

## Visa for Scientific Research

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This type of visa is the appropriate option if you wish to request to stay in Italy to pursue your research in addition to your teaching commitments in the Globalization Program.

Consider also that this is the only option if you wish to bring dependents (spouse / minor children) to stay in Italy for a period longer than 90 days.



### 3. NULLA OSTA - entry clearance

The request of the Nulla Osta will be submitted by VIU as the host institution of to the Immigration Office of the Venice Prefecture (Office of the Italian Ministry of the Interior).

**In order to start your Nulla Osta request, please complete the attached form (04\_Research\_at\_VIU\_Nulla Osta Data & Checklist) and submit together with the following documents to VIU ([visas@univiu.org](mailto: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
- d) Research statement  
a one page description of the research project to be carried out while in Venice. The statement must be on letterhead of home university, and must be signed by the researcher and dated. The researcher should highlight the relevance of the research topic with Venice/Italy and the themes addressed by the courses taught at VIU.
- e) Curriculum Vitae (max. 2 pages)
- f) Insurance policy/statement proving validity in Europe/Schengen area/Italy for the entire stay

Once we receive these documents VIU will issue a *Convenzione di Accoglienza* (Hosting Agreement) based on your research proposal and approval of your courses by the Academic Council. This will be submitted together with the above documents on the Italian Governmental portal.

### Legalization and Translation of Documents:

Your documents (except your passport) must be translated by a professional translator, who will request certification of conformity of the translation from the Italian Consulate in your jurisdiction. The translation certified by the Consulate<sup>1</sup> is sometimes referred to as a “legalized translation”.

This must be completed **BEFORE** your visa can be issued.

Some of your documents will require a notarized signature and an apostille before being submitted for the legalized translation.



- apostille<sup>2</sup> - 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.
- notarization – the 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.

Summary:

| Document type        | Notarization                        | Apostille                           | Certified Translation               |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| PhD diploma          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Letter of employment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Research statement   | No                                  | No                                  | <input checked="" type="checkbox"/> |
| Curriculum Vitae     | No                                  | No                                  | <input checked="" type="checkbox"/> |
| Health Insurance     | No                                  | No                                  | <input checked="" type="checkbox"/> |
| Hosting Agreement    | No                                  | No                                  | No                                  |

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

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



### Organizing the translations

VIU will provide the contacts of translators recommended or approved 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.

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

### Important Considerations:

- 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 you obtained your degree in a country different from where you are living now, the translation and legalization of your diploma must be done in the country of the institution that awarded the diploma.
- For documents issued in the UK a Notary Public will have to certify the authenticity of the translator's signature and their membership to an Institute of Translators; the Notary Public's signature will then have to be apostilled (legalised) by the UK Legalization Office (FCDO).<sup>3</sup>

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<sup>3</sup> <https://consolondra.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino/traduzione-e-legalizzazione-dei-documenti/>

## NULLA OSTA - entry clearance for FAMILY MEMBERS

Important: please consider that VIU is not legally responsible for the family members of faculty coming to teach at VIU.



VIU provides the following information in good faith and endeavors to assist professors regarding the required paperwork, and assistance in presenting it to the appropriate authorities on the Italian side. The regulations and procedures regarding immigration law can, and do change, so it is important that the professor also consults the Italian Consulate where s/he is applying for the visa regarding the requirements for their family members. VIU does not contribute to the costs related to paperwork and visa applications of family members.

Consider: if family members are planning to stay in Italy (and/or in the Schengen Area) for up to 90 days, they can apply for a Tourist Visa or enter on a Visa Waiver depending on their country of citizenship. The 90 days of stay allowed on a tourist visa/visa waiver are of actual stay in the Schengen Area over 180 days.

For further information, see the following links:

Border Crossing <https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/border-crossing>

Short-stay Visa calculator and User's guide

[https://ec.europa.eu/home-affairs/content/visa-calculator\\_en](https://ec.europa.eu/home-affairs/content/visa-calculator_en)

[https://ec.europa.eu/assets/home/visa-calculator/docs/short\\_stay\\_schengen\\_calculator\\_user\\_manual\\_en.pdf](https://ec.europa.eu/assets/home/visa-calculator/docs/short_stay_schengen_calculator_user_manual_en.pdf)

If you wish to bring family members for the entire semester VIU will assist you in applying for the Nulla Osta and visas for your family members.

You must obtain your own Nulla Osta first, before it is possible to proceed with the application for family members. The Italian authorities are extremely meticulous when dealing with immigration requests for minors. Therefore the process will take one to two months more to complete.



**The following documents are needed for the Nulla Osta of family members:**

- a) Copy of passport of each family member who will travel with you to Italy
- b) Proxy -  
to permit VIU to submit the Nulla Osta application for family members on your behalf (VIU can provide a template).
- c) Certificate of Marriage  
if you are requesting a nulla osta/visa for your spouse
- d) Birth Certificate of the children  
if you are requesting a nulla osta/visa for your children
- e) Residency Certificate  
self declaration (VIU can provide template) + driving licence or other ID to certify address
- f) Family Unit Certificate  
self declaration (VIU can provide template)
- g) Letter from other parent  
If you are traveling with a minor child without the other parent, you must have a letter from the other parent in which s/he consents to the minor child traveling abroad with you. The signature on the letter must be notarized.

**Legalization and Translation of Documents:**

The documents of your family member(s) (except passports) must be translated by a professional translator, who will request certification of conformity of the translation from the Italian Consulate in your jurisdiction. The translation certified by the Consulate<sup>4</sup> is sometimes referred to as a “legalized translation”.

This must be completed **BEFORE** the visa(s) can be issued for your family members.

Some of the documents will require a notarized signature and an apostille before being submitted for the legalized translation. See page 2.

We advise in any case that you refer to the authority issuing the apostille to check the requirements before submitting apostille requests. Notarizations must include a notary acknowledgement.

VIU is not liable for any costs for visas, translations and paperwork for the dependents of professors.

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<sup>4</sup> <https://www.esteri.it/en/servizi-consolari-e-visti/italiani-all-estero/traduzione-e-legalizzazione-documenti/conformita-traduzioni/>

#### 4. VISA APPLICATION

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

The type of VISA to be requested:



**Visa for Scientific Research  
For stays longer 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.

If you are applying for visas for family members you may choose to wait until you have all received your Nulla Osta, or you may prefer to proceed with your own visa application first.

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) **Passport or travel document** valid for at least three months after visa expiry date
- c) **Recent passport photo**
- d) **Nulla Osta Entry Clearance (No-objection certificate for work granted by the Immigration Office)**. We will send it to you once it is issued.
- e) **VIU contract or VIU invitation letter** - will be provided in Italian by VIU.
- f) **Hosting Agreement** - will be provided in Italian by VIU
- g) **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.
- h) **Health insurance policy with coverage in Italy**
- i) **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.

## VISA APPLICATION for Family Members

As for your own visa described above, you will have to book an appointment for your family members.

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.

They usually request to see the same documents that were required for the Nulla Osta, and in addition:

- a) Visa application form (available on Consulate's website) for each family member
- b) Passport or travel document valid for at least three months after visa expiry date
- c) Recent passport photo
- d) In case of minors, written consent from the other parent granting permission to travel (should be notarized if in UK or USA) and a photocopy of both parents' passports should be provided.





## 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:  
(for each family member, if traveling with dependents)

- Your passports
- 2 photocopies of photo page of each passport
- 2 photocopies of visa page of each passport
- The original documents presented for the Nulla Ostas, with relevant translations and legalization.
- Suitability of Accommodation Certificate (see below)

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.

If your family members have also obtained a Nulla Osta and a visa, they must also come to the appointment. Minors under age 14 may not have to (we will double check beforehand).

### 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).

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### 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](mailto:visas@univiu.org) and VIU will submit to the City of Venice housing office.

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