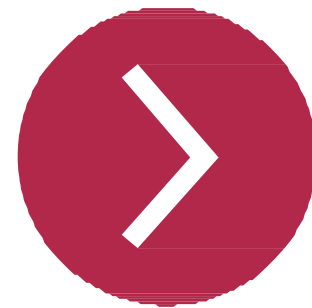


**VISA procedures for NON-EU
fellows and grant-holders
affiliated to UNIPV**

NON-EU FELLOWS AND GRANT-HOLDERS AFFILIATED TO UNIPV

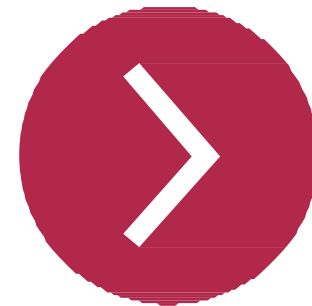
**Who are
they?**



NON-EU Research fellows or grant-holding researchers affiliated to UNIPV are winners of a call who sign an employment contract and receive a wage by UNIPV

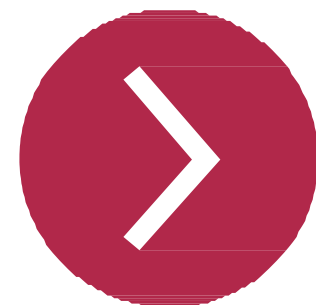
ROLES IN THE PROCESS

Department



The Department is responsible for the procedural aspects of calls for applications for grants or research grants, their acceptance by the winners and the conclusion of contracts with the necessary formalities.

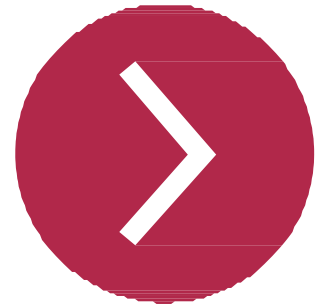
Visiting Staff Office



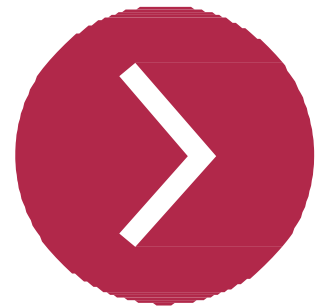
The Visiting Staff office, in collaboration with the Department, deals exclusively with the application for the Research Visa Clearance.

VISA FOR RESEARCH PURPOSES

When is it required?



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



If staying for > 90 days, VISA is mandatory

PRE-ARRIVAL

How to request and obtain a VISA for research purposes

1

NOTIFICATION TO THE NON-EU WINNER

The fellow/grant-holder is contacted by the Department for the necessary paperwork for acceptance of the grant/research scholarship. He/She must send the necessary documents:

- passport
- any residence permit already held

2

SIGNING

The Visiting Staff office sends through Docusign the Reception Agreement for digital signature of the assegrnee/scholarship holder and the Rector's delegate

3

NULLA OSTA/CLEARANCE REQUEST

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

4

NULLA OSTA SENDING

The Visiting Staff office sends the visa application clearance to the Department, for transmission to the fellow/ grant-holder

PRE-ARRIVAL

How to obtain a VISA for research purposes

5

APPLICATION FOR VISA

The fellow/grant holder applies for a VISA at the Italian Embassy/Consulate responsible for his/her place of residence.

6

ACCOMODATION

Before arriving in Italy, the fellow/grant holder must find accommodation at least for the first month in a Collegio*, in order to obtain more easily the "Declaration of Accommodation" required for the residence permit.

*Collegio (collegi plural) is the name of the Pavia student dormitories.

AFTER ARRIVAL

The non-EU fellow/grant-holder who has entered Italy with a research visa must **apply for a Residence permit at the Prefecture.**

AFTER ARRIVAL

Procedure to apply for a residence permit at the Prefecture

- **With the help of the Department**, the fellow/grant-holder must send an email to the Prefecture (immigrazione.pref_pavia@interno.it) within 8 days of arrival in Italy to schedule an appointment.
- The fellow/grant-holder receives an email (in Italian) from immigrazione.pref_pavia@interno.it with **date and time of the appointment at the 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 the Visiting Staff office by email);
 - Documentation relating to accommodation.
- The Prefecture prepares and delivers to the fellow/grant-holder the **envelope** (kit) for the application for residence permit to be sent by post.



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 fellow/grant-holder 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 fellow/grant-holder 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)
- The Visiting Scholar is invited to contact 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, should he have any questions regarding the residence permit

**Contacts:
Visiting Staff Office**

visiting.staff@unipv.it