

## F.A.Q.

### VISA & Docs to enroll

#### 1. What is the duration of the mobility period?

The standard mobility period is **60 consecutive days**, typically between **October and December 2025**. All mobility activities must be completed by **31 January 2026**, which marks the official end of the project.

#### 2. What documents are required to apply for the visa?

Students must provide:

- Official **Invitation Letter** from your hosting institution.
- Proof of **pre-enrolment on University** (select “Single course” and “Mobility period abroad”).
- **Visa application** as per the requirements of the local Italian consulate/embassy.
- **Tax code request form** (AA4/8).
- Additional documents may be requested by individual embassies, such as:
  - Agreement or institutional letter (if applicable).
  - Names of academic contacts in Italy and home university.

*Note: While the hosting institution can provide supporting letters, the final decision on visa issuance lies with the embassy.*

#### 3. What documents are required to complete enrolment?

- Copy of the visa (type D – study) **no tourist vis will be accepted**
- Copy of the passport (personal data page and visa page)
- Italian Tax code (Codice Fiscale)\*
- Fiscal residency certificat

*Note: In some cases, the Italian Tax Code is not issued directly by the embassy. In such situations, students must provide a copy of the Tax Code request form (Modello AA4/8).*

#### 4. What is University and how should I register?

University is the official portal for international student pre-enrolment in Italy.

- Select **“Single course”** as the type of enrolment.
- Then select **“Mobility period abroad”**.
- Do **not fill in the tax code field**, it is optional and may cause issues if left blank incorrectly.

Once you complete the pre-enrolment, some Uni will validate your application online, some will not, in any case:

- PRINT THE PDF FILE OF THE SUMMARY (This is the so-called "Letter of eligibility for enrollment"), SIGN IT, AND DELIVER IT TO THE EMBASSY TO APPLY FOR A VISA

## 5. What financial support will I receive?

Each selected student will receive a **monthly scholarship of €1,500**, for a total of **€3,000** over two months.

- An initial **advance of €999** will be transferred after signing the agreement and upon arrival in Italy.
- The scholarship covers **travel, accommodation, meals, and living expenses**.

## 6. Do I have to pay tuition fees?

No. You are **exempt from tuition fees** and will have **full access** to academic and administrative services like any regular student.

## 7. Can I attend the programme remotely if I cannot travel?

No. **In-person attendance is mandatory**. The programme is designed to provide an immersive academic and cultural experience that cannot be replicated online.

## 8. Who should I contact for academic matters?

Once your mobility is confirmed, you will be assigned an **academic contact person or professor** based on your field of study. This person will help define your learning or research plan.

## 9. Can I extend my stay beyond the funded period?

Only the **60-day funded mobility** is covered. Any extension would be **outside the scope** of the project and fully at your own expense. We recommend focusing on the funded period for now to avoid delays in your visa process.

## 10. Does the University provide student accommodation?

The institution does **not guarantee accommodation**, but may refer you to university partners, services, or departments that may assist you. You are encouraged to look for housing independently through the TNE digital info point created for the program as early as possible ([http.....](http://...)).

## 11. When is the deadline for submission of required documents?

All documents must be submitted ASAP considering the program must be completed by end Jan 2026



## 12. What should I do if my embassy requests extra documents (e.g., institutional agreements)?

We provide:

- An **official invitation letter** detailing the programme.
- Names of affiliated professors.  
If your embassy requires further documents, please inform us, but note that some documents (e.g., formal bilateral agreements) may not be applicable for this programme.

## 13. What do I have to do upon my arrival in Italy?

- **13.1 In case you did not receive the tax code from the embassy you applied to the VISA, apply for the CODICE FISCALE** in “Agenzia delle Entrate” and deliver it to the I IRO (International Relationship Office) office of your hosting university
- **13.2 Reach the International Welcome Service** according to the office hours or the agreed appointment
- 13.3 International extra-UE students have to show the Service the following documents in original: passport with the visa for study and the arrival stamp in Italy (or a valid permit to stay)
- **13.4 You will sign the Financial Agreement** and receive the information regarding the scholarship payment, and receive all the administrative support for all the steps

**NB: as different institutions may have slightly different procedures confirm the above process with your hosting institutions**

## 14. Where can I get further support?

You can write to the contact in the university you are to be hosted with.

## TAX CODE

- **What is the Italian Tax code, and how can I get it?**

The Italian Tax code card, officially known as Italy's Codice Fiscale, is the tax code card in Italy, similar to a Social Security Number (SSN) card in the United States or the National Insurance Number issued in the United Kingdom. The tax code in Italy is an alphanumeric code of 16 characters. The card serves to identify unambiguously individuals residing in Italy irrespective of residency status.



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Designed by and for the Italian tax office, it is now used for several other purposes, e.g., uniquely identifying individuals in the health system, or natural persons who act as parties in private contracts.

It is also necessary to be registered in the Italian Bank system for any payments. The number is issued by the Italian tax office and shows information about the surname, given name(s), sex, place, province of birth (or country of birth if foreign), date of birth, and date of issue.

### **Agenzia delle Entrate**

Before going, it's mandatory to book an appointment at

<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>