

Visa Application for study reasons

As soon as the non-EU student receive the invitation letter from IMT (it is anticipated through PEC directly to the Embassy/Consulate in his/her country, or in the country in which he/she has taken residence), he/she will need to make an appointment with the relevant Embassy/Consulate apply for a **Multi Entry Study Visa Type D** (= "long duration", i.e. valid for more than 90 days).

The student will follow the Italian Embassy/Consulate instructions to demonstrate sufficient financial means and private health insurance in order to obtain a Study Visa.

Please contact IMT Campus Management and Front Office (facilities@imtlucca.it) after your arrival in Lucca to arrange an appointment and complete the necessary administrative procedures.

Stay Permit for study reasons

The stay permit is a document issued by the Police Headquarters in the town in which you reside in Italy, which entitles you to temporarily live in the country. If you are a non-EU citizen, you must apply for a stay permit ("Permesso di soggiorno") within 8 working days after your arrival in Italy. All applications must be made through authorized Post Offices. IMT Campus Management and Front Office or the Post Office provides a kit (an envelope with a yellow band) that includes two forms and a list of instructions (you only have to fill in form n. 1). Unfortunately, all the information in the kit is in Italian, but a summary of the documents students need for the application follows. In order to apply for a stay permit you will need:

- Form 1 ("Modulo 1"), provided with the kit, with a duty stamp ("marca da bollo") in the amount of 16.00 euros;
- Copy of all pages of your passport (also the blank ones);
- Copy of the invitation letter or other document stamped by the Italian Embassy/Consulate in your country, declaring the purpose your visit according to which your visa was issued or copy of your enrolment certificate from IMT;
- Copy of the health insurance policy (or receipt proving that you have purchased such insurance), valid in Italy for the entire duration of the stay permit;
- Receipt of the postal bulletin of euros 70.46.

You must personally hand in the open envelope containing the above-mentioned documents at one of the Post Offices providing the "Sportello Amico" service, and show an identity document; you must then pay a post charge of 30 euros so that your pack can be sent to the Police Headquarters (Questura). You will receive a receipt from the Post Office that you must keep and always show together with your passport. This receipt will allow you to keep track of the status of your application through the user id and password are indicated on the receipt by consulting the [Immigration Website](#) or [the official website of the Polizia di Stato](#) (Italian National Police). The Post Office will also give you a letter indicating date and time of the appointment at the Immigration Office of Police Headquarters (Questura) in Lucca where you will complete the procedure (if this is your first time in Italy, you will be fingerprinted too). On the appointed day you will need to bring:

- The letter stating your appointment with the Questura;
- The original version of all documents sent to the Questura;
- 4 passport-sized photographs with light colored background.

You will then need to go a second time to the Immigration Office of Police Headquarters in order to pick up your electronic stay permit. Below you will find the address of the Questura. If possible, the IMT Campus Management and Front Office will assist you during the application at the Post Office and during your first appointment at the Questura.

Questura di Lucca
Viale Cavour, 120
55100 Lucca (LU)
Phone: +39 0583 45511

Scientific Visas for Researches

Starting from February 21, 2008, the Decree-Law n. 17 of January 9, 2009 - enacting the European Directive 2005/71/CE "concerning a specific procedure of admittance for non EU citizens for research reasons" - has come into force. Article 27-ter of "Testo Unico per l'Immigrazione" (Decree-Law on Immigration) allows non-EU citizen to enter Italy and stay there for more than 3 months in case they have a degree that allows to access a Ph.D. program in their country. The selection of the researcher is up to the university/research institute where the activity has to be carried out. The research program can be carried out only at universities/research institutions that - as IMT - have already registered in the appropriate list of the Ministry of University and Research.

- Welcome agreement

The research institution has to stipulate with each researcher an agreement indicating:

- The research project approved by the institution, subject to the prior evaluation of research subject and qualifications of the researcher;
- The commitment of the researcher to carry out the approved project and the commitment of the institution to host the researcher, to assure the juridical relation and the work conditions agreed upon, to correspond the economic resources monthly (the amount must be at least twice as much as the social cheque), to bear the expenses for the voyage back of the researcher, to stipulate a health insurance for the researcher and his/her relatives and to provide for their registration to the National Health Service. The relation with the researcher can be that of subordinate work, autonomous work or scholarship for research training.

- Request for the scientific visa and Stay Permit

The research institution submits the request for the entry clearance to the "Sportello Unico per l'Immigrazione" (prefecture immigration office) at the relevant prefecture through the appropriate online procedure. The office issues the entry clearance as soon as the Police Headquarters gives positive assessment on the non-existence of reasons preventing the entry in Italy and the completeness of the documentation. The welcome agreement automatically decays in case the entry clearance is not issued. IMT informs the researcher as soon as he/she can go to the Italian Embassy/Consulate in their country to collect the

visa. Once the visa is issued, the researcher has to go to the prefecture immigration office to collect the "modello 209" (request for the stay permit) within 8 days from their arrival in Italy. The researcher will hand in the form - duly filled out - to the Post Office in order to start the procedure to get the stay permit, which will cover the whole duration of the activity. Start of the research activity and teaching activity Research activities can be carried out even while waiting for the stay permit. As soon as the permit is issued, the researcher is allowed to teach, provided that the teaching activity is related to the research project indicated in the agreement and in compliance with IMT Statute and Regulations.

- **Family Re-Union**
The researcher can request an entry clearance for family re-union, regardless of the duration of his stay permit. The relatives will have a stay permit of the same duration of that of the researcher.
- **Researcher admitted to another EU country**
If a researcher has been admitted to another EU Country, he/she can enter Italy - in order to work on his/her research - without visa:
 - For stays up to 3 months: the entry clearance will be substituted by a communication -submitted through the appropriate online form - to the prefecture immigration office that will convene the researcher to get a copy of agreement, health insurance and declaration issued by the Italian host institution;
 - For more than 3 months: the researcher needs an entry clearance subordinated to the stipulation of the welcome agreement with the Italian university/research institution.

Standard Procedure for Teaching Staff

- **Visa Application**
Non EU citizens are required to possess a Work Visa, which represents the authorization to enter and to work in Italy. Visa should be requested personally at the Italian Diplomatic Offices (Italian Embassy or Consulate) in your home country or in the country of your permanent residence (requests may vary depending on the country and on the Consulate: please check the Italian Foreign Affairs Ministry [website](#) for further information about Visa in Italy. Work Visa is the Long Stay or National Visa (VN), which is issued only for periods exceeding 90 days (Type D). We suggest you to ask for a multi-entry Visa. Prior to Visa application you have to obtain the following documents from the School: Prior to Visa application you have to obtain the following documents from the School:
 - A certification issued by the competent Provincial Labour Office (Direzione Provinciale del Lavoro) stating that the work contract does not constitute subordinate employment;
 - An authorization to enter Italy for work reasons (Nulla osta) issued by the competent Police Headquarters (Questura);
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- A declaration of the School testifying the availability of suitable lodging.

Once you receive all these documents, you can apply for your Work Visa: for the procedures please visit the Embassy or Consulate closest to your residence, as listed on the [website of the Ministry of Foreign Affairs](#). Work Visa, in general and according to Embassy or Consulate instructions, requires you to have:

- A private health insurance before applying for a Work Visa. This health insurance must cover expenses in the event of emergency treatments and/or urgent hospitalization (admission via the hospital casualty ward); it must cover the entire duration of your stay in Italy; it must be valid for the territory of all member states applying the Schengen Agreement in its entirety; it must guarantee the policy holder's return to his/her own country in case of serious illness; it must be translated into Italian and legalized by the Italian Embassy/Consulate;
- Travel arrangements;
- Financial means.

- Stay Permit for work reasons

If you are a non EU citizen you must apply for a stay permit ("Permesso di soggiorno") within 8 working days from your arrival in Italy. All applications must be made through the authorized Post Offices. The Post Office provides a kit (envelope with a yellow band) which includes two forms and a list of instructions (you have to fill in both forms nr. 1 and nr.2). Unfortunately, all information is in Italian, so the summary of the documents you need for the application follows. In order to apply for a stay permit you need:

- Form 1 ("Modulo 1"), provided with the kit, with a duty stamp (marca da bollo) of 16.00 euros;
- Form 2 ("Modulo 2"), provided with the kit;
- Copy of all pages of your passport (also the blank ones);
- Copy of documentation stamped by the Italian Embassy/Consulate in your country, declaring your visit purpose and according to which your visa was issued;
- Receipt of the postal bulletin of euros 70.46.

You must personally hand in the open envelope containing the abovementioned documents at one of the Post Offices providing the "Sportello Amico" service, showing an identity document; you must then pay a post charge of 30,00 euros so that your kit can be sent to the Police Headquarters (Questura). You will receive a receipt from the Post Office that you must keep in order to show it together with your passport. This receipt will allow you to keep track of the status of your procedure through the user id and password, indicated on it, by consulting the [Immigration website](#) or [the official website of the Polizia di Stato](#) - Italian National Police. The Post Office will also give you a letter indicating date and time of the appointment at the Immigration Office of Police Headquarters (Questura) in

Lucca where you will complete the procedure (if this is your first time in Italy, you will be fingerprinted too). On that day you have to bring:

- The letter relating to your appointment with the Questura;
- The original version of all documents sent to the Questura;
- 4 passport-sized photographs with light background.

You will then go a second time to the Immigration Office of Police Headquarters in order to pick up your electronic stay permit. Below you will find the address of the Questura. If possible, the IMT Campus Management and Front Office will assist you during the application at the Post Office and during your first appointment at the Questura.

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Renewal of your Stay Permit

We would remind you that it is your responsibility to check the expiry date of your stay permit, and to contact the IMT Campus Management and Front Office at least 3 months before the expiry date. We would like to emphasize that the consequences of an expired permit are very serious (you will be immediately compelled to return to your country with no possibility of re-entering Italy). The procedure for the renewal of your stay permit is the same as described in the section "Stay permit for study reason" (if you are a Student) or Standard Procedure for Teaching Staff - Stay permit for work reason" (if you are a researcher or a professor). Documents to be put into the envelope for the request of renewal are as follows:

- Form 1 with a duty stamp of 16.00 euros;
- Form 2 (for researchers or professors only);
- Copy of the permit to be renewed;
- Copy of all pages of your passport (also the blank ones);
- Copy of the enrolment certificate from IMT declaring that you have passed at least one exam for the first renewal and at least 2 exams for further renewals (for students only);
- Proof that you have sufficient economic means for the entire duration of the stay permit if not a scholarship recipient (for students only);
- Copy of the current contract with IMT (for researchers or professors only);
- Copy of your latest "CUD" and copies of your pay check from the year in progress (for researchers or professors only);
- Copy of your health insurance or payment receipt, valid in Italy for the entire duration of the stay permit (for students only);
- Copy of your rental contract or declaration of accommodation provided by the School;
- Receipt of the postal bulletin of euros 70.46.

Please note: since anomalies are frequent, we suggest you constantly check the status of the procedure of your stay permit application on the Immigration Website and inform the IMT Campus Management and Front Office should you notice any change or irregularity, so that we can check them with the Questura.