

**ENTRY PROCEDURE FOR NON-EU CITIZENS FOR SCIENTIFIC RESEARCH PURPOSES
UNDER A COLLABORATION AGREEMENT LASTING LONGER THAN THREE MONTHS**

ART. 27ter OF LEGISLATIVE DECREE NO.286/1998 OF 25 JULY 1998 - CONSOLIDATED ACT ON IMMIGRATION

The relevant legislation in force is represented by Legislative Decree no.286/1998 - Consolidated Act governing immigration and rules concerning the status of foreigner (*Italian: Testo unico delle disposizioni concernenti la disciplina dell'immigrazione e norme sulla condizione dello straniero*); specifically, art.27ter lays down as follows:

Art.27ter - Entry and stay for research purposes

1. Foreigners holding a doctoral degree or higher education qualification, which in the Country where it was earned gives access to doctoral degree programmes, are entitled to enter and stay for longer than three months, beyond the number of posts [provided for yearly]. The foreign citizen, referred to as researcher for the sole purpose of implementing the procedures laid down in the present article, is selected by a research institute registered in the relevant list by the Ministry of University and Research.

GLOSSARY

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| NO IMPEDIMENT CERTIFICATE | Authorisation needed to be issued the entry visa. |
| ENTRY VISA | Authorisation issued to the foreign citizen to enter the Italian territory. |
| IMMIGRATION DESK | Available at each Prefecture responsible for issuing no impediment certificates to hire non-EU foreign citizens residing abroad. |
| IMMIGRATION OFFICE | Available at each Police Headquarters responsible for issuing the residence permit to non-EU foreign citizens residing abroad. |

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| HOSTING AGREEMENT | The hosting agreement is the agreement by which non-EU citizens undertake to fulfil the research project according to the agreed time frame and conditions and by which the University undertakes to welcome them; such agreement lays down legal relation and working conditions, monthly resources to be equal to the double of the social allowance at the least, return travel expenses, the commitment by which the University shall register such citizen for the National Security Service or the details of the insurance policy entered into by the researcher. |
| INCLUSION AGREEMENT | Agreement which provides for the fundamental rights to be enjoyed and the instruments to learn the language, culture and principles of the Italian Constitution and by which foreign citizens undertake to abide by civil society rules in order to pursue, in the mutual interest of both parties, a smooth path of inclusion. |
| RESIDENCE PERMIT | Document by which the foreigner is authorised to stay in Italy until the expiry of the permit itself. It is issued by the relevant territorial Police Headquarters. |
| POST OFFICE KIT | Documentation which shall be filled in for the purpose of being issued a residence permit. Such KIT shall be sent from a Post Office to the relevant territorial Police Headquarters responsible for issuing the residence permit. |

1. NO IMPEDIMENT CERTIFICATE AND ENTRY VISA TO ITALY FOR NON-EU CITIZENS FOR SCIENTIFIC RESEARCH PURPOSES: FIXED-TERM RESEARCHER, RESEARCH FELLOW, COLLABORATOR OR VISITING SCIENTIST CONTRACT

PROCEDURAL STEPS:

A. No impediment certificate: request submitted by the University

B. Entry visa: request submitted by the non-EU citizen

A. Pursuant to art.27ter, **the University shall submit a request for a no impediment certificate for** SCIENTIFIC RESEARCH PURPOSES.

NECESSARY DOCUMENTS

The non-EU citizen shall forward to the University the following documents:

- Copy of the citizen's valid passport;
- Researcher's address and documents proving their accommodation according to the modalities laid down in the following paragraph - 'BEING ACCOMMODATED IN MILAN'.

The non-EU citizen shall hand in one of two copies, duly signed, of the **employment/collaboration agreement received by the University** (the other copy stays with the citizen) or, **as regards visiting scientists, a document certifying the funds received by their home institution or by an external institution to support the research project implementation.**

The citizen shall also hand in one of the two copies, duly signed, of the **hosting agreement** received by the University (the other copy stays with the citizen).

The University shall also submit the following documentation:

- Rectoral power of attorney for the University representative to book an appointment at the Immigration Desk of the Prefecture of Milan;
- Statement by which the University is registered in the list of institutions authorised by the Ministry of University and Research to enter into hosting agreements;
- Copy of the University's last F24 form;
- Copy of the University Charter.

- The University shall forward electronically the request of a **no impediment certificate** to the Immigration Desk of Milan through the platform of the Ministry of Internal Affairs.
- The Ministry shall forward the request to the Immigration Desk at the Prefecture of Milan.
- Following the authorisation by the Police Headquarters certifying the absence of impediments which may prevent the non-EU citizen from entering the national territory, the Prefecture shall ask the University to provide the aforementioned documentation **within ten days**. Then,

it shall issue the **no impediment certificate**, which is forwarded by the Immigration Desk to both the Diplomatic Authorities of the Country of origin and to the University.

B. The non-EU citizen must obtain the entry visa.

- Following a notification by the Diplomatic Authorities and by the University stating that the no impediment certificate has been issued, the non-EU citizen shall go to the relevant Embassy/Consulate within 180 days **to request and collect the visa, and shall bring with them a copy of the hosting agreement.**

Further information concerning the modalities to request the entry visa and the documents to be attached is available on the website of the Ministry of Foreign Affairs and International Cooperation (MAECI): <https://vistoperitalia.esteri.it/home.aspx>

- Having being issued the visa, the non-EU citizen is entitled to enter Italy: they shall notify the University of the date of entry and forward a copy their visa.

2. RESIDENCE PERMIT IN ITALY FOR NON-EU CITIZENS HOLDING A CONTRACT AS FIXED-TERM RESEARCHER, RESEARCH FELLOW, COLLABORATOR OR VISITING SCIENTIST

PROCEDURAL STEPS

- Within 8 days from entering Italy, the University shall book an appointment at the Immigration Desk of the **Prefecture of Milan**, where the non-EU citizen shall go and be accompanied by their employer or representative by proxy.
Documentation to be submitted under the responsibility of the non-EU citizen:
Copy of the visa and entry stamp (the stamp is not required if coming from a EU member State);
Copy of the tax code, if already in possession.
- On this occasion, the non-EU citizen shall sign the **inclusion agreement** and shall be provided with the necessary information to request and be issued the residence permit. They shall also be provided with the post office KIT.
- The foreigner shall submit the **request for the residence permit** to the **Police Headquarters of Milan** through the authorised Post Offices indicated by the '*Sportello Amico*' sign by sending the Post Office KIT provided by the Prefecture. The Post Office shall provide the foreign citizen with the registered mail sending receipt, which reports two personal identification codes (i.e., user id and password); by logging into the www.portaleimmigrazione.it website using these credentials, users may check the progress of their request, the date of convocation at the Immigration Office of the **Police Headquarters of Milan** for their photograph and fingerprints to be taken. Only after concluding the aforementioned procedures, and while waiting for the residence permit to be issued, the foreign citizen is deemed as regularly staying in the country upon presentation of the entry visa and registered mail sending receipt issued by the Post Office and may be hired and start carrying out their working activities.
- The residence permit **is issued within thirty days** from its request.
- **Residence permit validity: the permit for scientific research is issued for the duration of the research programme and for up to 24 months.** Should the duration of the research programme be extended, the researcher's residence permit is renewed for as long as the duration of the extension, following the presentation of a renewal of the hosting agreement and of the documentation required by the Prefecture.

RESEARCHER ALREADY STAYING IN ITALY: This procedure applies also to researchers who have been regularly staying in the national territory for other reasons. In such a case, the researcher is issued a visa-free residence permit and they are not required to actually reside abroad for the no impediment certificate to be issued at the Immigration Desk of the relevant Prefecture.

RESEARCHER WHO IS ALREADY IN POSSESSION OF A VALID RESIDENCE PERMIT FOR RESEARCH PURPOSES ISSUED BY A DIFFERENT EU MEMBER STATE

Stay in Italy to continue carrying out a research project started in a different EU member State

If provided for by the original hosting agreement, the researcher is authorised to stay in the Italian territory to continue the research project started in a different EU member State for up to 180 days to be spent within the maximum time frame of 360 days;

It is not necessary to submit a request for a new residence permit;

The no impediment certificate is replaced by an electronic notification issued by the University, which shall fill in the FC Form specifying the researcher's passport details and those of their family members, if any; the following documents shall be submitted as well:

- ✓ Registration statement within the Ministry of University and Research;
- ✓ A copy of the residence permit issued to the researcher and to their family members by the other EU member State;
- ✓ Hosting agreement entered into by and between the research Institution in the member State;
- ✓ Documentation proving the possession of the necessary economic resources so as not to weigh upon the Italian social welfare system;
- ✓ Health insurance for the researcher and their family members.

Stay in Italy to start a new research project at the University

Following a request submitted by the University for a new no impediment certificate (i.e., FR Form), the researcher may be entitled to enter Italy even if in default of a visa in order to carry out such new activity for no longer than 180 days within the maximum time frame of 360 days. Finally, should the researcher holding a valid residence permit for research purposes issued by a different EU member State be in Italy already to carry out research within up to 180 days and decide to extend their stay in Italy, the University shall submit an official request for a no impediment certificate at least 30 days prior to the expiry of the residence permit.

REQUESTING THE ITALIAN TAX CODE

- It is possible to submit a request for the Italian tax code at the Italian Embassy/Consulate in the professor's Country of origin.
- Alternatively, after entering Italy, the professor may go to a territorial office of the Revenue Agency or submit a request electronically using the dedicated form (AA4/8 Form).

For detailed information, please refer to the website of the Revenue Agency:

<https://www.agenziaentrate.gov.it/portale/web/guest/richiesta-o-duplicato-codice-fiscale>

BEING ACCOMMODATED IN MILAN

When at the Immigration Desk, the researcher shall also submit the following documentation , which regards the facility chosen as their accommodation when submitting the FR Form:

- Booking receipt at a Hotel or Hosting Facility, issued on the facility's letterhead, of the duration of at least one month starting from the date of convocation at the Prefecture (original copy and photocopy);
- Copy of a valid identification document of the person who signed the booking request.

Alternatively, if accommodated at private accommodations:

- Copy of the rental agreement together with its registration at the Revenue Agency;
- Original copy and a photocopy of a valid certificate of housing eligibility issued by the Town Hall;
- Declaration by the tenant reporting the number of people living at that accommodation (accompanied by a valid identification document);
- Original copy and photocopy of the Transfer of housing rights (*Italian: cessione di fabbricato*) under art.7 of Leg.Dec. No.286/1998 of 25 July 1998;
- Copy of the host's valid identification document.

The University of Milan is in partnership with some Hosting Facilities in Milan and its province whose list is available at the [dedicated page](#) of the University website: <https://www.unimi.it/it/studiare/borse-premi-mense-e-alloggi/alloggi/link-utili-alloggi>

| FURTHER INFORMATION IS AVAILABLE ON THE FOLLOWING INSTITUTIONAL WEBSITES | | RELEVANT AUTHORITIES |
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| Prefecture of Milan | http://www.prefettura.it/milano/contenuti/Immigrazione-13310.htm | No impediment certificate Visa |
| Police Headquarters of Milan | https://questure.poliziadistato.it/Milano | Residence Permit |