WELCOME GUIDE FOR VISITING PROFESSORS AND RESEARCHERS

International Partnership and Cooperation Office – 2019/2020
VISITING PROFESSOR/RESEARCHER GUIDE

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1) THINGS TO DO BEFORE YOU LEAVE

In this section, we will explain to you what to do before leaving your Country. For any clarification, please don’t hesitate to contact the IPCO Office (International Partnership and Cooperation Office); e-mail international@unich.it; Tel. +39 0871 3556625.

First, if you are an extra EU citizen, verify if you need a Visa.

Depending on the Country of origin and on period of stay, the Visa could not be necessary.

To verify it, it is necessary to check the following link http://vistoperitalia.esteri.it/home.aspx and fill in the form with the requested information.

If you need a Visa, please contact the Consulate or the Italian Embassy for information.

1.1 ‘CODICE FISCALE’ (Fiscal code/Tax code/National Insurance Number)

To come to Italy as a Visiting Professor, you need a valid ‘fiscal code’ in our Country.

Contact the Consulate or the Italian Embassy in your Country. They will show you all the required documentation necessary to issue the code.

Application form for the tax code.

1.2 VISA FOR VISITING PROFESSOR EXTRA EU

Visa is the authorization to come to Italy. To obtain it, you have to submit the request to the Consulate or the Italian Embassy of your Country.

If you need a Visa, please check the following procedure:

1. 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;
   - Recent photograph in passport format;
   - Valid travel document whose expiry date must exceed the Visa date of at least three months;
   - Nulla Osta (authorisation) from the competent territorial police station (the IPCO Office will help you to obtain this document);
   - 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;
Availability of suitable accommodation (read articles 2.3 and 2.4);
Flight ticket.

2. 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 showing that the Visiting is a researcher, employed by a foreign university or a research institution;
- Hosting agreement signed with Ud’A (the IPCO Office will help you to obtain this document).

1.3 HEALTH CARE AND INSURANCE

Please, get a short-term health insurance to cover the months of your stay in Italy.

2) THINGS TO DO WHEN YOU ARRIVE IN ITALY

In this section, we will explain to you what to do, when you first arrive in Italy.

Your relationship with Ud’A will be regulated by an employment contract, which you will cosign with the Rector.

Your relationship with the host department will be set by a hosting agreement, cosigned with the Department Director.

2.1 SIGNING UP AT THE REGISTRY OFFICE

The Registry Office is the register of the population residing in Italy. You have to register by going to the Town Hall where you will stay. If you come from an EU Country, registration is compulsory only if you stay in Italy for more than 3 months.

If you come from an extra EU Country, you have to register only after you have obtained the Residence Permit.
2.2 ONLY FOR EXTRA EU VISITING PROFESSORS/RESEARCHERS - RESIDENCE PERMIT

If you are a Visiting Professor, within 8 days from the date of your arrival in Italy, you have to go to an Italian Post office to send the Permit Request kit, which our office will help you fill out.

The Italian Post office will fix an appointment at the police station, which will issue your permit.

If you are a Visiting Researcher, within 8 days from your date of arrival in Italy, the IPCO Office will take you to Prefettura and to the Italian Post Office, to send the kit for the permit request. Then, the police will fix an appointment to issue the residence permit.

2.3 ACCOMMODATION PROCEDURES - ACCOMMODATION OFFERED BY UD’A

If you choose to live in one of the lodgings offered by Ud’A in Via Marconi n. 189 in Pescara (ADSU), you have to send a request to the IPCO Office that, upon verification of room availability, will assign you one.

2.4 ACCOMMODATION PROCEDURES – PRIVATE RESIDENCES

If you choose to live in a hotel, you have to produce the following documents to the offices where you request your residence permit: a copy of your reservation confirmation; a copy of the identity document of the Hotel director.

If you are hosted by a colleague/friend of yours, you’ll have to submit the declaration of hospitality signed by the accommodation owner.

If you rent a private house, you have to produce the rental contract, plus a certificate specifying the accommodation suitability issued by the Town Hall or the local Health Authority “ASL” (if it is a private apartment). Finally, you’ll have to submit a copy of building transfer, presented by the real estate owner to the Public Security Authority within 48 hours from the delivery of the premises.

2.5 FAMILY MEMBERS IN TOW

You can choose to come to Italy alone or with one or more of your family members.

The family members admitted are:

- Spouse
- Minor children (also your spouse’s ones or born out of wedlock) of unmarried or legally separated parents), provided that the other parent has given his/her written consent;
- Adult children in situation of dependency, provided that they cannot be responsible for their own maintenance, due to their state of health, which entails the permanent impossibility of taking charge of primary needs;
- Parents in situation of dependency, who do not have adequate family support in the Country of origin.
Here is what you need to do if you want to come to Italy with your family.

- If you come from an EU Country:
  Before leaving your Country: if your family members remain in Italy more than 3 months, please get a copy of the documents that certify the marital status and composition of your family. Subsequently, bring them to your Country’s Embassy or to the Italian Consulate, asking to translate them in Italian and to authenticate them. If you have decided to live in a private house, a certificate of suitable housing is also required.

- If you come from an Extra EU Country:
  Before leaving your Country: we will send you a previously filled-in form that you’ll have to authenticate at the Italian Embassy or at the Italian Consulate in your Country. Please, send us the authenticated form and, on your behalf, we will arrange for your Nulla Osta/authorisation, in order to allow your family to enter Italy.

It is important that your family members come to Italy with you!

After your arrival in Italy, please contact the IPCO Office that will guide you through the procedure to obtain the Residence Permit.

Be careful: if you come from a Country that is allowed to entry Italy for tourism for 3 months without entry visa, your family members can come to Italy without authorisation (Nulla Osta) and then, they can request family reunification.

2.6 ANIMALS IN TOW

You can bring your pet with you in Italy, as long as you take responsibility for it and respect the transport regulations.

2.7 REMUNERATIONS, CONTRIBUTIONS, TAXES.

To start the collaboration relationship with Ud’A, you have to deliver to our office:

- The original signed contract;
- The completed registry form;
- A copy of your documents (passport, residence permit, fiscal code valid in Italy).

The contribution, provided for in your favour, has to be considered as gross: from the total, taxes and contributions will be withheld.
About taxation, 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 home Country Tax Agency.

3) THINGS TO DO BEFORE LEAVING ITALY

3.1 END OF THE VISITING PROFESSOR/RESEARCHER ACTIVITY

At the end of your Visiting Professor/Researcher activity, you will have to write and sign a report on the activities carried out during your visit. The Professor who invited you must sign it, too. After the submission of the report, you will receive the remuneration.

Attached:
- Hosting agreement
VISITING PROFESSOR/RESEARCHER 2019/2020

HOSTING AGREEMENT

This “Hosting Agreement” is between the following parties:

1. The “Hosting Department”:

The University “G. d’Annunzio” di Chieti-Pescara
Department of ____________________________
Represented by Prof. ………………………..Head of the Department

and

2. The “Visiting Professor/Researcher”

[full name], [nationality], [passport No. XXX].

The parties referred to above have agreed to undersign this Hosting Agreement and fully accept all the provisions, terms and conditions that it sets out.

TERMS AND CONDITIONS

ARTICLE 1 — SUBJECT OF THE AGREEMENT

This Hosting Agreement lists the rights and obligations of the visiting in relation to his/her visit for research or teaching activity at “G. d’Annunzio” University, which has been funded by the “Visiting Professor Programme 2019/2020” through a proposal submitted by Prof _____________________________. Department of _____________________________.

The length of the visit at “G. d’Annunzio” University of Chieti-Pescara is of ___ days and it will take place between dd/mm/yyyy and dd/mm/yyyy.

The research or teaching activity, which is indicated in this Hosting Agreement and will be carried out by the visiting, is under no circumstances to be considered a professional appointment or any form of salaried employment. Visiting conduct their activities without any specific obligation in terms of working hours, presence in the department or hierarchical supervision by the Hosting Department.
Visiting are autonomous, organise their work independently and choose their own absences.

ARTICLE 2 — BASIC RIGHTS OF THE VISITING PROFESSOR/RESEARCHER

The Hosting Department must:

- Guarantee **scientific independence** to the visiting;
- Provide - during the visit period - **research support** to the visiting, including access to appropriate spaces and facilities to conduct research and University libraries;
- Support the visiting and provide **administrative and practical arrangement assistance**;
- Ensure that the Visiting enjoys **adequate safety standards and health and liability insurance**, if he/she is not already covered by a personal or professional insurance during the stay in Italy.

ARTICLE 3 — BASIC OBLIGATIONS OF THE VISITING

The visiting professor must:

- Carry out visit research or teaching activities jointly with the inviting professor, as described in the funding proposal;
- Respect standard practices and regulations of the Hosting Department with regard to the use of libraries, laboratories and workplaces;
- Inform the Hosting Department immediately of any events or circumstances likely to affect the implementation of the visit and force it to be rescheduled or interrupted;
- Ensure the visibility of “G. d’Annunzio” University funding in all communications activities and/or publications, in whole or in part, related to the research visit.

SIGNATURES

For the Hosting Department

Prof......

Head of the Department

Date

Signature ______________________________

For the Visiting Professor/Researcher

Prof …………………………………..

Date

Signature ______________________________