



## **GUIDELINES FOR THE ACCESS OF EXTRA-EU RESEARCHERS**

### **Procedure for the University/Research Institution and for the researcher**

The Legislative Decree n.17 of Gen/9th/2008, implementing the EU Directive 2005/71, has defined the conditions to facilitate the entry and stay of researchers from third countries in Italy for periods of more than three months, in order to develop and/or take part to research projects.

**"Parthenope" University is registered** in the MIUR list of public and private hosting institutions (to see the list <https://loginmiur.cineca.it/elencoistituti/front.php/autorizzati.html>). This means that "Parthenope" is enabled to sign a **HOSTING AGREEMENT** with researchers.

The following paragraph outlines the main steps to be followed by the researcher and the "Ufficio Progetti di Ricerca Comunitaria e Internazionale" of the University (hereinafter, "UPRCI").

### **There are some focus boxes about specific topics:**

- ✓ The blue box is a focus on the Hosting Agreement;
- ✓ The green box is about what the researcher has to bring and receive at the Postal Office;
- ✓ The grey box is a focus on the "DECLARATION OF VALUE" of degrees;
- ✓ The orange box is a focus on family reunification.

### **MAIN STEPS**

1. The UPRCI requests all the researcher's documentation (passport copy and degree. For the declaration of value of degrees, see the grey box);
2. The University and the researcher sign a **HOSTING AGREEMENT** (see blue box) and a **CONTRACT**;
3. The UPRCI completes an on-line communication for the issuance of the **NULLA OSTA** according 27 ter D.Lgs 25.07.1988, n.286 e art. 40 D.P.R. 394/99 and following modifications for the admission of researchers from third countries with all the data and a tax stamp of 16,00 Euro;
4. The UPRCI receives an e-mail of convocation by SUI (Sportello Unico per l'Immigrazione of Questura) with the indication of all the documents that the delegate of the University must bring;
5. Questura cross-checks all the documentation to release the **NULLA OSTA**;
6. Questura sends the nulla osta to the University (that transmits it to the researcher) and to the consular authorities in the country of residence of the researcher;
7. After receiving the **NULLA OSTA**, the researcher can contact the Italian consular authorities in his/her country of residence and ask for a visa.
8. The researcher communicates the date of entry to the University and to SUI (usually via fax, at list 8 days before the entry);



### **Once the researcher arrives in Italy:**

- a. Within the term of eight days from the entry, the researcher must go to SUI and complete the request of the PERMIT OF STAY;
- b. During the appointment for the request of the PERMIT OF STAY, the researcher brings the original copy of the Hosting Agreement, signs the CONTRACT OF STAY, and receives the form for the request of the PERMIT (Model 209).
- c. He also receives "CODICE FISCALE" and a postal payment slip to be payed and brought to the POSTAL OFFICE (SPORTELLLO AMICO);  
<http://www.poste.it/azienda/ufficipostali/sportelloamico.shtml>
- d. The researcher goes to the POSTAL OFFICE to start the procedure for the PERMIT OF STAY (to know what to bring and what to receive at the postal office, see the green box);
- e. The University also activates the health insurance or the enrollment in the National Health Service.



**IMPORTANT:** When you arrive in Italy you can ask for assistance at Parthenope by registering to the welcome portal:

<https://www.isu-services.it/it/universities/universita-degli-studi-di-napoli-parthenope>

1. BLUE FOCUS BOX:

#### THE HOSTING AGREEMENT

**The Hosting Agreement must be drafted following the MIUR form and must include:**

- ✓ **Legal name of the host institution**
- ✓ **National insurance number**
- ✓ **VAT number**
- ✓ **INPS number**
- ✓ **Address**
- ✓ **Details of the registration at the MIUR**
- ✓ **Data of the legal representative (name, surname, place and date of birth)**
- ✓ **Data of the researcher (name, surname, place and date of birth, sex, citizenship, nationality, current place and country of residence, education/qualification, data of the project)**
- ✓ **Items provided to the researcher, such as the type of contract, the monthly allowance, the coverage of travel expenses to return to his/her home country, an health insurance or, in alternative, the registration to the National Health Service.**



## 2. GREEN FOCUS BOX:

<b>The POSTAL KIT received during the appointment at SUI (consisting in the model 209 and a postal payment slip of 130,46 Euro, at expenses of the researcher);</b>	
<b>1.</b>	A tax stamp of 16,00 Euro (to be attached to the Model 209), at expenses of the researcher;
<b>2.</b>	The photocopy of all the pages (the white ones, too) of the passport;
<b>3.</b>	The original passport;
<b>4.</b>	A certificate of accomodation suitability (idoneità alloggiativa) about the availability of an accomodation that, in relation to the number of the occupants, is proved to be within the minimum standards established by the Regional Law about public residential buildings, to be documented by a certificate of Ufficio Tecnico Comunale or by a certificate of sanitary suitability by the territorial ASL (Sanitary local office);
<b>5.</b>	A payment of 30,00 Euro to cover the sending costs of Model 209.
<b>And will be given:</b>	
<b>a)</b>	A receipt with an <b>USER NAME</b> and a <b>PASSWORD</b> by which he can follow his own request status on the web-site <a href="http://questure.poliziadistato.it/stranieri/">http://questure.poliziadistato.it/stranieri/</a> ;
<b>b)</b>	The communication of the day and hour of the convocation at Questura for the photographic and fingerprints identification procedure;
<b>c)</b>	The list of the documents to bring to Questura.



**IMPORTANT:** When asking for the **VISA**, it is very important to inform the Italian consular authorities that the visa is for scientific research (in accordance with art.27-ter.): without this specific visa (and the following signing and submission of the permit of stay), the researcher will not be allowed to work and be remunerated by the University.

After all these procedures, Questura will release the **PERMIT OF STAY** within 45 days after the sending of all the documentation through the Postal Office.

The **PERMIT OF STAY** has the same issuance terms of the project and of the Hosting Agreement and can be extended, if the duration of the project and of the Agreement are extended, too.



### 3. GRAY FOCUS BOX

#### THE DECLARATION OF VALUE OF DEGREES

**The "Declaration of Value" is a document that certifies the value of a degree obtained in a non-Italian education system. It is drawn up in Italian and issued by the Italian Diplomatic Representations abroad (Embassies/Consulates) "competent by area", that is, the closest to the city where the institution that issued the foreign qualification is located.**

If the country in which the title was issued has signed The Hague Convention (5 October 1961), the so-called "Hague Note" must be affixed to the title before requesting the Declaration of Value. The purposes for which the declaration of value can be requested are the following:

- a) continuation of school and university studies;
- b) enrollment at universities;
- c) approval of a university degree for the continuation of post-graduate studies (master, doctorate, etc.);
- d) equivalence.

Educational or professional degrees obtained abroad are not automatically recognized in Italy, so they have no legal value. Therefore, the Declaration of Value has the only purpose of describing the value acquired by the degree in the country of origin and, for the purposes of recognition or equivalence of the degrees or for the purpose of spending them in relations with public administrations or for the practice of regulated professions, it must be submitted to the competent Italian Authorities, namely:

- educational institutions (if compulsory education is still to be completed);
- the "Ambiti Territoriali" (former provincial school offices) for pre-university level diplomas;
- Universities, to obtain the equivalence of foreign university degrees;
- the Ministry of Education, University and Research for the academic equivalence of foreign doctorates (Ph.D.);
- the various Ministries about professional recognition (for the purpose of practicing regulated professions).

**For more information, <https://www.miur.gov.it/dichiarazione-di-valore>**



#### 4. ORANGE FOCUS BOX

### FAMILY REUNIFICATION

**Family members are issued with a residence permit with the same issuance of the researcher's one and renewable together with the latter.**

The right to reunification does not, however, indiscriminately concern any relative of the researcher but only the following family members:

- spouse not legally separated and not less than eighteen years old;
- children under the age of 18 (at the time of submitting the application), also of the spouse or born out of wedlock, not married, provided that the other parent, if any, has given his consent; adopted children, custody and minors subject to protection;
- dependent adult children who cannot provide for their own indispensable needs due to their state of health which implies total disability;
- parents dependent on the applicant (but not of the spouse) if they do not have other descendants in their own country or parents over sixty-five, if the other descendants are unable to support them for documented, serious health reasons.

#### TWO DIFFERENT POSSIBILITIES:

##### A. The researcher arrives to Italy before his/her relative/s:

The request for authorization to family reunification must be submitted by the Researcher to the SUI only electronically through the website of the Ministry of the Interior.

Once the application has been received, the SUI will summon the applicant for a specific appointment for the presentation and endorsement of the following documentation about the possession of the so-called objective requirements for the applicant: residence permit, availability of accommodation and minimum income. If, within 180 days from the request for authorization, the SUI has not communicated any decision, the worker's family members can apply for a visa to the Italian consular representation abroad, showing a copy of the documents presented at the SUI by the researcher with the date of submission of the application.

The consular authorities verify the eligibility and give a visa to the relative/s.

Within 8 days from the arrival in Italy, the relative/s must go to the SUI and apply for Permit of Stay for family reasons, following the same steps that the researcher has followed before (Postal Office, etc...).

##### B. The researcher and his/her relative/s want to arrive together:

- After the successful procedure of the researcher's visa, the researcher and his/her relative/s go to the consular authority with their own passports and produce a document of delegation to be represented in Italy by a proxy of the UPRCI of the University;
- The delegate from the UPRCI/ ISU receives the delegation document by postal service, completes the on-line form and waits to be summoned by the SUI;
- The SUI summons the proxy, who is asked to bring the document of delegation, the hard copy of the hotel booking for the first accommodation of the researcher and the relative/s, two tax stamps of 16,00 Euro. In this occasion, the delegate fills in the "MODEL T" to ask for a NULLA OSTA for the relative/s.
- After receiving the Nulla Osta, the relative/s can apply for a FAMILY REASONS VISA.
- The relative receives the Visa and is allowed to come to Italy together with the researcher.
- Once arrived in Italy, the relative/s must go to SUI, within the term of 8 days, and apply for a PERMIT OF STAY FOR FAMILY REASONS.