

**ENTRY PROCEDURE FOR NON-EU UNIVERSITY PROFESSORS  
UNDER A WORKING AGREEMENT LASTING LONGER THAN THREE MONTHS**

**ART. 27 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.27 lays down as follows:

***Art.27 - Entry for work purposes in specific cases***

*1. [Redacted] the regulations implementing [the Consolidated Act] govern specific modalities and terms to issue work authorisations, entry visas, and residence permits for subordinate employment for each of the following categories of foreign workers:*

*[Redacted]*

*C) university professors entrusted with an academic assignment in Italy;*

*[Redacted]*

*1 ter. The no impediment certificate for [university professors entrusted with an academic assignment in Italy] is replaced by a notification by their employer stating the proposal of a residence contract for subordinate employment, as provided for by art.5bis. Such notification is submitted electronically to the Immigration Desk of the Governmental Prefecture/territorial office. The Desk shall forward the notification to the Police Commissioner to verify the absence of impediments which may prevent the foreigner from entering the Country under art.31, paragraph 1, of the regulations provided for by Presidential Decree no.394/1999 of 31 August 1999; should no such impediment arise, the Commissioner shall in turn forward it electronically to the relevant diplomatic or consular authorities for the entry visa to be issued. Within eight days from entering Italy, the foreigner shall go to the Immigration Desk accompanied by their employer to sign the residence contract and request the residence permit.*

<b>GLOSSARY</b>	
<b>NO IMPEDIMENT CERTIFICATE</b>	Authorisation needed to be issued the entry visa.
<b>ENTRY VISA</b>	Authorisation issued to the foreign citizen to enter the Italian territory.
<b>IMMIGRATION DESK</b>	Available at each Prefecture responsible for issuing no impediment certificates to hire non-EU foreign citizens residing abroad.
<b>IMMIGRATION OFFICE</b>	Available at each Police Headquarters responsible for issuing the residence permit to non-EU foreign citizens residing abroad.
<b>RESIDENCE CONTRACT</b>	Agreement entered into by and between the citizen and their employer by which the employer undertakes to make an accommodation available to the employee, according to the minimum requirements laid down by law as regards public housing, and to pay for the travel expenses underwent by the employee to go back to their Country of origin.
<b>INCLUSION AGREEMENT</b>	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.
<b>RESIDENCE PERMIT</b>	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.
<b>POST OFFICE KIT</b>	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 IN ITALY FOR NON-EU TENURED PROFESSORS**

**PROCEDURAL STEPS:**

**A. No impediment certificate: request submitted by the University**

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

A. Pursuant to the aforementioned art.27, **the University shall submit a request for a no impediment certificate for SUBORDINATE EMPLOYMENT.**

**NECESSARY DOCUMENTS**

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

- Degree and curriculum vitae, translated and legalised by the Italian diplomatic/consular authorities abroad;
- Copy of the employee's valid passport;
- Professor's address and documents proving their accommodation according to the modalities laid down in the following paragraph - 'BEING ACCOMMODATED IN MILAN'.

The University shall also submit the following documentation:

- Notarised power of attorney required to enter into a residence contract by the representative by proxy of the Rector;
- Rector's Notification of Employment stating the possession of the professional requirements necessary to carry out the related activities;
- Certified copy of the deliberation by the Board of Directors by which it was approved to appoint the professor;
- 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 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 opinion by the Police Headquarters certifying the absence of impediments which may prevent the professor 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**.

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 PROFESSORS**

### **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 professor 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 **residence contract, inclusion agreement** and shall be provided with the necessary information for requesting and being issued the residence permit. They shall also be provided with the post office kit.
- The professor 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 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](http://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 finalising 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 assigned their tenure and start carrying out their working activities.
- The residence permit **is issued within thirty days** from its request.
- **Residence Permit Validity: the permit shall remain valid for the duration of five years and may be renewed after its expiry**

### 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/riciesta-o-duplicato-codice-fiscale>

### BEING ACCOMMODATED IN MILAN

When signing the residence contract at the Immigration Desk, the professor shall also submit the following documentation, which regards the facility chosen as their accommodation having submitted the F 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>

F Form - University Professors

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