



UNIVERSITA' DEGLI STUDI DELLA BASILICATA

SETTORE RELAZIONI INTERNAZIONALI

BEFORE COMING TO ITALY

EU and EXTRA EU VISITING: documents needed for the hosting Department (and other informations):

- PASSPORT (or other valid identity documentation for EU citizens)
- TAX IDENTIFICATION CODE (Codice Fiscale)

The Tax Identification Code (Codice Fiscale) is an individual code issued by the Italian Revenue Agency (Agenzia delle Entrate) that is required in Italy for all sorts of procedures (i.e., opening a bank account, applying for the national health service, renting a flat, etc.). You can get it in the Italian Consulate or Embassy in your Country, before coming, or, once in Italy, at the Agenzia delle Entrate in Potenza or Matera (the Tax Identification Code is issued immediately and free of charge).

Please note that you will need a tax code in order to receive payments from University of Basilicata

- TAX CERTIFICATION

To avoid double taxation, in line with the International Convention, you should send the tax statement issued by the Tax Authority of the State in which you are resident (the Convention states that the beneficiary pays taxes in the Country of residence; it also allows the State granting the payment to levy taxes thereon, but within well-defined limits. For the direct application of the Convention, the foreign fiscal authority's certification contained in the form shall be valid for the tax period contained in the statement starting from the issuing date).

- INFORMATION SHEET

The Information Sheet is the document with all the Visiting Professor Information needed to finalize the contract.

The Information Sheet and the related documents (Fiscal Code, Tax certification, Passport) will be sent back to the hosting Department, by e-mail. The original documents must be submitted to the department once they arrive in Italy

- VISA

EU Citizens Citizens from the European Union (EU), the European Economic Area (EEA) and Swiss nationals do not need a Visa and can enter Italy with a valid Identification Card (ID) or Passport.

Only non EU Citizens:

Non-EU/EEA citizens need to apply for a Visa to enter Italy. You can apply at the nearest Italian Embassy or Consulate.

Please visit the following website to find out whether you need a Visa to enter Italy:

<http://vistoperitalia.esteri.it/home/en>

(Please note that the information contained on this website, intended to assist foreigners applying for a Visa for Italy, are purely indicative and not exhaustive. Please should seek additional information from the Italian Embassy or Consulate with jurisdiction over their place of permanent residence).

- RESIDENCE PERMIT

If you are staying in Italy for less than three months, do not need to apply for a Residence Permit.

However, please note that:

- If you arrive from a Schengen State, you must report your presence within 8 dworking days after your arrival in Italy to the Police Head Office (Questura) in the you are domiciled in (Potenza or Matera) by submitting the form " Declaration of Presence form" (Dichiarazione di presenza);

SRINT/MC

Via Nazario Sauro n° 85 - 85100 Potenza (Italia) - phone: +39 0971 202199 - fax + 39 0971 54686 ; e-mail: rel.int@unibas.it ; mariangela.colucci@unibas.it - <http://internazionale.unibas.it/site/home.html>



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- If you arrive from a non-Schengen State, you should report your presence to the border authorities when entering Italy. A uniform Schengen stamp will be put on your Passport. Anyway, you must report your presence within 8 work during days after your arrival in Italy to the Police Head Office (Questura) in the you are domiciled in (Potenza or Matera) by submitting the form " Declaration of Presence form" (Dichiarazione di presenza).

➤ HEALTHCARE

EU citizens are entitled to obtain the European Health Insurance Card (EHIC) through their local health authority, which facilitates access to emergency and medical treatment that may become necessary during a temporary stay (less than 3 months) in another EU country.

However, you can get a short –term health insurance in order to cover the period of your staying in Italy. You may also subscribe a health insurance on the day of your arrival in Italy. It is not compulsory but it allows free assistance in case of emergency.

Non-EU citizens

Please note that the application for a Visa requires evidence of ability to cover health expenses. The Health insurance policy is in charge at the Visiting Professor

➤ INSURANCE

The University of Basilicata will provide a civil and third party liability insurance and an insurance for accident to the Visiting Professor.

➤ **Your contact professor will give you further details!**