

VISA procedures for NON-EU Visiting PhD Students



**“Visiting Staff”
definition**

**Italian or international professors, scholars
and students**

***Affiliated to international
Universities, Companies and
Research institutes***

Their activities



Visiting Professors

Visiting Erasmus Staff

Visiting Scholars:

Visiting Phd Students:

Teaching

Research

Study

**Who is NOT
Visiting
Staff?**



**Whoever is affiliated to UNIPV or to
an Italian institution**

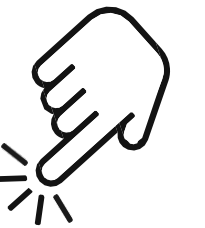
**Eg.: foreign fellows or grant-holders
paid by UNIPV**

STEP

1

REGISTRATION ON THE ONLINE PORTAL

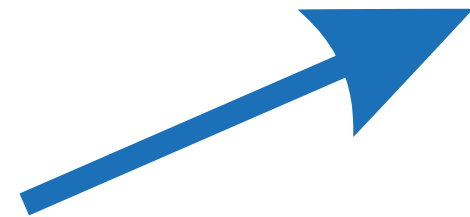
- 1 The applicant makes contact with a Unipv professor (Reference Professor)
- 2 The Reference Professor sends the [registration link](#) to the applicant pointing out the correct “status” category to be selected among:
Professor / Scholar / PhD student / Erasmus



STEP 2 VISITING APPLICATION ACCEPTANCE

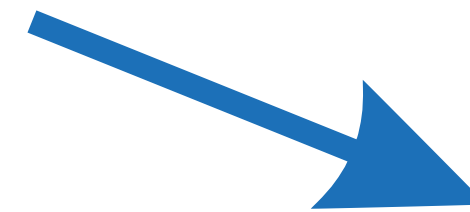
- 1 The Reference Professor receives an email, through which he/she can accept or reject the application
- 2 The applicant receives the acceptance letter by email

Italy entry requirements



EU citizens + Norway,
Island, Lichtenstein,
Switzerland:

**NO VISA
REQUIRED**



NON-EU citizens:

vistoperitalia.esteri.it

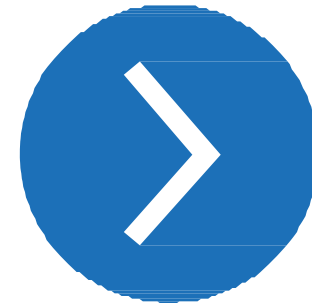


NON-EU CITIZENS: VISA TYPES

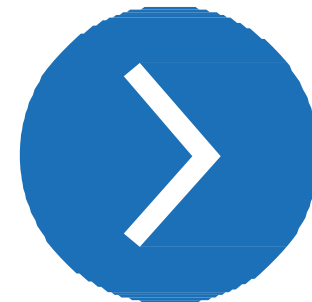
Category	Type of Visa	Up to 90 days	More than 90 days
“Erasmus +” Visiting Professors	Tourist Visa	Depending on nationality	Not applicable
Visiting Professors with a contract paid by UNIPV	Self-employment Visa for professors	Mandatory	Mandatory
Visiting Professors with a non-paid contract	Tourist Visa	Depending on nationality	Not applicable
Visiting Scholars	Research Visa	Depending on nationality	Mandatory
Visiting Phd Students	Study Visa (through University)	Depending on nationality	Mandatory

NON-EU VISITING PHD STUDENT

STUDY VISA



If staying for ≤ 90 days, it depends from the citizenship



If staying for > 90 days, VISA is mandatory



The Reference Professor must send to the PhD student the letter of invitation

PRE-ARRIVAL

NON-EU VISITING PHD STUDENT: HOW TO OBTAIN THE STUDY VISA

1

LETTER OF
INVITATION

The Reference
Professor must
send a letter of
invitation to the
visiting PhD
student.

2

PRE-ENROLLMENT

The Visiting PhD Student
must fill in the application
for pre-enrollment on the
study visa portal
[UNIVERSITALY.IT](https://www.universitaly.it)
In the field "Name of
course" the Visiting PhD
Student can write the name
of the scholarship, and in
the field "Type of course":
SINGLE COURSE/CORSO
SINGOLO

Please be sure to apply to
the University of Pavia (and
not to other institutions in
Pavia).

3

APPLICATION APPROVAL

The Visiting Staff office
approves the pre-
enrollment application on
the portal

4

ACCOMODATION

Before going to the
italian
Embassy/Consulate for
the VISA application,
the PhD student must
find an
accommodation.

5

VISA REQUEST

The visiting PhD
requests a VISA to the
Italian
Embassy/Consulate.

AFTER ARRIVAL

NON-EU VISITING PHD STUDENT:

- If the Visiting PhD Student holds a VISA for a **stay of more than 90 days, but stays in Italy for a maximum of 150 days**



he/she doesn't have to apply for the residence permit.

- For **stays longer than 150 days**



the Visiting PhD Student **must submit the residence permit application** immediately after the arrival.

Procedure for the residence permit request at the Questura

- At the **Questura (Police Station)**, the Visiting PhD Student can seek assistance at the **International Help Desk of UniPV** (active on Tuesday and Thursday h 9-13) by booking an appointment on gopa.unipv.it/home_permitofstay.asp or writing to permesso.soggiorno@unipv.it
- The International Help Desk assists the Visiting PhD Student in filling out and preparing the application **envelope** ("kit") for the residence permit application, to be sent by mail through **Poste Italiane**. It is required to add a stamp of €16.
- Shipping of the kit at the **Post Office**. Costs: shipping envelope €30, bulletin for application for residence permit €70,46 + €2
- **Poste Italiane will issue a receipt** (in Italian), which is the document valid until the issuance of the residence permit
- The Visiting PhD Student receives a **registered letter/sms** on the mobile phone number he has provided, with the **appointment for photo reporting, fingerprints and delivery of any missing documents**.
- **To verify the appointment date**, the Visiting PhD Student can also connect to the [Immigration Desk](#) with the user ID and password found in the receipt of the post office.

On the same portal it is possible to check the progress of the application and the date of the residence permit withdrawal at the Questura.

Contacts:
Visiting Staff Office
visiting.staff@unipv.it