

Employment Guide for Foreign Researchers in Italy

A comprehensive guide to navigating the Italian research system for international postdocs and researchers. This presentation outlines the essential steps, documents, and procedures required to work legally in Italy's academic and research institutions. It provides step-by-step guidance, and the IRA administrative staff will be available to assist you throughout the process.



Important Preliminary Notes

Procedures May Vary

Requirements can differ between Italian regions and based on your country of origin. Always verify current information with trusted sources.

Get Professional Support

Patronato ACLI

If you are coming to Italy on a **student visa**, the ACLI Patronato can help you prepare the documents required for INAF procedures.

You can contact them at :

immigrati.bologna@patronato.acli.it.

The Radio Astronomy Institute's administrative staff will also assist you throughout the process.

Language Barrier

Most offices (Prefecture, Police Headquarters, Post Office, Local Health Authority, Municipality, Revenue Agency) provide assistance **only in Italian**.

**But don't worry:
we'll take care of helping you!**

Before Arriving in Italy: Mandatory Documents

1

Valid Passport

MANDATORY – Must be valid beyond your intended work period in Italy (at least 3 months beyond your planned stay).

2

Educational Qualification Translation

MANDATORY (if applicable) – Certified Italian translation by sworn translator required for foreign degrees. **Not required** for degrees from Italian universities.

3

Apostille Legalisation

MANDATORY (if applicable) – Your translated qualifications must be apostilled. **Not required** for Italian degrees.

4

Declaration of Value

MANDATORY (if applicable) – Obtained from Italian embassy/consulate. May require additional legalized university certificates. **Not required** for Italian degrees.

5

Degree Equivalence/Recognition

MANDATORY (if applicable) – Processed through Regional School Office (up to 60 days). **Not required** for Italian degrees.

Before Arriving: Essential Administrative Steps

HOSTING AGREEMENT

(Convenzione di accoglienza)

Who needs it?

Mandatory for non-EU citizens applying for a research visa. Not required for those entering Italy on a student visa.

What is it?

A formal agreement between you and your host research institution that defines the conditions of your stay in Italy.

What does it cover?

- **Research activities:** the purpose and duration of your stay.
- **Financial support:** who provides your salary or fellowship.
- **Return travel:** who covers the cost of your journey home.
- **Health insurance:** how health insurance coverage is arranged for you and eligible family members.

Next step

Your host institution needs the signed Reception Agreement to apply for your Nulla Osta.

Before Arriving: Essential Administrative Steps

NULLA OSTA

(Authorization for scientific research)

What is it?

The Nulla Osta is an authorization issued by the Sportello Unico per l'Immigrazione (Single Immigration Desk). It is required for the research visa procedure.

Who applies?

Your host research institution submits the application to the immigration authority.

Please note?

- Allow sufficient time: processing may take several weeks.
- Wait for the Nulla Osta to be issued before applying for your research visa.



Plan ahead

You cannot apply for a research visa until the Nulla Osta has been issued.

Before Arriving: Essential Administrative Steps

1

Hosting Agreement

MANDATORY – Issued by your host institute (1-2 weeks). Prerequisite for Nulla Osta. Summarises working conditions.

2

Nulla Osta

MANDATORY – Authorization from the Prefecture allowing employment. Required for postdoc contracts and researcher staff positions. Ask your host institution to start the Nulla Osta process. Takes 15 days to 1 month. **Not a travel document.**

3

Temporary Accommodation

MANDATORY – Proof of accommodation for **at least first 8 days** (hotel receipt or formal invitation letter).

Recommended: Book longer stay for convenience.

Tax Code (Codice Fiscale)

The IRA administrative office will apply for your Codice Fiscale (Italian tax code) on your behalf through the Italian Revenue Agency (Agenzia delle Entrate).

Certified Email (PEC)

OPTIONAL – Official certified email for administrative procedures. Many online providers available. Highly recommended.



The Crucial Final Step: Your Visa

With all previous documents complete, you can apply for a visa **for study or research**. The visa allows entry into Italy but is **not a residence permit**.

MANDATORY – Within **8 days** of arrival, you must report to the Questura (Police Headquarters) to apply for your residence permit (Permesso di Soggiorno).

Detailed information available at:

- <https://vistoperitalia.esteri.it/> (Italian)
- <https://vistoperitalia.esteri.it/home/en> (English)

Tip - We recommend waiting until your visa has been approved before booking your flight to Italy.

After Arrival: Critical First Steps



📄 **OPTIONAL:** Italian Bank Account – You'll need an Italian or EU-valid IBAN. Virtual accounts acceptable if they have valid IBAN.
Opening requires Codice Fiscale.

The Residence Permit Application Process

Permesso di Soggiorno – Your Key Legal Document

MANDATORY – Applications submitted to Questura via "kit" from Poste Italiane (*Sportello Amico*).

First-Time Applicants

- Institute schedules Prefecture appointment
- Bring all documents
- Official completes kit
- Send via Post Office

6-8

Months

Typical processing time for residence permits

Renewals

- Free kit from any Post Office
- Send through "Sportello Amico"
- Updated documents required (contract, lease, pay slips)

12

Months Maximum

Validity period (or until earliest document expiry)

4

Months Later

When Questura appointment is typically scheduled

Keep all postal receipts – they serve as temporary proof of legal residence. **Not valid for travel abroad** (except direct return to home country). Check status: National Immigration Portal



After Residence Permit Request: Housing Steps



Permanent Accommodation

OPTIONAL – Secure long-term rental registered with Revenue Agency (Agenzia delle Entrate). Notify Questura (via PEC) and Revenue Agency of any address changes.



Municipal Registration

OPTIONAL – After obtaining permanent housing and residence permit, register at local Anagrafe Office (Residenza Anagrafica).



Housing Fitness Certificate

OPTIONAL – If renting, request Certificate of Housing Suitability from Municipality after registration.



Final Administrative Steps

01

Fingerprints Appointment

MANDATORY – Bring: valid passport, passport photos, all receipts, any missing documents. Fingerprints taken and receive Questura website login. Permit ready ~3 months after fingerprints.

02

Collect Residence Permit

MANDATORY – Bring: passport, previous permit (if any), all receipts. [Advisable](#): Also carry work contract, lease, health insurance.





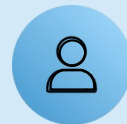
Your Support Team at INAF

For any information or support before and after your arrival in Italy, contact the Administration Office of the Institute of Radioastronomy. We're here to help you navigate this complex process successfully.



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Remember: This guide provides an overview, but requirements may change. Always verify current procedures with official sources and don't hesitate to reach out for assistance.