



CHECKLIST OF THE DOCUMENTS REQUIRED TO ISSUE THE VISA FOR RESEARCH

Visa Type:	Uniform Schengen Visa (type "C") or National Visa (type "D") for research
Duration:	up to 90 days (Schengen Visa) – from 91 to 365 (National Visa)
Entries:	1, 2 or multiple
Time limits to apply for the visa:	no more than six months before the intended travel date and no later than 15 calendar days before the intended travel date
Time limit to conclude the procedure:	90 calendar days
Relevant regulations:	Legislative Decree no. 286/1998, art. 27-ter; Recommendation 2005/761/EC of the European Parliament and of the Council dated 28 September 2005 Inter-ministerial Decree no. 850/2011, Attachment A, section 14.

OVERVIEW

The visa for research allows a foreigner holding a PHD, or a higher education degree which in the country of origin/residence permits to access PHD programs, to enter Italy for either a short (up to 90 days) or long-term (from 91 to 365 days) stay in order to perform research activities for Universities or Research Institutes accredited by the Italian Ministry of Education and Merit, based on a hosting agreement both the host Body and the foreigner have entered into.

The Visa Office will process only applications submitted no more than six months before the intended travel date and no later than 15 calendar days before the intended travel date. Applications submitted without compliance with the said time limits will be deemed unacceptable and immediately returned to the applicant.

The passport will not be returned until the final decision on the visa is adopted, taking into consideration that the whole procedure may be extended up to 90 calendar days.

ONLY applicants holding a valid UAE Residence Visa issued in the Emirate of Abu Dhabi (Abu Dhabi, Al Ain and Al Dhafra regions) can submit their applications to the Embassy of Italy in Abu Dhabi. The appointments must be booked by contacting the Visa Office of the Embassy of Italy in Abu Dhabi by e-mail (visa.abudhabi@esteri.it). Holders of UAE Residence Visa issued in the Emirate of Dubai/Northern Emirates have to refer to the Consulate General of Italy in Dubai.

With regard to GCC citizens, since they do not hold the UAE Residence Visa, their residence within the Emirate of Abu Dhabi can be proved through the Emirates ID, if "Abu Dhabi", "Al Ain" or "al Dhafra" are mentioned as "Issuing Authority".

If the issuing Authority is not mentioned on the Emirates ID, GCC citizens can prove to reside with the Emirate of Abu Dhabi by submitting the below-listed documents:

- Salary and employment certificate attesting that the applicant lives and works in the Emirate of Abu Dhabi;
- *Tawtheeq* tenancy contract or property deed attesting that the applicant lives in the Emirate of Abu Dhabi, together with the last three-month water and electricity bills under the applicant's name.

If the GCC citizen does not work and is sponsored by his/her family member, the same above-listed documents related to his/her family member must be submitted.

The research activity to be performed can be carried out in the form of dependent work, self-employment or research training scholarship.

The below-mentioned information must be provided in the hosting agreement:

- the applicant's researcher status, the working conditions and the monthly resources made available to him;
- information on the research activity and the estimated duration;
- any information on the researcher's mobility in one or several other EU States;
- the medical insurance policy provided for the researcher and his family members or the obligation for the University/Institute to ensure their registration with the National Health Service.

With regard to long-term stays (from 91 to 365 days), before contacting the Visa Office to apply for visa, the applicant must be sure that the following procedure has been carried out:

1. The University/Institute in Italy has to refer to the competent Immigration Office (*Sportello Unico per l'Immigrazione*) located in the district where the employee will reside and the research activity will be performed, requesting the no-impediment (*nulla osta*) to the research;
2. After having approved the application, the Immigration Office will send the no-impediment to the Diplomatic-Consular Mission accredited in the Country where the employee is resident;
3. As soon as the no-impediment has been issued by the competent Immigration Office, the visa applicant shall contact the Visa Office (visa.abudhabi@esteri.it) sending the no-impediment certificate;



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4. After having received the no-impediment file sent by the Immigration Office through the Visa system, as well as the no-objection certificate by e-mail in pdf format to be sent by the applicant, the Visa Office will invite the applicant to apply for the Visa submitting the below-listed documents.

The nulla osta must be used within 6 months from the date of issue.

The time limit to conclude the procedure is 90 days, which may be suspended if the Embassy requests foreign Authorities to provide data or documents which are deemed necessary for the conclusion of the procedure, pursuant to art. 6, paragraph 3, of the Ministerial Decree no. 171/1995. In this case the time limit to conclude the procedure is suspended until the Embassy receives the response from the competent foreign Authorities.

With regard to short-term stays (up to 90 days), the no-impediment (*nulla osta*) of the Immigration Office is not required.

Applicants are strongly advised to comply strictly with the instructions mentioned in this checklist by submitting all the documents listed below in order to avoid the issuance of the final refusal decision. However, the submission of a complete file does not guarantee the issuance of the visa.

It must be noted as follows:

- The passport will not be returned until the final decision on the visa is adopted;
- The Embassy reserves the right to invite the applicant for a personal interview and/or to request additional documents if needed to properly process the application.

1	Application form for Uniform Schengen Visa or D-type National Visa to be filled in and originally signed by the applicant.
2	No. 1 recent passport-size pictures (not older than 6 months) with white background.
3	Original passport. • The passport shall be not older than 10 years. • The passport shall be valid at least 90 days from the date of expiry of the requested visa, taking into consideration that a D-type National Visa valid 365 days will be issued. • The passport shall contain two blank opposite pages at least.
4	Photocopy of the original passport.
5	Photocopy of the UAE Residence Visa issued in the Emirate of Abu Dhabi (Abu Dhabi, Al Ain and Al Dhafra regions) and valid at least 90 days from the intended return date. <i>With regard to GCC citizens, since they do not hold the UAE Residence Visa, their residence within the Emirate of Abu Dhabi can be proved through the Emirates ID, if "Abu Dhabi", "Al Ain" or "al Dhafra" are mentioned as "Issuing Authority".</i> <i>If the issuing Authority is not mentioned on the Emirates ID, GCC citizens can prove to reside with the Emirate of Abu Dhabi by submitting the below-listed documents:</i> • Salary and employment certificate attesting that the applicant lives and works in the Emirate of Abu Dhabi; • Tawtheeq tenancy contract or property deed attesting that the applicant lives in the Emirate of Abu Dhabi, together with the last three-month water and electricity bills under the applicant's name. <i>If the GCC citizen does not work and is sponsored by his/her family member, the same above-listed documents related to his/her family member must be submitted.</i>
6	Photocopies of previous Schengen, USA, Canada, Japan, UK visas.
7	No-impediment certificate (<i>nulla osta</i>) issued by the competent Immigration Office (<i>Sportello Unico per l'Immigrazione</i>) in Italy (only for stays exceeding 90 days).
8	Both original and photocopy of the PHD certificate, or a higher education degree which in the UAE permits to access PHD programs. <i>The Embassy of Italy can recognize the authenticity of the educational certificates only if they have been legalized by the competent Italian Diplomatic-Consular Mission or if they have been apostilled.</i> <i>If the educational certificates were issued by an educational Institution headquartered in a State WHICH IS NOT PARTY to the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, the applicant must obtain the consular legalization of his/her</i>



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	educational certificates by referring to the competent Italian Diplomatic-Consular Mission, which is the one accredited in the consular district of the State where the educational Institution which issued the certificates is headquartered. For instance: if the certificates were issued in the UAE and according to the UAE educational curriculum, the Embassy of Italy in Abu Dhabi (by requesting an appointment through e-mail: cons.abudhabi@esteri.it and cons2.abudhabi@esteri.it) or the Consulate General of Italy in Dubai will be competent in legalizing the document; if the certificates were issued according to a foreign educational curriculum (not the UAE curriculum), regardless of the State where the educational Institution is located (for example, it may be either an Institution located in the UAE or abroad), the applicant must refer to the Italian Diplomatic-Consular Mission accredited in the State where the non-UAE educational Institution which issued the certificates is headquartered. If the educational certificates were issued by an educational Institution headquartered in a State <u>WHICH IS PARTY</u> to the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, the Apostille applied on the certificates can substitute the legalization requirements. For this purpose, the applicant must refer to the competent Government Authorities of the State where the Institution which issued the certificates is headquartered. For instance: if the certificates were issued according to the Indian curriculum, since India is a State party to the 1961 Hague Convention, the applicant shall refer to the competent Government Authorities in India in order to request the Apostille; if the certificates were issued according to the Pakistani curriculum, since Pakistan is a State party to the 1961 Hague Convention, the applicant shall refer to the competent Government Authorities in Pakistan in order to request the Apostille; if the applicant holds educational certificates issued by a British Institution, since the United Kingdom is a State party to the 1961 Hague Convention, the student shall refer to the competent British Government Authorities in order to request the Apostille. All the educational certificates must be translated into Italian language by a legal translator attested in the UAE. Kindly refer to the following link: https://ambabudhabi.esteri.it/ambasciata_abudhabi/en/informazioni_e_servizi/servizi_consolari/traduttori-giurati-noti-a-questa.html.
9	Photocopy of the hosting agreement signed by both the University/Institute and the researcher. Photocopy of the signatory's passport and Italian ID to be attached. The agreement shall stipulate as follows: • The research activities to be performed and their duration; • Work conditions; • Monthly financial resources to be earned by the researcher; • The possible relocation of the researcher in other EU Member States; • The medical insurance policy to be provided for the researcher or his/her registration in the National Healthcare Service of Italy.
10	No-impediment letter originally signed by the sponsor in the UAE approving the relocation of the applicant in Italy to perform his/her research. Photocopy of the signatory's passport and Emirates ID to be attached.
11	Photocopy of passport and UAE Residence Visa of the sponsor.
12	Photocopy of medical travel insurance certificate covering the whole period of stay in the Schengen Area. The insurance policy is required to provide a minimum coverage of 30.000 euro, valid throughout the Schengen area, for emergency hospitalization and repatriation for medical reason, urgent medical attention, emergency hospital treatment or death and repatriation of mortal remains.
13	Proof of accommodation for the first months of stay at least. The accommodation can be proved as follows: • Confirmed official hotel booking; • Accommodation provided by the hosting Institution; Invitation to lodge at the private accommodation of a citizen (Italian or foreigner) legally resident in Italy (see for reference the Invitation Form Private Accommodation). In this case, photocopies of the host's passport and signed tenancy contract or property deed, both duly legalized by the competent Italian Authorities, shall be submitted.
14	Flight booking. IMPORTANT: the Visa Office will process only applications submitted no more than six months before the intended travel date and no later than 15 calendar days before the intended travel date. Applications submitted without compliance with the said time limits will be deemed unacceptable and immediately returned to the applicant.



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DECLARATION:

I understand that failing in submitting a complete set of ALL the above-listed documents may result in the refusal of my visa application. However, the submission of a complete file does not guarantee the issuance of the visa.

I understand that the Embassy of Italy reserves the right to request additional documents whether needed to properly process the application. I understand that the time needed to process my visa application might be extended up to 90 calendar days, and the passport will not be returned until the final decision on the visa is adopted.

I, the undersigned, declare that I have read the [information on the protection of personal data concerning the issuance of an entry visa in Italy and in the Schengen Area \(General Data Protection Regulation/GDPR \(EU\) 2016/679, art.13\)](#) available on the website of the Embassy of Italy in Abu Dhabi.

Initials:

E-mail address (capital letters)

Mobile number

Place and date

Applicant's signature