**Work Visa for Scientific Research**

NULLA OSTA - entry clearance - Data & check list

This form is to be filled out by any professor teaching in the Globalization Program who will enter Italy on a non-EU passport and who wishes to request a Visa for Research rather than a visa for teaching.

This visa for research 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 the visa for research is the only option if you wish to bring dependents (spouse / minor children) to stay in Italy for a period longer than 90 days.

Return with attachments to visas@univiu.org

|  |  |
| --- | --- |
| First Name(s) as written on passport |  |
| Last Nameas written on passport |  |
| Nationality (Passport issuing country) |  |
| Passport Number |  |
| Expiry date of passport[[1]](#footnote-1) |  |
| City of birth |  |
| Date of birth |  |
| Current address of residence |  |
| Marital status |  |
| Italian Consulate in your jurisdiction[[2]](#footnote-2) |  |
| University where you are employed |  |
| Date you began your employment at above university |  |
| University where you attained your PhD |  |
| Date of conferral of your PhD |  |
| Planned date of arrival  |  |
| Planned date of departure  |  |

* I am planning on traveling to Italy with dependents (spouse/minor children) and wish to request VIU’s support in applying for the Nulla Osta for my family members

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check list:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Notarized signature  | Apostille | Certified Translation |
| 🞎 | scan of a valid passport |  |  |  |
| 🞎 | scan of original PhD diploma | 🗹 | 🗹 | 🗹 |
| 🞎 | proof of employment in the home university[[3]](#footnote-3) | 🗹 | 🗹 | 🗹 |
| 🞎 | Research statement |  |  | 🗹 |
| 🞎 | Curriculum Vitae (max 2 pages) |  |  | 🗹 |
| 🞎 | Insurance policy statement (must specifically state coverage in Europe). Some companies provide policy in Italian |  |  | 🗹 |
| 🞎 | Hosting Agreement (Convenzione di accoglienza) - provided by VIU (in Italian) |  |  |  |

For VIU use only:

|  |  |
| --- | --- |
| €16.00 Stamp Duty identification number: |  |

**Family Members Check list**

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

The following information is provided in good faith. There may be some variation depending on which country you are applying in. Always check with the Consulate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Notarized signature  | Apostille | Certified Translation |
| 🞎 | Proxy (bilingual template provided by VIU) |  |  | 🗹 |
| 🞎 | Proof of relationship for spouse: Marriage Certificate. ORIGINAL | \* | 🗹 | 🗹 |
| 🞎 | Proof of relationship for (each) child: Birth Certificate. ORIGINAL  | \* | 🗹 | 🗹 |
| 🞎 | For adopted child: Adoption Decree  | \* | 🗹 | 🗹 |
| 🞎 | Copy of passport for each family member |  |  |  |
| 🞎 | Scan of own driving licence (proof of residence) |  |  |  |
| 🞎 | Family unit certificate (Self-declaration bilingual template available from VIU) |  |  |  |
| 🞎 | Residency certificate (self-declaration bilingual template available from VIU)  |  |  |  |
| 🞎 | Traveling without other parent: letter of consent permitting minor child to travel | 🗹 |  | 🗹 |

\*In some jurisdictions the public documents (birth and marriage certificates) will require a notary signature, or verification by another body (eg. county clerk in State of New York) in order to get the Apostille. Refer to the authority issuing the apostille for their requirements.

Fill out for each family member:

Spouse:

|  |  |
| --- | --- |
| First Name(s) as written on passport |  |
| Last Nameas written on passport |  |
| Nationality (Passport issuing country) |  |
| Passport Number |  |
| Expiry date of passport\* |  |
| City of birth |  |
| Date of birth |  |

For VIU use only:

|  |  |
| --- | --- |
| €16.00 Stamp Duty identification number: |  |

Minor Child:

|  |  |
| --- | --- |
| First Name(s) as written on passport |  |
| Last Nameas written on passport |  |
| Nationality (Passport issuing country) |  |
| Passport Number |  |
| Expiry date of passport\* |  |
| City of birth |  |
| Date of birth |  |

For VIU use only:

|  |  |
| --- | --- |
| €16.00 Stamp Duty identification number: |  |

\* The expiry of the passport must be at least three months after the end of your planned stay in Italy

Minor Child:

|  |  |
| --- | --- |
| First Name(s) as written on passport |  |
| Last Nameas written on passport |  |
| Nationality (Passport issuing country) |  |
| Passport Number |  |
| Expiry date of passport\* |  |
| City of birth |  |
| Date of birth |  |

For VIU use only:

|  |  |
| --- | --- |
| €16.00 Stamp Duty identification number: |  |

Minor Child:

|  |  |
| --- | --- |
| First Name(s) as written on passport |  |
| Last Nameas written on passport |  |
| Nationality (Passport issuing country) |  |
| Passport Number |  |
| Expiry date of passport\* |  |
| City of birth |  |
| Date of birth |  |

For VIU use only:

|  |  |
| --- | --- |
| €16.00 Stamp Duty identification number: |  |

\* The expiry of the passport must be at least three months after the end of your planned stay in Italy

1. The expiry of the passport must be at least three months after the end of your planned stay in Italy [↑](#footnote-ref-1)
2. <https://vistoperitalia.esteri.it/home/en> fill out questionnaire and consult list of Consulates in your country of residence. This cannot be changed once the application for the Nulla Osta has been submitted. [↑](#footnote-ref-2)
3. 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) and declaring professor's annual salary. [↑](#footnote-ref-3)