

VISA procedures for NON-EU Visiting Scholars



**“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**

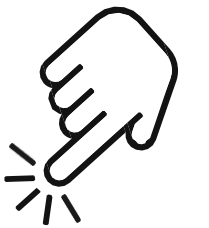
**Eg.: foreign fellows or grant-holders
paid by UNIPV**

STEP

1

REGISTRATION ON THE ONLINE PORTAL

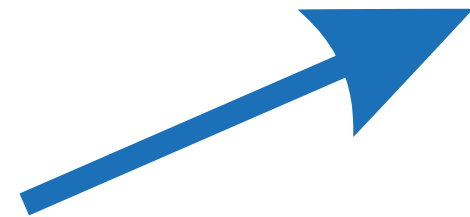
- 1 The applicant makes contact with a Unipv professor (Reference Professor)
- 2 The Reference Professor sends the [registration link](#) to the applicant pointing out the correct “status” category to be selected among:
Professor / Scholar / PhD student / Erasmus



STEP 2 VISITING APPLICATION ACCEPTANCE

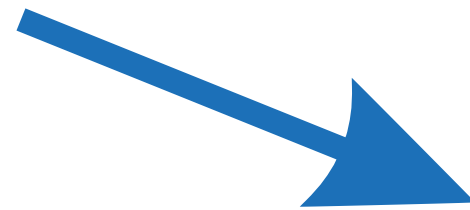
- 1 The Reference Professor receives an email, through which he/she can accept or reject the application
- 2 The applicant receives the acceptance letter by email

Italy entry requirements



EU citizens + Norway,
Island, Lichtenstein,
Switzerland:

**NO VISA
REQUIRED**



NON-EU citizens:

vistoperitalia.esteri.it

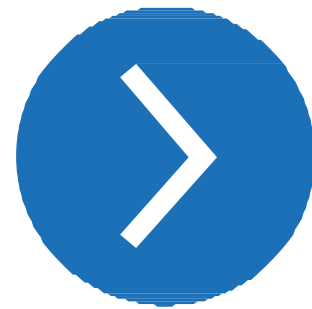


NON-EU CITIZENS: VISA TYPES

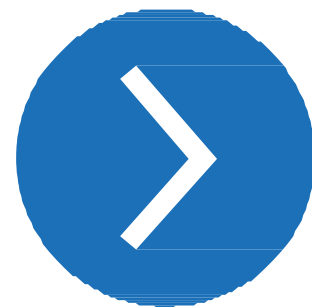
Category	Type of Visa	Up to 90 days	More than 90 days
“Erasmus +” Visiting Professors	Tourist Visa	Depending on nationality	Not applicable
Visiting Professors with a contract paid by UNIPV	Self-employment Visa for professors	Mandatory	Mandatory
Visiting Professors with a non-paid contract	Tourist Visa	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 SCHOLAR

RESEARCH VISA



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

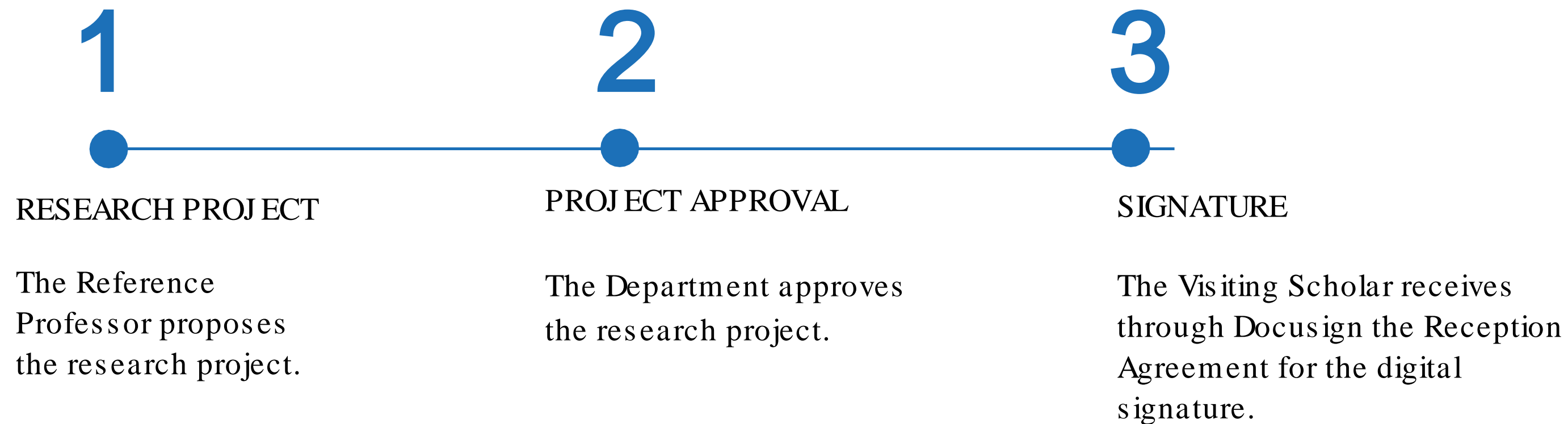


If staying for > 90 days, VISA is mandatory

PRE-ARRIVAL

NON-EU VISITING SCHOLAR:

HOW TO OBTAIN A RESEARCH VISA



PRE-ARRIVAL

NON-EU VISITING SCHOLAR:

HOW TO OBTAIN A RESEARCH VISA

4

NULLA OSTA/CLEARANCE REQUEST

The Visiting Staff office (through an authorized external body) sends the documentation to the Immigration Office of the Prefecture.

5

NULLA OSTA SENDING

The Visiting Staff office sends the Visa clearance to the Visiting Scholar by email.

6

VISA REQUEST

The Visiting Scholar applies for a visa.

7

ACCOMODATION

Before arriving in Italy the Visiting Scholar must find accommodation at least for the first month in a Collegio (dormitory residence) in order to obtain more easily the "Declaration of Accommodation" required for the residence permit.

AFTER ARRIVAL

NON-EU VISITING SCHOLAR

The Non-EU Visiting Scholar who has entered Italy **with a research visa must apply for a residence permit at the Prefecture.**

NON-EU VISITING SCHOLAR:

AFTER ARRIVAL

Procedure to apply for a residence permit at the Prefecture

- With the help of the Department, the Visiting Scholar must send an email to the Prefecture (immigrazione.pref_pavia@interno.it) within 8 days of arrival in Italy to schedule an appointment.
- The Visiting Scholar receives an email (in Italian) from immigrazione.pref_pavia@interno.it with **date and time of the appointment in Prefecture** and the list of **documents to be brought**:
 - Passport and copy of it (only pages with personal data, entry visas, border stamps);
 - Two stamps of 16,00 euro (one of which already purchased by the Department);
 - Copy of the Reception Agreement signed digitally (sent by mail from the Visiting Staff office);
 - Documentation relating to accommodation.
- The Prefecture prepares and delivers to the Visiting Scholar the **envelope** (kit) for the application for residence permit to be sent by mail.



NON-EU VISITING SCHOLAR:

AFTER ARRIVAL

Procedure to apply for a residence permit at the Prefecture

- Shipping of the kit at the **Post Office**. Costs: shipping envelope €30, postal payment slip for application for the residence permit €70.46 + €2.
- **Poste Italiane** issues a **receipt** (in Italian), which is the **document valid until the residence permit is issued**.
- The Visiting Scholar receives a **registered letter/SMS** on the mobile phone number previously provided, with an **appointment for photo reporting, fingerprints and delivery of any missing documents**.
- To **check the appointment date**, the Visiting Scholar can also connect to the [Sportello Unico Immigrazione](#) with the user ID and password found in the receipt of the post office.
- On the same portal it's possible to check the progress of the application and the date of withdrawal of the residence permit at the **Questura** (Police station).
- At the **Questura** (Police station) the Visiting Scholar can address to the **UniPV Help Desk** (Tuesday and Thursday 9-13) by booking an appointment on gopa.unipv.it/home_permitofstay.asp or writing to the email address permesso.soggiorno@unipv.it

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