

Non-EU Citizens - Visa and Residence Permit of more than 3 months for Scientific Research Purposes

For Research Fellows and Collaborators (i.e., self-employment for research)

Non-EU citizens holding a qualification which grants access to doctoral degree programmes in the Country where it was earned may be **given a visa to enter Italy for scientific research purposes** and benefit from a residence permit lasting more than 3 months for subordinate employment or self-employment.

Pursuant to [art.27.3 of Leg. Dec. no.286/1998](#), **research fellows and collaborators for research purposes** may be granted a visa and residence permit in Italy lasting more than the yearly maximum limit granted to non-EU citizens.

Terms and conditions to apply for visa and residence permit

In order to apply for a visa and residence permit of more than 3 months for scientific research purposes, it is required to enter into both a contract and a hosting agreement with a host institution registered in the relevant list by the Ministry of University and Research.

The University of Milan is registered at no. 20.

Duties by the University

In exchange for the commitment by the collaborator to carry out their agreed upon activities within the period and in compliance with the modalities laid down in the contract, the University must specify to undertake to:

- Provide them with net monthly resources of no less than twice the social allowance
- Pay for their travel expenses to go back to their Country of origin after the contact expires
- guarantee the subscription of a health insurance policy or registration with the National Health Service.

Documents required to apply

Applications for a **no-objection certificate (Italian: *Nulla Osta*)** to be granted a visa and the resulting residence permit for more than 3 months shall be submitted by the University once finalised the agreement with the collaborator and after reception of all the necessary documents by the collaborators themselves.

In order to proceed so, **the foreign collaborator shall receive by University the following:**

- The contract to be signed (both in Italian and in English)
- The Hosting Agreement.

N.B.: seen that residence permit-related issues may be complex, collaborators are warmly suggested to pay the utmost attention to the documents required.

For further information, please refer also to the dedicated webpage on [Accommodation](#). Please note that accommodation at University lodgings is available during certain times of the year and in limited amount only.

The collaborator shall notify the University about both his/her foreign home/residence address and Italian accommodation and shall **send** the following:

- The signed contract (3 copies of both the Italian and the English versions, only 1 copy is required if digitally signed)
- The signed Hosting Agreement (3 copies, only 1 copy required if digitally signed)
- A copy of their academic qualification (diploma) in Italian or English or with a translation legalized by the embassy or a private notary
- A scan of their signed CV reporting the date – i.e., day/month/year – of their university graduation;
- A good-quality scan of their passport, paying attention to the expiry date, which must have at least 16 months of validity from the time of application
- The booking receipt of at least 1/2-month accommodation at university lodgings. Please pay attention to the timing and requirements related to completing the immigration procedure, the reservation will have to be extended for a couple of months more upon the grant holder's arrival in Italy.

Process of Visa and Residence Permit Issue

A no impediment issue and visa application to Embassy/Consulate

A confirmation of no impediment to be issued a visa and residence permit is sent electronically by the Information Desk (*Italian: Sportello Unico*) of the Prefecture of Milan to the relevant Embassy/Consulate cc'ing the University, which in turn shall notify the collaborator.

Having received this confirmation, the collaborator shall apply for a visa and, where possible, to be issued an Italian tax code to the Italian embassy or consulate in their Country of residence.

After being issued the visa, the collaborator shall **send the following to the University**:

- A scan of his/her visa to enter Italy
- A scan of his/her certificate of Italian tax code assignment, where available
- His/her date of arrival – needed to make a second appointment with the Information Desk of the Prefecture of Milan.

Entering Italy, residence permit issue and filling in of the Poste Italiane (i.e., Italian postal service) documentation kit for residence permit

Within 8 days starting from the day the collaborator arrived in Italy, the University shall request an appointment with the Information Desk of the Prefecture of Milan. The date of appointment will then be notified by the Prefecture itself.

On the day of the appointment, it is requested to hand in the following:

- The university lodging booking confirmation, together with a declaration stating the fellow is accommodated there, originally signed by the structure manager, and a copy of the signatory's identity document; this booking must have a residual validity of at least 30 days at the time of the appointment
- A copy of the fellow's passport – all pages -, entry visa included, and the page showing the stamp affixed upon entry into Italy
- Italian tax code, if already available
- The original contract and hosting agreement
- The original documentation sent in attachment to the request for a no-objection certificate which the collaborator received by the University
- A 16-euro revenue stamp (in Italian: *marca da bollo*).

The Prefecture shall issue to the foreign collaborator a copy of their residence contract to be inserted in the **kit** available at all Italian post offices, which shall be filled in attentively according to the instructions attached.

At post offices, when sending the documentation kit, an appointment with the Police Headquarters is made – date and time of the appointment are available in the shipment receipt – in order to carry out photograph and fingerprinting procedures as well as finalize the residence permit application.

After submitting the application, it is possible to track its progress on the website of [PortaleImmigrazione.it](https://portaleimmigrazione.it), whereas the website of [Poliziadistato.it](https://poliziadistato.it) is to be looked up to be informed of office hours to collect the documentation.

While waiting for the residence permit to be issued, the collaborator may start their research activities; once issued their residence permit, they shall send a copy of it to the University Salary, Benefits and Independent Contractor Division – for research fellows: [Office for Training and Research Contracts](#) / for collaborators: [External Collaboration and Assignment Office](#).

Family Reunification and Healthcare

Holders of a residence permit for scientific research purposes shall abide by the provisions laid down for holders of a residence permit for study or professional training purposes.

Family reunification shall apply: collaborator's family members may be granted a residence permit of the same duration as that of the collaborator. To take advantage of this opportunity, the desire to enter the national territory with any accompanying family member must be expressed by the grant holder before issuing his or her no-objection certificate. Please note the family member must arrive in Italy with the grant holder or in any case within a very short time.

Registering for the National Healthcare System

Collaborators shall apply to be registered for the National Healthcare System at the administrative office of a Health Protection Agency (*Italian: Agenzia per la Tutela della Salute – ATS*). They shall make an appointment and submit the following:

- Application for voluntary registration for the National Healthcare System by filling in the relevant [form](#)
- The receipt of appointment with the Police Headquarters issued by the Post Office, or the residence permit
- A copy of the contract entered into by and between the University
- Italian tax code
- Residence certificate or self-certification.

The amount of their health insurance shall be calculated based on the income earned in the previous year.

Once the registration for the National Healthcare System has been finalised, the University will reimburse the expense, having received by the collaborator a scan of the receipt, as far as the University is concerned (i.e., only for costs resulting from the income related to the research grant).

NB: keep in mind that the entire process usually takes around 5/6 months to complete.

For further information:

- [PortaleImmigrazione.it](https://portaleimmigrazione.it)
- [Poste Italiane – Guida al rilascio e rinnovo permesso di soggiorno](#)
- [Poliziadistato.it](https://poliziadistato.it)