



### Residency permit disclaimer for visiting researchers

Professors or researchers who come to Italy on a “VISA type D – ricerca” are **obliged by Italian Law** <sup>1</sup> to apply for a residency permit.

The application must be completed within 8 working days after your arrival in Italy. Professors/researchers who were granted a Nulla Osta by Venice Prefecture to obtain a “VISA type D – ricerca” have to follow this procedure:

1) APPOINTMENT AT THE PREFETTURA (territorial office of the Italian Government)  
Within 8 working days after your arrival in Italy you should book an appointment at local Prefecture (request the appointment by writing to: [immigrazione.pref\\_venezia@interno.it](mailto:immigrazione.pref_venezia@interno.it) specifying the protocol number of your Nulla Osta e.g. P-VE/L/N/2021/.....) to sign the temporary working contract (Contratto di Soggiorno) and to fill out the Residency permit application.

The competent office is:

Prefettura di Venezia  
Sportello Unico per l’Immigrazione  
San Marco 2661  
30124 Venezia

The following documents will be checked during the appointment:

- passport
- photocopy of your passport (page with personal data)
- photocopy of your VISA (2 copies)
- photocopy of your fiscal code (if you do not have it, you will be assigned one)
- two stamp duties to the value of € 16
- proof that you have submitted the request for “idoneità alloggiativa” for the apartment where you’ll be staying ( <https://www.comune.venezia.it/it/content/certificato-comunale-idoneita-dellalloggio> ) refer to your landlord or real estate agency for obtaining this document
- if you are hosted by a friend/relative/etc... "comunicazione di ospitalità a favore di cittadino straniero" filled out by your host and stamped by the nearest Polizia di Stato office
- Italian mobile phone number

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<sup>1</sup> DECRETO LEGISLATIVO 25 luglio 1998, n. 286, Testo unico delle disposizioni concernenti la disciplina dell'immigrazione e norme sulla condizione dello straniero. (GU n.191 del 18-8-1998 - Suppl. Ordinario n. 139 )

Other documents may be requested.

## 2) RESIDENCY PERMIT APPLICATION

After the appointment at the Prefettura you will be given a pre-filled “residency permit application kit” Mod. 209. Applications for the residency permits in Italy are managed by the Italian Postal services, therefore you should go to the nearest Post Office to submit the kit. Bring your passport with you.

The cost of the residency permit application for a stay within 3 months to a year is €116,46 (2022 rate). You will be asked to pay this sum when submitting the documents at the Post Office.

While submitting the application kit at the Post office, you will receive a receipt. This receipt is valid as the residency permit until you get the original. Besides the receipt, you will be also given a letter, which contains the date of your appointment at the Questura (Police Immigration Office).



## 3) APPOINTMENT AT THE QUESTURA (Police Immigration Office)

Despite the time of the appointment written in the letter you get at the Post Office when submitting the residency permit application, you should go to the Questura in the morning of the designated day, before 9.00am.

The Questura (Police Immigration Office) is located in via Nicolodi 21, 30175 Marghera Venezia.

During this appointment, the following documents will be checked:

- Passport and VISA
- health insurance
- financial means to support yourself while in Italy
- VIU invitation letter
- accommodation while in Italy (registered rental contract, invitation by a relative/friend)

You will also have to bring with you:

- the receipts of the residency permit application
- your passport
- 4 passport size-pictures

Other documents may be requested.

During the appointment, the police officers will stamp the residency permit application receipt confirming that you were at the appointment.

## 4) PICK UP YOUR RESIDENCY PERMIT

When your residency permit is released, you will get a text on your Italian mobile number (the one which you provided during the first appointment at the Prefettura) informing you on the day of the pick up of the permit. You can collect your permit at the Questura, via Nicolodi 21, 30175 Marghera, Venezia on the day indicated in the text.

In order to collect the permit you will have to show the text, the receipts of the residency permit application and your passport.

I, the undersigned, ..... declare that I have read and understood the information regarding the residency permit application provided in this document by Venice International University.



I, as non EU citizen entering the country with a “VISA type D – ricerca”, am fully aware of the legal necessity to accomplish all steps of the residency permit application procedure as described here above and I take full responsibility to do that relieving VIU from any responsibility.

First name \_\_\_\_\_

Last name \_\_\_\_\_

Number of passport \_\_\_\_\_

Number of VISA \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_