

GUIDELINES ADDRESSED TO NON-EU PROFESSORS, FIXED-TERM RESEARCHERS, RESEARCH FELLOWS, COLLABORATORS, AND VISITING SCIENTISTS WHO ENTER AND STAY IN ITALY FOR LONGER THAN THREE MONTHS

Regulatory Framework

The relevant national regulatory framework is represented by art.27 of Legislative Decree no.286/1998 - 'Consolidated Act on Immigration' (*Italian: Testo Unico sull'Immigrazione*) - which provides for peculiar cases regarding non-EU foreign citizens entering Italy for work reasons who, in light of the peculiarities of their services, may enter Italy even if exceeding the maximum threshold laid down yearly by the Government in the so called 'Flow Decree' (*Italian: Decreto flussi*), which lays down the maximum number of foreign workers who may enter Italy.

Main Documents:

- The **entry visa** (hereinafter referred to as 'visa') is the authorisation issued to non-EU foreign citizens for them to enter, travel and stay in Italy for longer than three months;
- A **no impediment certificate** is required to be issued a visa for professors, researchers, research fellows, and visiting scientists holding a higher education qualification which in the Country where it was earned may grant access to doctoral degree programmes;
- The **residence contract** is the agreement entered into by and between the University of Milan and the non-EU citizen 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;
- 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, and 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;
- The **inclusion agreement** is the agreement entered into by and between the non-EU citizen and the University which provides for the fundamental rights and instruments which such citizen shall take advantage of to learn the language, culture and principles of the Italian Constitution and by which the citizen undertakes to abide by civil society rules in order to pursue, in the mutual interest of both parties, a smooth path of inclusion;
- The **residence permit** is required for all stays lasting longer than three months.

NO IMPEDIMENT CERTIFICATE

TENURED UNIVERSITY PROFESSORS

Art.27, paragraph 1.c, ¹ of Leg.Decree no.286/1998 governs the entry of tenured university professors who shall carry out an academic assignment in Italy.

A request for a no impediment certificate for subordinate employment shall be submitted electronically by the University to the Ministry of Internal Affairs by filling in the [F Form](#) available

¹ [Leg.Decree No.286/1998, Art. 27 - Entry for work reasons in peculiar cases](#)

through the [dedicated online procedure on the Ministerial platform](https://nullaostalavoro.dlci.interno.it/Ministero/) <https://nullaostalavoro.dlci.interno.it/Ministero/>.

FIXED-TERM RESEARCHERS, RESEARCH FELLOWS, COLLABORATORS, VISITING SCIENTISTS

Art.27ter² of Leg.Dec. No.286/1998 provides for the terms to require a no impediment certificate and visa for scientific research for all professionals other than tenured university professors who carry out research at universities; to be more specific, they are the following: fixed-term researchers, research fellows, collaborators, and visiting scientists.

For the aforementioned professionals, the University shall submit an online request for a no impediment certificate to carry out scientific research to the Ministry of Internal Affairs by filling in the FR Form available through the [dedicated online procedure](https://nullaostalavoro.dlci.interno.it/Ministero/) on the Ministerial platform <https://nullaostalavoro.dlci.interno.it/Ministero/>.

The interested Party and the University shall enter into the hosting agreement by which the non-EU citizen undertakes to carry out the research project approved by the University managing bodies, which shall assess the research objective, the researcher's qualifications with regard to the research objective, which shall be certified by an authenticated copy of their degree, and shall verify the availability of financial resources for its implementation.

The professor/fixed-term researcher/research fellow/collaborator/visiting scientist being a non-EU citizen is selected/appointed by the University of Milan, which is authorised by the Ministry of University and Research (*MUR*) and registered in the relevant list provided for by the Ministry.

The Prefecture of Milan is responsible for issuing the no impediment certificate to carry out subordinate employment and scientific research.

Following the opinion by the Police Headquarters confirming the absence of impediments for the foreign citizen to enter the national territory, the Immigration Desk (*Italian: Sportello Unico Immigrazione*) of the Prefecture of Milan shall issue the no impediment certificate to non-EU foreign professors to carry out subordinate employment or to researchers to carry out scientific research (i.e., fixed-term researchers, research fellows, collaborators, and visiting scientists).

The Prefecture shall forward the no impediment certificate to the Italian Embassy/Consulate in the citizen's country of origin and notify the University accordingly.

ENTRY VISA

A request for a visa may be submitted within 180 days from being issued the no impediment certificate, which was sent electronically by the Immigration Desk to the relevant Diplomatic Authorities.

The foreign citizen shall go the Italian Embassy/Consulate in the country where they reside to request and collect the visa within 180 days from the date of release of the no impediment certificate.

Having their visa, after entering Italy, the non-EU citizen - or their employer or representative by proxy on their behalf - shall book an appointment at the Prefecture of Milan: on that occasion, supported by their employer or representative by proxy, they shall sign the inclusion agreement and be provided with the forms and necessary instructions to request the residence permit

² [D.Lgs. No.286/1998, art.27ter - Entry and stay for research purposes](#)

subsequently.

RESIDENCE PERMIT

The **residence permit** for subordinate employment or scientific research shall be requested and issued for the duration of the lecturing assignment or of the research programme. The **Police Headquarters of Milan** is responsible for issuing the residence permit.

The non-EU citizen shall submit a request to the Police Headquarters through an authorised Post Office, as indicated by the '*Sportello Amico*' sign, by sending the dedicated KIT provided by the Prefecture when signing the inclusion agreement. 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 for their photograph to be taken and the subsequent collection of the residence permit. Pending the release of the permit, the foreign citizen is deemed as regularly staying in the Country under the obligation of showing their entry visa and the post office receipt.

The foreign citizen shall undergo fingerprinting and photographic identification procedures as carried out by the Police Headquarters, which shall then issue the residence permit.

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About three months are required to carry out the whole procedure, depending on the researcher's Country of origin.

Registering for the National Healthcare System

The professor/researcher who stays in Italy for longer than three months may register for the National Healthcare System, which provides healthcare at the same conditions reserved to Italian citizens.

Alternatively, it is possible to sign a private healthcare insurance policy to be valid throughout Italy to cover the whole duration of the stay to cover the expenses resulting from potential illness, injuries and maternity.

Registering for the National Healthcare System by residence permit holders for scientific research may vary in terms of modalities and costs based on the kind of contract they signed:

- The professor/fixed-term researcher/collaborator subject to the income tax (*Italian: IRPEF*) is entitled to a free of charge compulsory registration for the National Healthcare System.
For further information, please visit the Ministry of Healthcare website: <https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri&tab=1>
- The research fellow/collaborator who is not subject to the income tax may voluntarily register for the National Healthcare System by paying a yearly lump-sum price in accordance with the table available on the ministerial website https://www.salute.gov.it/imgs/C_17_pagineAree_1764_0_file.pdf

In order to register, it is necessary to book an appointment at the Health Protection Agency (*Italian: Agenzia per la Tutela della Salute - ATS*) and submit the following documentation:

- Voluntary registration request for the National Healthcare System via the dedicated form;
- Receipt of appointment with the Police Headquarters issued by the Post Office;
- Copy of the contract entered into with the University and the past year's income certification, if any;
- Tax code;
- Residence certificate or self-certification.

The amount of the lump-sum price of the voluntary registration for the National Healthcare System is calculated based on the income earned through the past year, starting from a minimum yearly sum of €387,34. Such voluntary registration shall expire on the 31st December of the year of registration.

Research fellows shall be reimbursed by the University of the expenses they underwent, as per what concerns the University, and following the submission of the relevant payment receipt; therefore, the University shall reimburse the costs resulting from the income provided for by the research fellowship.

Relevant Offices at the University

Tenured professors and fixed-term researchers: Legal Affairs and Employee Competitive Hiring Division - [Academic and Research Staff Recruitment Office: email address valcomp@unimi.it, Telephone no. +39 0250313071-3065/3102/3123.](#)

- research fellows: Salary, Benefits and Independent Contractor Division - [Office for Training and Research Contracts](#)
- Collaborators: Salary, Benefits and Independent Contractor Division - [External Collaboration and Assignment Office](#)
- Visiting Scientists: Academics and Training Division - [International Mobility and Promotion Office](#)

For further details, please refer to the following documentation:

PU Form - Entry procedure for university professors

RS Form - Entry procedure for scientific research

SF Form - Entry and stay procedure for family members

Milan, 4 April 2022