

Teaching in the Globalization Program Nulla Osta, Visa, and Residency Permit for Citizens of Non-EU Countries.

Work Visa for Teaching (Preferred procedure)



3. NULLA OSTA - entry clearance:

In 2021 VIU signed an agreement with the Italian Ministry of the Interior to facilitate the issue of *Nulla Osta* for VIU Professors. In the simplified procedure, the *Nulla Osta* is not issued as a physical document, but it is a communication sent directly from the Immigration Office (SUI) to the Italian Consulate via the governmental IT platform.

The application for the Nulla Osta will be submitted by VIU, as the employer/host institution, to the Ministry of the Interior via the Immigration Office of the Venice Prefecture.

In order to start your Nulla Osta application, please complete the attached form (File name: 02_Teaching_at_VIU_Nulla Osta Data & Checklist) and submit together with the following documents to VIU (visas@univiu.org):

- a) scan of a valid passport
(the expiry of the passport must be at least three months after your date of departure from Italy)
- b) scan of original PhD diploma
or certified true copy issued by the registrar's office of the university that awarded the degree (or other relevant diploma)
- c) scan of letter declaring employment in the home university (proof of employment letter)
a signed letter to this effect by a competent office, for example, Office of the Provost, Office of Human Resources, stating that the individual is in employment at the university, since when (specific date please) and declaring professor's yearly salary.

Legalization and Translation of Documents:

Once the Nulla Osta application has been submitted, we will proceed with the legalization and translation of your documents. These will be required on arrival in Venice, when you will have to present the original PhD Diploma and Proof of Employment letter to the Immigration Office of the Prefecture.

You will have to obtain for each document:

- notarization – each document should have the full name of the signee printed, and must be accompanied by a “notary acknowledgement” by a notary public. Without notarized signatures, the documents are not eligible for the Apostille nor consular certification of the translation.



- apostille¹ - An apostille certifies the document so that it will be recognized in foreign countries that are members of the 1961 Hague Convention Treaty. It is used to authenticate the seals and signatures of officials on public documents such as birth certificates, court orders, school/university records, etc. and in some cases documents for business purposes. Each apostille is registered and contains the issue date and a unique number. In each country the apostille is issued by competent authorities designated for each document type. The apostille has to be obtained in the country in which your document was issued.
- translation certified by the Consulate² or sometimes referred to as “legalized translation” (except UK) – The documents must be translated (after obtaining notarization and apostille) by a professional translator, who will request certification of conformity of the translation from the Italian Consulate.

VIU will provide the contacts of translators recommended by the Italian Consulate in your jurisdiction.

The translators can also arrange the Apostille(s) (for a fee) and will obtain the Consular legalization of the translations.

The translator will courier the original, translated and legalized documents to VIU.

For UK: as the Italian Consulate in the UK does not certify translations, VIU will arrange for sworn translations to be carried out in Italy, which will be legalized by the courthouse in Venice.

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PhD diploma (or other relevant diploma):

As described above, in order to apply for the Apostille for your diploma, you must have an original of your PhD Diploma with a notarized signature. The best option may be to request a re-issue of your diploma with a notarized signature from the university that issued the Diploma, accompanied by a “notary acknowledgement”. Contact the Office of the Registrar in the university that issued the diploma. Some universities also offer the service of obtaining the Apostille on the notarized diploma.

If the service is not offered by the university that issued the diploma, on request, we will provide additional information on how to obtain it.

Employment Letter:

When requesting the letter from the competent office in your university, ask for a notarized letter. If they are not able to provide a notarized letter please inform us and we will assist you.

¹ <https://www.esteri.it/en/servizi-consolari-e-visti/italiani-all-estero/traduzione-e-legalizzazione-documenti/legalizzazione-documenti/>

² <https://www.esteri.it/en/servizi-consolari-e-visti/italiani-all-estero/traduzione-e-legalizzazione-documenti/conformita-traduzioni/>

Gather apostille info for:

North Carolina

Boston

UK

Japan

Israel

Korea

Use global apostille services for USA. Then get translations done.

Ask Salimbeni if he can do all of the above.



<https://www.sec.state.ma.us/divisions/commissions/apostilles.htm>

All costs relative to the Apostille, notarization, translations and consular legalization of the professor's documents will be paid by VIU.

4. VISA APPLICATION

Once VIU receives notification of the release of the Nulla Osta from the Immigration Office (SUI), you will be informed and you can proceed with your visa application. The certificate is valid for 90 days. You must apply for the visa within this period of validity.

The type of VISA to be requested:



“subordinate work visa for University Professors”

Type D for stays longer than 90 days
or
Type C for stays shorter than 90 days

Most Consulates have an online booking system for requesting appointments. Please consider that there may be a waiting list of one month, so you may need to fix the appointment even before the Nulla Osta has been released.

VIU recommends:

Contact Consulate to Request Appointment	Appointment in Consulate	Expected arrival
May	June/July	September for Fall Semester
November	December/January	February for Spring Semester
May	June	August for Summer Session

In preparation for your visa appointment:

Consult the required documents by filling out the form here:

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

- enter your nationality (based on the passport you will use to travel)
- enter your country of residence
- enter the visa type

*The translation of Italian terms is not consistent across the different platforms. On the aforementioned form, for the subordinate work visa, the term “salaried employment” is used.

Carefully check the resources provided by the Consulate and/or by outsourced agencies to ensure that you have all of the required paperwork to present on the day.

The documents required will include at least the following:

- a) Visa application form (available on Consulate's website)
- b) Nulla Osta Entry Clearance (No-objection certificate for work granted by the Immigration Office)

You will bring a printed copy of the communication from the Prefecture to VIU confirming that the Nulla Osta has been approved and transmitted telematically to the Consulate via the governmental IT platform.

- c) VIU contract or VIU invitation letter - will be provided by VIU.
- d) Availability of a suitable lodging in Venice - in the aforementioned letter VIU will include that accommodation will be made available on campus. This is sufficient for the purpose of applying for the visa. At a later stage, when you have finalized your accommodation arrangements you will have to provide a copy of the contract to the Prefecture in Venice.
- e) Health insurance policy with coverage in Italy
- f) **Recent passport photo**
- g) **Passport or travel document** valid for at least three months after visa expiry date



Previous professors have reported on occasion that they have been asked to provide also a driving licence as proof of address, a bank statement and return travel. If you are arriving in Italy earlier than the beginning of the semester you may be asked to provide proof of accommodation (eg. hotel booking).

Please, note that:

The paperwork provided by VIU is relevant to your work at VIU for a 15-week program. If you plan to stay in Venice, travel in Italy or in any other European or Schengen Area country, before or after the Globalization Program at VIU, you should seek advice at the Italian consulate and provide any additional justification they require for a longer stay in Europe beyond your contract at VIU. Please note that it is very difficult to obtain an extension on your visa once you have arrived in Italy.

5. RESIDENCY PERMIT AFTER YOUR ARRIVAL

Appointment at the Prefecture and Submission of Residency Permit Request

Within 8 working days VIU must request an appointment at the Immigration Office at the Venice Prefecture on your behalf. Make sure to inform VIU of your arrival date in advance.

You will be accompanied by a member of VIU staff to the appointment.

Documents to present:

- Your passport
- 2 photocopies of photo page of your passport
- 2 photocopies of visa page of your passport
- The original documents presented for the Nulla Osta, with relevant translations and legalization
 - o PhD Diploma with apostille, translation with consular certification
 - o Employment letter with notarized signature +apostille, translation with consular certification
 - o Invitation Letter (provided by VIU)
 - o VIU Contract (provided by VIU)
- Suitability of Accommodation Certificate (see last page)

- Declaration of Hospitality + receipt of communication to Police (provided by landlord – VIU will take care of this if accommodation is arranged by VIU)
- An Italian cell. phone number (notifications are sent via sms)

During the appointment, the officer in the Immigration Office will check the original documents, you will sign the Host Agreement, and you will receive the form for the Residency Permit application.

Sending the Residency Permit Application in the Post Office



Following the appointment in the Prefecture, you will go (directly) to the Post Office (either San Marco or Rialto), accompanied by the VIU staff member, to send the application to the Ministry in Rome.

The applicant must be there in person, and must bring their passport.

You will receive two receipts to prove that you have successfully completed the residency permit application procedure (we will scan them and keep them in your file).

The postal receipt should be kept with your passport as evidence of having followed the necessary immigration procedures.

6. APPOINTMENT AT THE POLICE HEADQUARTERS

You will receive written communication by post of the date of an appointment at the Headquarters of the Venice Immigration Police located in Marghera (Venice mainland).

During the appointment original documents proving the aim of the visit to Italy (employment letter) and accommodation (rental contract) are checked together with the receipts proving submission of the residency permit request. Photos and fingerprints will be taken. The Professor will be notified of the release of the permit after this appointment.

(At time of writing, November 2023, this final appointment is moot as due to the backlog in the public administration the appointments given are months after the professors' departure. When you receive the letter, please share with VIU. We will communicate in writing that you will not attend the appointment as you have completed your teaching engagement in Italy).

Suitability of Accommodation and Declaration of Hospitality:

At the appointment at the Immigration Office of the Prefecture you must show these two documents to prove that you have secured accommodation in Venice for the entire period of your stay and that this accommodation meets the safety and security requirements applied by the City of Venice Administration.

VIU will arrange these documents for you if you organize your accommodation through VIU.



If you prefer to arrange your own accommodation you must **make sure that the owner of the property is willing to provide a "Declaration of Hospitality" and the documents needed for the "suitability of accommodation certification" (*idoneità alloggiativa*)**.

Suitability of accommodation certificate from City of Venice housing office (*idoneità alloggiativa*):

- copy of your entry visa (please send a copy to VIU once issued)
- rental contract + photocopy of legal ID of owner of property
- copy of the floor plan of the accommodation and/or details thereof from the land register (request from owner or agent)
- UNI CIG declaration provided by owner or agent (**template available here**)
- 2 stamp duty x €16.00 (VIU will provide)
- Hospitality declaration submitted to the police, with submission receipt
- Registration of the rental contract with the Revenue Agency

Please request the necessary documents in good time from the owner/agent of the accommodation that you have booked.

You can send to visas@univiu.org and VIU will submit to the City of Venice housing office.

Document last updated: March 13, 2024
