

PRACTICAL GUIDE

Entry and Residence Procedure for Third-country Researchers



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PRACTICAL GUIDE ENTRY AND RESIDENCE PROCEDURE FOR THIRD-COUNTRY RESEARCHERS

Pursuant to the Council Directive 2005/71/EC (12 October 2005) on a “Specific procedure for admitting third-country nationals in Europe for the purposes of scientific research”, aimed at facilitating the admission of third-country researchers by establishing a fast-track admission procedure, researchers coming from third countries are now entitled to enter and stay in a EU Member State, to carry out their research works **for a period of time longer than 3 months, only within the framework of a counter-signed hosting agreement** within a research hosting organisation based in EU.

In Italy the whole procedure is in force starting from the 1st of July 2009.

This brief Practical Guide has the main objective of advising third-country researchers, willing to enter and stay in Italy for a period longer to 3 months to conduct their research and/or research project, as to how the whole procedure works. In particular, it aims to describe *step by step* what researchers need to do before their departure, in order to obtain a Scientific Visa, and after their arrival in Italy to obtain the release of their permit of stay.

SOME GENERAL INFORMATION:

a. What does the hosting agreement entail?

The hosting agreement describes the working conditions offered to researchers. In particular, it specifies the length and type of contract, the amount of the monthly salary, the health insurance conditions (also to be applied to family members, if required) and the commitment of the hosting research institution to cover the expenses for the return trip.

b. Visa and permit of stay for scientific research purposes



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According to the new procedure, third-country researchers (*here-after named only as researchers*) are entitled to enter Italy for a period longer than 3 months only with a Visa for scientific research purposes. Once in Italy, they must apply for a permit of stay for scientific reasons. The duration of the permit of stay covers the whole research period declared in the hosting agreement. If there are delays in the release of the permit of stay, researchers are nevertheless able to start their research activities while waiting for their permit.

Even if the release of the Scientific Visa takes less time than other types of Visa, researchers are nevertheless strongly advice to contact their hosting research organisation well in advance before the date of their departure (at least 3 months).

STEP BY STEP PROCEDURE FOR THE RELEASE OF A SCIENTIFIC VISA AND PERMIT OF STAY FOR THIRD-COUNTRY RESEARCHERS

BEFORE DEPARTURE

1- The researcher has to sign an **hosting agreement** (*Convenzione di accoglienza*) with an Italian research institution. The hosting agreement, sent directly by the hosting institution to the researcher, lays down the conditions whereby the researcher undertakes to accomplish the research project and the organisation undertakes to host the researcher for that purpose.

2- Once he/she has signed the hosting agreement, the hosting organisation will request at the appropriate office in Italy (*Sportello Unico per l'Immigrazione*) an **“entry clearance”** (*nulla osta*) for scientific research purposes on his/her behalf. When the entry clearance is ready, it will be directly sent to the researcher by the hosting organisation.

3- In the meantime the researcher, in accordance within the hosting agreement and in order to obtain the release of his/her Visa, has to contact the Italian Embassy and/or Consulate of his/her country of residence to ask for the procedure- and translation related prices- required for the recognition of his degree/master degree/ PhD.

4- The application for an **entry scientific visa** is then forwarded directly by the

Sportello Unico per l'Immigrazione office to the Italian Embassy and/or Consulate of his/her country of residence within 6 months from the issue of the “entry clearance” (*nulla osta*).

5-The researcher is then contacted for an appointment by the Italian Embassy and/or Consulate of his/her country of origin to collect his/her Visa. At the appointment the researcher is normally required to bring his/her valid passport, the entry clearance document and the counter-signed hosting agreement but, depending on Embassies and Consulates, the documents required at the interview may change. That is why the researcher is strongly advised, when contacted, to ask the Embassy and/or Consulate which documents are needed for the interview.

6-The researcher is then able to come to Italy.

ONCE IN ITALY

Once the researcher arrives in Italy, **he/she must apply for a permit of stay for scientific research purposes, within 8 days from his/her arrival**, at the *Sportello Unico per l'Immigrazione* office. The hosting organisation will help the researcher locate the local branch/office of the *Sportello Unico per l'Immigrazione*.

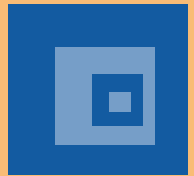
1- The researcher will receive from the local *Sportello Unico per l'Immigrazione* the kit for the application (Form 209 and tax identification code) already filled in.

2- He/she will be required to:

- Sign and make a copy of Form 209
- Make a copy of his/her tax identification code
- Make a copy of the counter-signed hosting agreement
- Make a copy of the “entry clearance” (*nulla osta*) for scientific research purpose.
- Make a payment of € 27.50¹ at any post office using the provided postal giro slip in the kit.
- Keep the postal giro slip (it must be added to the application for the permit of stay).
- Make a copy of his/her passport (all pages, blank pages included).
- Make a copy of the dwelling suitability *idoneità alloggiativa* (if this document is needed, the researcher should ask for more information to his/her hosting institution).
- Once collected all the relevant documents as stated above, the researcher must put them into the envelop kit and go to the **post office** to send it. He/she will be asked to pay €30.00 for the postal fees.
- He/she will then receive a receipt for the application together with the date for the appointment at the local Police Headquarters (*Questura*) for fingerprinting (by 15th working days after submission).

The permit of stay will be issued within 45 days and collected by the researcher at the local Police Headquarters. The researcher may be required to monitor his/her application directly from the Police website (www.poliziadistato.it).

Researchers must keep the postal receipt with them and show it together with their passport, as this replaces their permit of stay until the original is ready. While waiting for their permit of stay, they are nevertheless allowed to carry out their research activities.



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WHAT IS THE DURATION OF THE PERMIT OF STAY? CAN IT BE RENEWED?

The permit of stay for scientific research purposes covers the same period of the research project as stated in the hosting agreement. In case the research project is extended, the permit of stay can be renewed to cover the extended period of the research project by submitting the renewed hosting agreement.

FAMILY

The researcher is entitled to request an “entry clearance” (*nulla osta*) for his/her family members. The permit of stay will have the same duration of the researcher’s permit.