



## VADEMECUM INTERNATIONAL STUDENTS (PhD students)



## HOW TO SUBMIT THE APPLICATION FOR THE COMPETITION

### COMPETITION ADMISSION REQUIREMENTS

Candidates holding one of the following qualifications can submit the application for the competition and are eligible regardless of their citizenship and age:

- Degree awarded under the system “vecchio ordinamento”
- Second-cycle degree (Laurea specialistica/magistrale) or a second-level academic qualification awarded by Institutions belonging to the AFAM sector (Higher Education in Art, Music and Dance)
- Equivalent academic title awarded abroad

**Those in possession of a degree from a foreign University** which has not been declared yet equivalent to an Italian degree, **will have to apply for their equivalence** solely for the purpose of the PhD admission. In such case, participation must be **accompanied** by the following documents:

#### In the case of EU citizens:

- **Self-certification** according to the D.P.R 445/2000 of the academic title obtained together with the list of the exams sat, the relative results and the legal duration of the course.

#### In the case of Non-EU citizens:

- **Certificate** certifying the academic title obtained including all the exams sat, the relative results and the legal duration of the course together with a translation into Italian. The translation must be signed under the applicant's own responsibility.

It is possible to attend the doctorate course only if the academic qualification earned abroad is equivalent to the second-cycle Italian degree (Laurea



magistrale a ciclo unico and Laurea Magistrale). The qualifications suitability obtained will be evaluated by the Judging Commission during the competition.

The entrance qualification must be issued by a foreign academic institution officially recognized, as well as guaranteeing admission to a doctoral course in the education system of the Country in which it was obtained.

Candidates can participate even if they obtain the qualification suitable for access to the research doctorate, no later than the date indicated in the competition notice. **In this case, they must send, under penalty of forfeiture, the documentation of the achievement no later than the date indicated in the competition notice.**

### **BEFORE THE APPLICATION TO THE COMPETITION**

- ✓ Candidates have to carefully read the **competition notice** with the details of the doctorate course they want to compete for. The notice is available in the attachments of this web page.
- ✓ Candidate have to check the correspondence of the **requirements** set out in the announcement and in the form of the selected doctorate.
- ✓ Candidates holding a **qualification earned abroad** can also participate in the selection for reserved places, if provided for in the PhD program for which they wish to apply.
- ✓ Candidates have to check all documents to be attached to the online application.

### **BEFORE THE ARRIVAL IN ITALY**

#### **APPLY FOR AN ENTRY VISA**

Non-EU citizens that took part in the selection in order to attend a research doctorate course at Università degli Studi di Bari Aldo Moro (UNIBA) have to



apply for a Visa to enter Italy. They must register on the University portal and call the competent Italian Embassy or Consulate in their own country by showing

the passport. They have to ask for study Visa which will be emitted after passing the entrance exam for a study course.

The enrollment at University will be possible after receiving the Visa.

## IN ITALY

### REQUEST FOR A RESIDENCY PERMIT

Non-EU citizens must request a residency permit within 8 days upon arrival in Italy by following the new procedure on the “PORTALE IMMIGRAZIONE”. It is possible to collect the kit, i.e. an envelope containing the forms and the compilation instructions at the affiliated post offices “Sportello Amico”.

They have to complete and submit the kit request for residency permit to one of the post offices displaying “Sportello amico” logo together with:

1. Copy of passport (pages showing personal data and Visa are sufficient)
2. Four pictures passport format
3. Documents related to the chosen course of study including the specific duration and stamp of the diplomatic representation that emitted the Visa
4. Copy of the proof of payment regarding the health insurance valid for the residency permit duration

EU citizens do not require a residency permit. It is possible to stay in Italy up to three months without formalities if they have a valid ID card for travel abroad. After three months upon the arrival, it is necessary to register at “Ufficio Anagrafe” in the town hall of residence. It is necessary to present the following documents to the “Ufficio Anagrafe” :



1. Passport or ID card;
2. Self-certification certifying the enrolment at University;
3. Copy of documents certifying the availability of financial resources i.e. the scholarship or bank account;
4. Copy of the proof of payment of the health insurance

### **REQUEST FOR A TAX CODE**

The tax code is the citizen's identification tool used in relations with public bodies and administrations, essential for example for the enrolment procedure, for bank account opening, for health card request and for rental contract signing.

The request for a tax code for international professors and students or non-resident guests must be carried out either personally by those directly involved or by proxy at the office of Revenue Agency using the online dedicated form AA4-8.

### **ENROLMENT COMPLETION**

In order to complete the enrolment, foreign citizens non-resident in Italy have to submit to "U.O. Dottorato di ricerca" the valid residency permit or a copy of the confirmation request to the competent authorities together with the Italian tax code. They must submit the following certificates within 30 days from the date of the enrolment:

- A) Birth certificate
- B) Citizenship certificate
- C) Certificate certifying the enjoyment of civil and political rights in the State of belonging or origin



- D) Equivalent certificate to the general certificate of criminal records issued by the competent authorities of the State of which the foreign candidate is a national.

Certificates issued by the competent authorities of which the foreign citizen is a national must comply with the instructions in force in the State and the signatures must be legalized by the competent Italian consular authorities. Certificates drawn up in foreign language must have a relative and certified translation into Italian written by the competent diplomatic and consular representation or by an official translator.

### LEARN MORE

Further information about the city and services for international students can be found on the web page below:

<https://www.uniba.it/it/studenti/segreteria-studenti/studenti-stranieri>

