATION

REFERENCE NORMS

Decree dated July 12th, 2000 - Annex A

(Definition of types of entry visas and requirements for obtaining them)

Invitation Visa (VSU). The invitation visa authorises entry for brief stays to foreign nationals invited by agencies, institutions, public or private but well-known organisations, as hosts in special events and events of political, scientific or cultural nature, whose stay expenses are borne by the host institution.

Non-EU teachers who come to Italy on invitation shall not apply for a permit of stay.

4.1 INVITATION

The "invitation" visa applies to foreign nationals invited to collaborate on scientific projects and to participate in major scientific-cultural events organised by the University.

The host institution shall notify the name of the Professor / Researcher invited by completing the appropriate form (Annex 3).

The host structure shall also draft a letter of invitation addressed to the Consular Authority of the country of residence of the Professor / Researcher invited, which the latter shall deliver to the *Sezione VISTI* (Visa Department) in order to obtain an entry visa for Italy.

For this purpose a facsimile of the letter is provided (Annex 4), which may be subject to variations according to the provisions issued by the Italian Consular Authority of the country of origin of the Professor / Researcher invited.

Staying on national territory on an "invitation" visa does not authorise the performance of academic assignments nor the possibility of entering employment contracts.

5. CONTACTS - USEFUL LINKS

Direzione Risorse Umane
(Human Resources Department)

Tel. 02 7234 2318

Email: dir.risorseumane@unicatt.it

Ufficio Amministrazione Segreteria Docenti
(Teaching Staff Administration Secretary)

Tel. 02 7234 2206

Email: uff.segreteriadocenti@unicatt.it

Ministero dell'Interno - Sportello Unico per l'Immigrazione
(Ministry of the Interior - Central Desk for Immigration)

<http://www.interno.gov.it/mininterno/export/sites/default/it/temi/immigrazione/sottotema005.html>

Portale Immigrazione
(Immigration Portal)

www.portaleimmigrazione.it

Ministero degli Affari Esteri - Sezione visti
(Ministry of Foreign Affairs - Visa Department)

<http://www.esteri.it/mae/it/ministero/servizi/stranieri/ingressosoggiornoinitalia/default.html>

6. ANNEXES

ANNEX 1: Application form for admission into national territory of non-EU university professors in charge of teaching assignments

ANNEX 2: Application form for admission into national territory of non-EU researchers for purposes of scientific research

ANNEX 3: Invitation to non-EU Professors and Researchers

ANNEX 4: Invitation Letter

ANNEX 1: Application form for admission into national territory of non-EU university professors in charge of teaching assignments

Host institution	
Faculty	
Department / Institute	
Office / Directorate	

Personal data of the non-EU Professor	
First name	
Surname	
Place of birth	
Date of birth	
Nationality	
Residence	
Accommodation in Italy	
Email address	

Data on the teaching activity		
University of origin		
Position currently held at the University of origin		
Intended stay at the at the Università Cattolica	from	to
Description of teaching activity		

The institution undertakes to:

- provide the Professor with monthly sums at least equal to twice the welfare check;
- cover return trip expenses;
- conclude an insurance coverage policy for the Professor;
- indicate the cost centre to be charged with the expenses related to the stay of the Professor (cost centre _____)

Signature of the Responsible Person _____ Date _____

Phone nr.: _____ Email address: _____

- Attachments:
- Curriculum Vitae
 - Photocopy of the first page of the passport
 - *Modulo Anagrafico Fiscale* form

ANNEX 2: Application form for admission into national territory of non-EU researchers for purposes of scientific research

Host institution	
Faculty	
Department / Institute	
Office / Directorate	

Personal data of the non-EU Researcher	
First name	
Surname	
Place of birth	
Date of birth	
Nationality	
Residence	
Researcher's education qualification	
Accommodation in Italy	
Email address	

Data on the research activity		
University of origin		
Position currently held at the University of origin		
Research stay	from	to
Description of research activity	Research topic	Site of research activity

The institution undertakes to:

- provide the Researcher with monthly sums at least equal to twice the welfare check;
- cover return trip expenses;
- conclude an insurance coverage policy for the Researcher;
- indicate the cost centre to be charged with the expenses related to the stay of the Researcher (cost centre _____)

Signature of the Responsible Person _____ Date _____

Phone nr.: _____ Email address: _____

- Attachments:
- Curriculum Vitae
 - Photocopy of the first page of the passport
 - *Modulo Anagrafico Fiscale* form

ANNEX 3: Invitation to Italy for non-EU Professors and Researchers for events of scientific and cultural relevance

Host institution	
Faculty	
Department / Institute	
Office / Directorate	

Personal data of the non-EU Professor	
First name	
Surname	
Place of birth	
Date of birth	
Nationality	
Residence	
Accommodation in Italy	
Email address	

Data on the event		
University of origin		
Position currently held at the University of origin		
Intended stay at the Università Cattolica	from	to
Description of the event		

Signature of the Responsible Person _____ Date _____

Phone nr.: _____ Email address: _____

- Attachments: ■ Photocopy of the first page of the passport
 ■ Invitation letter

ANNEX 4: Invitation letter

Consulate General of Italy in
Consulate / Embassy Address

Subject: Letter of invitation for study and research

I, the undersigned _____
born on _____ in _____
nationality _____ residing in _____
full address _____ postal code _____
phone nr. _____ email address _____
occupation/profession: **Professor/Dean/Director of the Department of _____**
of the Università Cattolica del Sacro Cuore,

aware of the consequences provided for by art. 12, paragraph 1, of Legislative Decree 286 dated July 25th, 1998 (**Testo Unico on the provisions regulating immigration and norms on the status of foreign nationals**),

hereby declare that I intend to host for study and academic research purposes the foreign national

_____ born on _____ in _____
nationality _____ residing in _____
full address _____
passport nr. _____
for the period from _____ to _____

Motivation: Period of study and research at the **Faculty/Department of _____**
of the Università Cattolica del Sacro Cuore

I, the undersigned, further declare:

- 1) to have established with the above-cited foreign national ties related to academic study and research;
- 2) to know with certainty that the above-cited foreign national in his/her country of origin conducts the following professional activity: UNIVERSITY PROFESSOR;
- 3) to have the resources to host the above-cited foreign national.

In the event of a positive outcome of the visa application filed by the above-cited foreign national, I, the undersigned, undertake to

- 1) provide him / her with accommodation at: _____
- 2) cover any charges resulting from the enjoyment of health care on the part of the above-cited foreign national in the absence of medical insurance coverage of his/her own (insurance coverage policy or bilateral agreement between Italy and his/her country of origin);
- 3) ensure the return of the above-cited foreign national to his/her country of origin within the deadline set by the entry visa and indicated on the permit of stay, which he/she shall hand over to the Italian border authorities upon leaving the Italian territory.

Place and date _____ Signature of Declarant _____

Attachment: photocopy of the identity document of the declarant

Università Cattolica del Sacro Cuore
Human Resources Department
Teaching Staff Administration Secretary