

**VISA procedures for
NON-EU Visiting PhD Students**

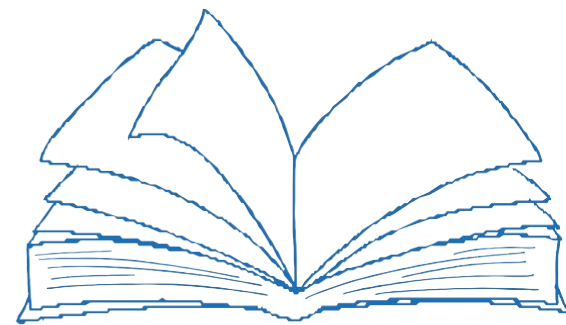


**“Visiting Staff”
definition**

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

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

**Their
activities**



**Visiting Professors
Visiting Erasmus Staff**

Teaching

Visiting Scholars:

Research

Visiting Phd Students:

Study

Who is NOT
Visiting
Staff?



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

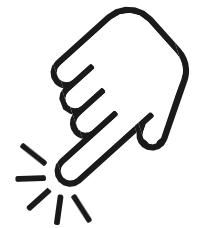
Eg.: foreign fellows or grant-holders
paid by UNIPV

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

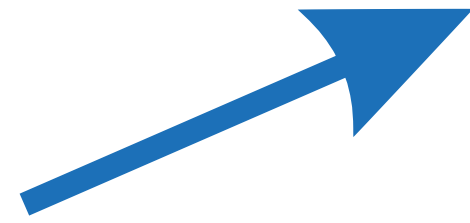


STEP 2

VISITING APPLICATION ACCEPTANCE

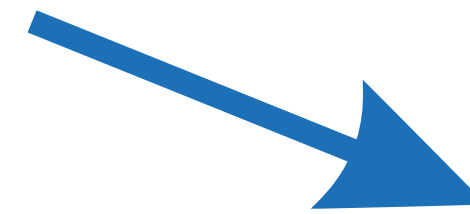
- 1 The Reference Professor receives an email, through which he/she can accept or reject the application
- 2 The applicant receives the acceptance letter by email

Italy entry requirements



EU citizens + Norway,
Island, Lichtenstein,
Switzerland:

**NO VISA
REQUIRED**



NON-EU citizens:

vistoperitalia.esteri.it

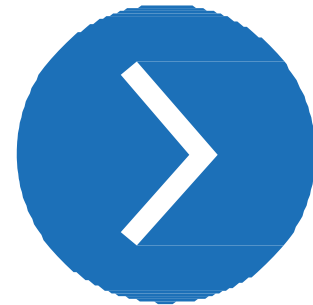


NON-EU CITIZENS: VISA TYPES

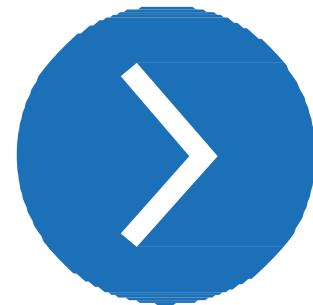
Category	Type of Visa	Up to 90 days	More than 90 days
"Erasmus +" Visiting Professors	Tourist Visa	Depending on nationality	Not applicable
Visiting Professors with a contract paid by UNIPV	Self-employment Visa for professors	Mandatory	Mandatory
Visiting Professors with a non-paid contract	Tourist Visa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

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 responsible for his/her place of residence.

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

- After the arrival the Visiting PhD Student is invited to contact 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**
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- 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