



POLITECNICO DI BARI

UNIVERSITY GUIDE FOR INTERNATIONAL PH.D. STUDENTS

National Research Ph.D. programme in AUTONOMOUS SYSTEMS

2022/2023

PROCEDURE FOR

NON-EU PH.D. STUDENTS NEEDING A STUDY VISA

TO ENTER ITALY

ATTENTION: if you are already legally resident in Italy (e.g. with residency permits for subordinate work, for self-employment, for family reasons, for asylum, for subsidiary protection, for religious reasons, etc) **please do not consider this procedure.**

We are glad to provide you with important details regarding the study VISA and residence permit procedures, but **please you are invited to consult first the Italian Diplomatic Authority in your home Country in order to get all kind of information.**

BEFORE YOUR ARRIVAL

A **VISA** is a travel document granted by the Diplomatic Authority (**Embassy/Consulate**) of your home Country which allows you to enter, remain or leave a specific territory.

Step 1

Study VISA applications must be submitted online through the **Universality platform** (<https://www.universality.it/index.php/>). In this phase you have to choose the University "POLITECNICO DI BARI" for your **pre-enrolment request**.

Step 2

If you have been admitted to the Ph.D. programme for which you have applied and you have completed the **enrolment procedure**, Post-Lauream Office (Politecnico di Bari) will approve your submission on Universality platform and will attach, within your Universality request, the **admission letter**.

ATTENTION: In the admission letter, Post-Lauream Office (Politecnico di Bari) will indicate the University in which you will attend and perform the Ph.D. program (e.g. in case of the non-EU candidate XXX YYY admitted for the scholarship of University of Rome, the letter will certify that the candidate will study at University of Rome).

Step 3

After the acceptance, the Italian Diplomatic Authority (Embassy/Consulate) in your home Country will check, review and analyse your **study VISA request**. It might be possible that the Italian Diplomatic Authority will ask you for additional documents in order to go through the request.

If the Embassy/Consulate accept your request, it will issue an **entry VISA for study purposes**.

IMPORTANT: Ph.D. starts on November, 1st 2022. Please inform Post-Lauream Office and the Coordinator of the Ph.D. programme (Prof.ssa Mariagrazia Dotoli) if you have any difficulties obtaining a VISA or if your date of arrival has been delayed.



ON YOUR ARRIVAL

We suggest you to contact the Ph.D. office of the university in which you will perform and carry out your Ph.D. programme.

Residence Permit

Non-EU citizens **must apply for the residence permit within 8 working days from their arrival.**

You must forward a **request for a residence permit for STUDY** to the police headquarter (**Questura**) responsible for the city where you intend to establish your residence.

Tax Code

The Italian tax code (*codice fiscale*) is an alphanumeric code which allows Italian authorities to identify every individual. **You will obtain it once you are in Italy** - the tax code is issued by the Italian Revenue Agency (*Agenzia delle Entrate*).

The tax code is essential if you need to sign a contract in Italy, open a bank account, or access various public services (including health services). Your tax code is unique and will never expire.

Healthcare

You can either choose to buy a private insurance or enroll in our National Health Service.

Bank Account

Foreign Ph.D. student with a scholarship may be required or may need to open a bank account while in Italy. In such case, simply go to a branch office of any bank with the following documents:

- Your tax code
- Your passport
- Postal receipts of the residence permit application
- Residence permit (if already available)
- Certificate of your enrolment at Politecnico di Bari - you have to require it at Post-Lauream Office (post-lauream@poliba.it).

ATTENTION: It is possible to use your already existing foreign bank account, but we recommend you to open an Italian one in order to avoid extra fees related to foreign bank transfers.

National Pension Institute - INPS

The University must pay social security taxes on the PhD scholarship. In order to do so, it is necessary for you **to be registered at the Italian National Institute for Social Security (INPS)** – “*Gestione Separata*”.

Equivalence of Foreign Qualification

For the enrolment procedure, you are asked to upload your original degree certificate along with its **official/legalized translation** (in English) or its **Declaration of Value** (issued by the Italian Diplomatic Authority in the Country where the degree was obtained). If you don't have the official/legalized translation nor the Declaration of Value, you can consult [CIMEA website](#) and ask for a **Statement of Comparability** (*attestato di comparabilità*).

Alternatively, you can attach the **Diploma Supplement** if your qualification is awarded in an EU Country (or in any of the Countries taking part in the Bologna Process).