

**VISA procedures for
NON-EU Visiting Professors
paid by UNIPV**



**“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

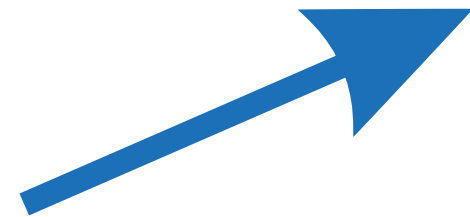
- 1 The applicant makes contact with a Unipv professor (Reference Professor)
- 2 The Reference Professor sends the [registration link](#) to the applicant pointing out the correct “status” category to be selected among:
Professor / Scholar / PhD student / Erasmus



STEP 2 VISITING APPLICATION ACCEPTANCE

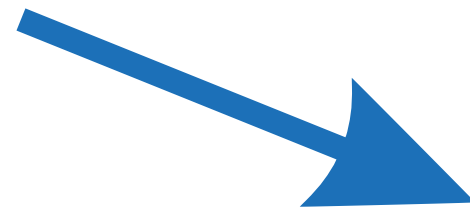
- 1 The Reference Professor receives an email, through which he/she can accept or reject the application
- 2 The applicant receives the acceptance letter by email

Italy entry requirements



EU citizens + Norway,
Island, Lichtenstein,
Switzerland:

**NO VISA
REQUIRED**



NON-EU citizens:

vistoperitalia.esteri.it

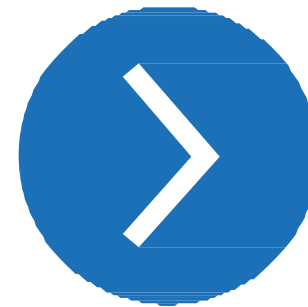


NON-EU CITIZENS: VISA TYPES

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 PROFESSORS PAID BY UNIPV

SELF-EMPLOYMENT
VISA



ALWAYS COMPULSORY

PRE-ARRIVAL

NON-EU VISITING PROFESSOR PAID BY UNIPV:

HOW TO OBTAIN THE SELF-EMPLOYMENT VISA (always compulsory)

1

CONTRACT

The Visiting Professor receives and signs the contract through DocuSign platform

2

ACCOMODATION

The Visiting Staff office or the Department books a room in a Collegio (dormitory) and obtains the “Declaration of accommodation” document

3

THREE MONTHS BEFORE ARRIVAL

The Visiting Professor must book an appointment with the Italian Embassy or Consulate to apply for a VISA

4

NULLA OSTA/CLEARANCE REQUEST

The Visiting Staff office requests the Nulla Osta to the Questura (Police Station)

PRE-ARRIVAL

NON-EU VISITING PROFESSOR PAID BY UNIPV: HOW TO OBTAIN THE SELF-EMPLOYMENT VISA (always compulsory)

5



NULLA OSTA RELEASE

The Visiting Staff office sends the Visiting Professor the Nulla Osta and other documents required for the Visa application (accommodation declaration, Labour Office certificate, contract).

6



VISA APPLICATION

The Visiting Professor submits the Visa request

AFTER ARRIVAL

NON-EU VISITING PROFESSOR PAID BY UNIPV

If the Visiting Professor holds a VISA for a **stay of maximum 90 days** and plans to **leave the country before that day**



he/she can choose **NOT TO APPLY** for the **residence permit** (as the timing for its final release would exceed the stay)

If the Visiting Professor is planning to **stay for more than 90 days**



he/she **must submit the residence permit application** immediately after the arrival

Procedure for the residence permit application at the Questura

At the **Questura (Police Station)**, the Visiting Professor 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 Professor 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 Professor 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 Professor 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