Università degli studi "G. d'Annunzio"
CHIETI-PESCARA

WELCOME GUIDE FOR VISITING PROFESSORS AND RESEARCHERS

International Partnership and Cooperation Office – academic year 2021/22

VISITING PROFESSOR/RESEARCHER

GUIDE

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1) BEFORE LEAVING YOUR COUNTRY

Please contact the International Partnership and Cooperation Office to arrange your visit, they will provide support before, during and after your stay at UdA.

In due course and before your departure, you will be asked to provide a copy of your valid passport and will receive the formal invitation letter.

Important: when planning your trip, please consider that the minimum length of your visit, and contract, should be one month, not including holiday periods. Additionally, In order to fulfil procedure requirements, the start and the end date of the contract have to be on a working day.

1.1. VISA AND WORK PERMIT

Firstly, if you are a non- EU citizen, verify if you need a Visa; this depends on Country of origin and on the length of your stay. Information is available at http://vistoperitalia.esteri.it/home.aspx

If you do need a Visa, you will be provided with all the information and forms needed to submit your application. Alternatively, contact the Italian Embassy or Consulate in your Country of residence. Please consider that the procedure may take up to one month or longer.

If you come as a **Visiting Professor**, you need a Visa for **self – employment.** To obtain it, you have to submit the following documentation:

- Application form for entry Visa;
- Valid travel document whose expiry date must exceed the Visa date of at least three months;
- Proof of income, acquired in the Country of residence, concerning the previous financial year. This must exceed €. 8.400,00, which is the minimum level envisaged by law for the exemption from participation in health expenditure;
- **Nulla-Osta** (work-permit) from the Italian Police Station/Immigration Office (our staff will help you obtain this document);
- Availability of suitable accommodation in Italy;
- Flight ticket.

If you come as a **Visiting Researcher,** you need a Visa for **scientific research**. To obtain it, you have to submit the following documentation:

- Application form for entry Visa;
- Recent photograph in passport format;
- Valid travel document whose expiry date must exceed the Visa date of at least three months;
- Documentation attesting your employment at a foreign university or research institution (UdA will issue a formal invitation confirming your appointment).

1.2. TAX CODE

A valid tax identification code – Codice Fiscale - is required to work in Italy. It can be obtained from the Italian Consular Authority in your Country of residence; alternatively, you can obtain it from the local Revenue office as soon as you arrive in Italy.

Detailed information is available here:

https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens

1.3 HEALTH CARE AND INSURANCE

As a general provision, **EU and non-EU citizens** (if entitled to assisted health care in EU countries) traveling in Italy with the required certificate (European Health Insurance Card or a provisional replacement certificate) may obtain services required directly, free of charge – excepting the payment of an eventual co-pay (called ticket) – at a public hospital or facility covered in private agreement with the National Health Service.

Non-EU citizens coming from countries not covered by the agreement are provided with health services that must be paid for in accordance with the relative scale of charges.

We advise Visiting Professors and Researchers to get a short-term health insurance to cover the months of their stay in Italy.

2) WHEN YOU ARRIVE IN ITALY

Before the beginning of your activities, you will sign the contract with UdA. The International office will arrange an appointment on your first day of work.

According to national regulations, we will also ask you to sign a 'no-incompatibility declaration'.

2.1 NON-EU VISITING PROFESSORS/RESEARCHERS - RESIDENCE PERMIT

The residence permit is necessary if you stay in Italy for more than 3 months.

2.2 ACCOMMODATION IN CHIETI-PESCARA

Due to the current Covid19 health situation, we are not able to offer accommodation at the University residential facility.

Our staff will provide information and support in seeking a suitable accommodation of your choice.

Please note that a declaration of hospitality (for a private accommodation offered by a colleague or friend) or a copy of your hotel/B&B or apartment reservation, stating your confirmed address in Italy, is part of the documentation required for a work permit (if you need one). This means that the accommodation should be confirmed well before your arrival in Italy.

2.3 FAMILY MEMBERS

You can choose to come to Italy alone or with one or more of your family members.
If a visa is required, please contact our office.

2.5 REMUNERATION AND TAXES.

The remuneration is stated in the contract and will be paid at the end of your stay.

The salary is to be intended before Italian taxes. Your compensation will therefore be charged by the social and statutory costs, and therefore reduced by approximately 35% - 50% (please note that the taxation rate increases if the gross salary exceeds 5.000,00 €).
Please note that, if there is an agreement between our Countries (see: list of active agreements), the taxes you pay in Italy will be considered as **tax credit** in your Country. If you need further info, please contact your national Tax Agency.

3) BEFORE LEAVING ITALY

At the end of your visit, you will have to write and sign a report of the activities you carried out. The Professor who invited you, and the Department Head should sign it, too.

Together with the report, you will need to fill in and submit a 'tax form' and a 'notula' – payment request. For the latter, a 2Euro stamp is required.

Samples of these documents are available on our web page.

Hard copies of all the above documents should be handed in at our office; you will receive a certificate that entitles you to receive the due payment.