



## VADEMECUM FOR FOREIGN RESEARCH GRANTERS

### 1. Obtaining a residence permit (for research granters from non-EU countries)

The Department of Physics and Astronomy (DFA), with the support of SAOS (Servizio Accoglienza Ospiti Stranieri - Foreign Guests Reception Service Office), provides support to research granters from non-EU countries in carrying out the procedures for obtaining a residence permit. In particular:

#### **BEFORE THE DEPARTURE**

DFA, with the support of SAOS, requests the release of the NULLA OSTA for the researcher by the Prefecture of Padua. To this end, the DFA shall:

1. Ask the research granter to fill in the research granter data sheet ([http://www.dfa.unipd.it/fileadmin/segrDir/Modulistica/SCHEDA DATI PER SAOS.pdf](http://www.dfa.unipd.it/fileadmin/segrDir/Modulistica/SCHEDA_DATI_PER_SAOS.pdf));
2. Send the host agreement to the research granter, which must be signed by the same and returned by post in three copies;
3. Forward to the research granter the NULLA OSTA once it has been obtained (the release takes between 60 and 90 days), so that the researcher can proceed with the VISA request.

In order to finalize the NULLAOSTA request, the research granters should send to DFA the following documents:

- Passport
- Research granter data sheet, filled and signed (see point 1 above)
- Three copies of the hosting agreement signed
- Degree diploma, translated and legalized at the Italian Embassy or apostilled

Once the NULLA OSTA has been received, the research granter shall go to the Italian Embassy / Consulate in the living country (and already indicated in the research granter data sheet above) to obtain the VISA FOR RESEARCH REASONS (the timing for issuing depends on the Embassy / Consulate, on average it takes one month to obtain).

If possible, DFA provides support in finding accommodation for the research granter at the guest houses of the University of Padua (the availability of rooms is limited and it is not guaranteed that it will be possible to find a room). Further information and solutions can be found independently at the following link: <https://www.unipd.it/studying-padova/services/housing> ).

### ONCE IN PADUA:

Once the research granter arrives in Italy, DFA and SAOS assist the researcher with the procedures for issuing the RESIDENCE PERMIT:

- ✓ Upon his/her arrival, the research granter shall send DFA a copy of the passport page with the entry VISA in Italy visible;
- ✓ DFA shall notify the research granter of the date of the appointment at the Prefecture of Padova
- ✓ On the day of the appointment at the Prefecture, the research granter must bring the following documents: two photocopies of the "declaration of hospitality" or " cessione fabbricato ESU"; two photocopies of the passport (all pages except blank pages); a 16,00 euros revenue stamp; the original degree, translated and legalized or apostilled; at the Prefecture the research granter will receive a kit for requesting the permit of stay;
- ✓ The research granter shall send at the post office the kit given to him at the Prefecture and deliver a copy of the receipt to DFA (the cost for shipping the kit is around 100 euros in total);
- ✓ The research granter shall go to the Questura (Police Station) on the date and time that are automatically assigned when the kit is sent (the date appears in the receipt that is given to him/her). The following documents have to be brought: 4 passport-size photos on a white background; passport; tax code; host agreement; health insurance; hospitality declaration; research grant contract;
- ✓ About one month after the appointment at the Questura, the research granter will receive a text message on his/her mobile phone with the appointment for collecting the residence permit card at the Questura.
- ✓ The research granter must have a bank account belonging to the SEPA circuit. Revolut and WISE services offer quick and easy registration for online bank accounts accepted by our University.

### RENEWAL OF THE RESIDENCE PERMIT

DFA supports the research granter in carrying out the procedures for RENEWAL OF THE RESIDENCE PERMIT. Procedures must be started 90 days before the expiry of the residence permit (120 days, if the research fellow intends to travel within Schengen area close to the expiry date of the residence permit). The guidelines for the renewal of the residence permit are available at the following link [http://www.dfa.unipd.it/fileadmin/segrDir/Modulistica/RESEARCHER\\_REN\\_DOCUMENTS\\_.pdf](http://www.dfa.unipd.it/fileadmin/segrDir/Modulistica/RESEARCHER_REN_DOCUMENTS_.pdf)

N.B. it is the responsibility of the research granter to remember the timescales necessary for renewal

**!!!ATTENTION!!! With an expired residence permit and with the post office receipt related to the request of renewal of the permit of stay only, it is not possible to move to Schengen areas outside of Italy**

## **2. Registration with the National Health Service (FOR NON-EU RESEARCH GRANTERS ONLY)**

- a. The research granter shall calculate the amount to be paid for voluntary registration with the NHS on the basis of the income received in the year preceding the one of registration. The contribution due is equal to: 7.50% of the total income up to €20,658.27 per year + 4% on the portion exceeding the aforementioned amount of €20,658.27 per year and up to the limit of €51,645.69 per year. **The amount of the contribution cannot in any case be less than €2,000.00.** Further information at the following link: <https://www.aulss6.veneto.it/Assistenza-sanitaria-Cittadini-extracomunitari> ). The research granter informs the DFA Secretariat Office about the cost to be paid.
- b. The DFA accountability office proceeds with the payment and send a copy of the receipt to the research granter.
- c. The research granter schedules an appointment with the competent health district or with the dedicated desk at Palazzo del Bo (<https://web.unipd.it/international/booking-area/ulss-unipd/> ).
- d. On the day of the appointment, the research granter must bring the following documents: postal receipt of the payment; permit of stay (or postal receipt of the kit submitted for requesting it); house contract or hospitality declaration; fiscal code; passport; research grant contract.; pay slips certifying the income received in the year preceding registration).

The contribution is valid for the calendar year from 1 January to 31 December regardless of any intra-annual expiry of the residence permit, it cannot be divided and has no retroactive effect (**based on the starting date of the research contract, for instance in case the research granter arrives in the last months of the year, the DFA could choose another kind of health insurance for the first period**). Voluntary registration entitles the research granter to all the services provided by the NHS on the national territory on an equal basis with an Italian citizen. **Voluntary registration with the NHS of foreign citizens does not give the right to the EHIC, i.e. it does not provide coverage outside Italy.**

**N.B: FOR EU RESEARCHERS:** European research granters willing to enrol in the NHS can follow the same procedures by their own and at their cost, since the University is obliged to cover the costs for health insurance for non-EU researchers only as set by legal provisions.

European research granters, in order to be enrolled in the National Health Service, are asked to register in the registry of the resident population of the Municipality of residence is required (for research granters with contracts lasting more than 12 months) or registration in the register of the temporary population (for research granters with a contract lasting 12 months). For more information related to the Municipality of Padua procedures, see:

<https://www.padovanet.it/informazione/procedimento-di-iscrizione-nellanagrafe-della-popolazione-residente>

<https://www.padovanet.it/informazione/iscrizione-nello-schedario-della-popolazione-temporanea-residenza-temporanea>

### **3. Enrollment in the INPS "Gestione Separata" (for all granters, EU and extra EU)**

a. The research granter contacts the Secretariat which will take care of registration.

### **4. Release of UNIPD mailbox (for all granters, EU and non-EU)**

Around one month after the start of the contract, the research granter shall phone the help desk (049 8273722) and ask for the activation of his/her unipd mailbox. At the time of the call, the research granter must have his/her tax code at hand and be in front of the PC.

#### **CONTACTS**

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