

VISA procedures for NON-EU Visiting Scholars

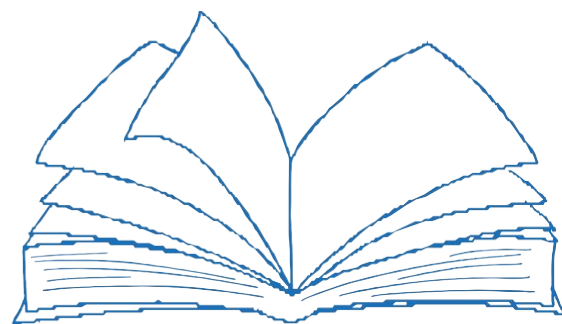
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“Visiting Staff” definition

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**

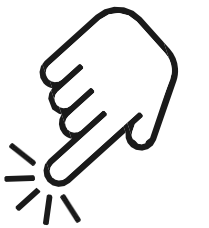
**Eg.: foreign fellows or grant-holders
paid by UNIPV**

STEP

1

REGISTRATION ON THE ONLINE PORTAL

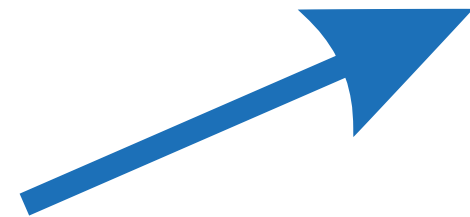
- 1 The applicant makes contact with a Unipv professor (Reference Professor)
- 2 The Reference Professor sends the [registration link](#) to the applicant pointing out the correct “status” category to be selected among: Professor / Scholar / PhD student / Erasmus



STEP 2 VISITING APPLICATION ACCEPTANCE

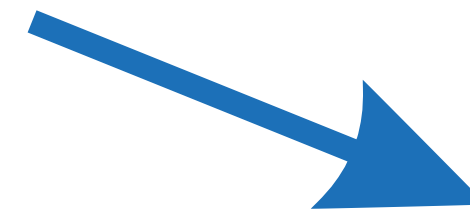
- 1 The Reference Professor receives an email, through which he/she can accept or reject the application
- 2 The applicant receives the acceptance letter by email

Italy entry requirements



EU citizens + Norway,
Island, Lichtenstein,
Switzerland:

**NO VISA
REQUIRED**



NON-EU citizens:

vistoperitalia.esteri.it

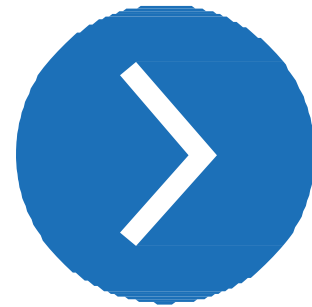


NON-EU CITIZENS: VISA TYPES

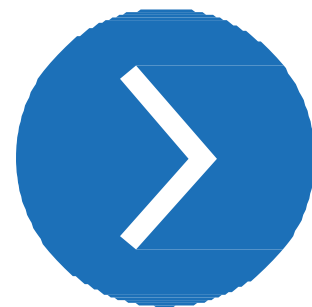
Category	Type of Visa	Up to 90 days	More than 90 days
“Erasmus +” Visiting Professors	Tourist Visa	Depending on the nationality	Not applicable
Visiting Professors with a contract paid by UNIPV	Self-employment Visa for professors	Mandatory	Mandatory
Visiting Professors with a non-paid contract	Tourist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

NON-EU VISITING SCHOLAR

RESEARCH VISA



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

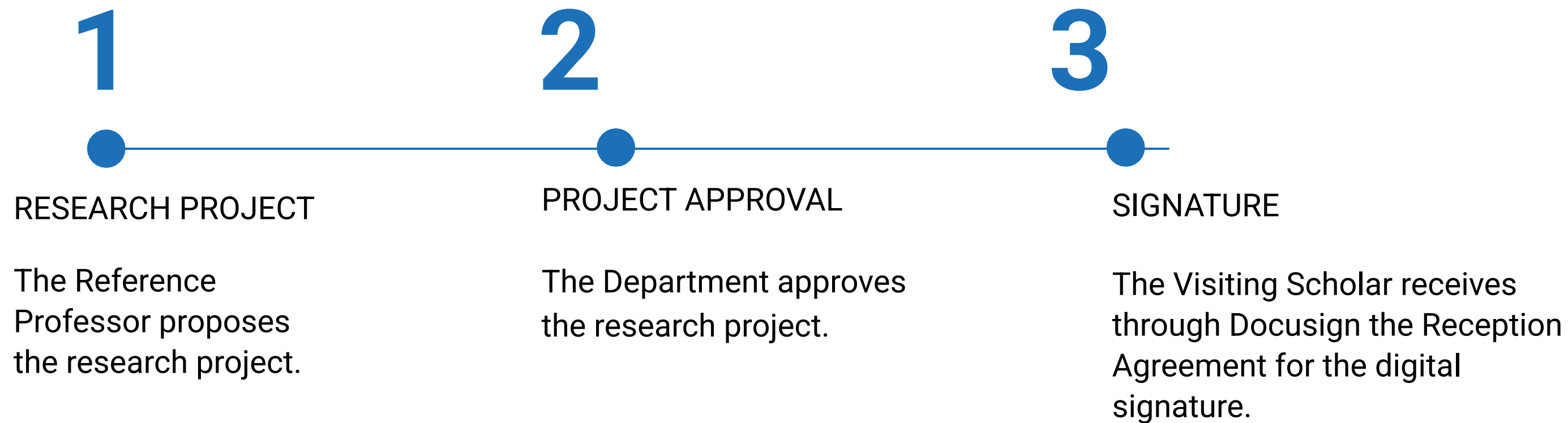


If staying for > 90 days, VISA is mandatory

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 at the Italian Embassy/Consulate responsible for his/her place of residence.

7

ACCOMMODATION

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).
- 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 application.

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