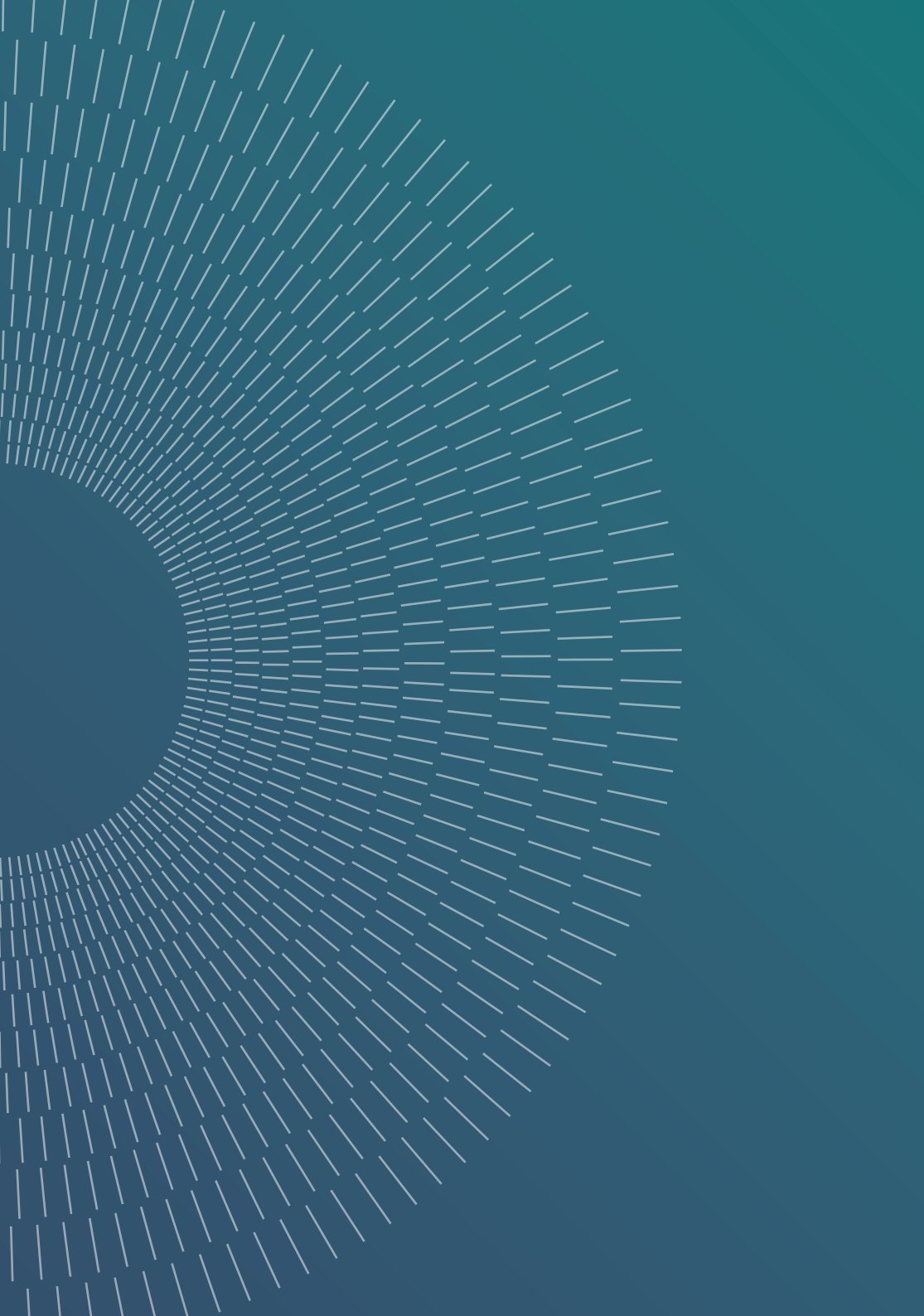


VISITING PROFESSORS



POLITECNICO
MILANO 1863

HR & ORGANISATIONAL
DEVELOPMENT DIVISION



VISITING PROFESSORS

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ABOUT POLIMI

Politecnico di Milano is a world-leading scientific-technological university delivering leading-edge research and education in engineering, architecture, and design.

The University has always focused on the quality and innovation of its teaching and research, developing a fruitful relationship with business and productive world by means of experimental research and technology transfer.

Research has always been linked to education and it is a priority commitment which has allowed Politecnico Milano to achieve high quality results at an international level. Research constitutes a parallel path to that formed by cooperation and alliances with the industrial system.

The alliance with the industrial world, in many cases favored by Fondazione Politecnico and by consortia to which Politecnico belongs, allows the university to support the development of the territories in which it operates.

The challenge which is being met today projects strengths and tradition at the global level, with the objective of contributing to the creation of a common education and research market. Since many years Politecnico has taken part in several research and training projects collaborating with the most qualified European and extra-European universities. Today the drive to internationalization sees Politecnico di Milano taking part into the European and world network of leading technical universities.

This document intends to present in detail the opportunities offered by Politecnico to its Visiting Professors.

FOR ANY OTHER INFORMATION YOU CAN CONTACT OUR HOST SERVICE:

hosts@polimi.it

VISITING PROFESSORS TYPOLOGIES

Politecnico di Milano hosts two possible typologies of visiting professors with different scopes and objectives. Teaching professors are involved primarily to teach courses within study programmes and maybe also involved in collaboration and research activities with their colleagues at Politecnico. Research professors are involved primarily in research projects with their colleagues at Politecnico and maybe also involved in teaching activities.

VISITING TEACHING PROFESSORS

Teaching Professors are professors/professionals from abroad or permanently employed abroad who are given a teaching assignment through a contract. Contracts are stipulated by the Rector, upon proposal of the Department or the School, through direct awarding after validation of the suitability of the scientific and professional curriculum vitae of the contract holders by the Evaluation Committee.

Recruitment is managed by the Schools (managing education) and is aimed at covering teaching modules, in collaboration/coordination with the Departments. The documentation which needs to be sent to the Evaluation Committee for evaluation includes the CV of the person to be appointed and the resolution of the Department and/or School. The resolution sets out the main motivations for inviting the visiting professor and ensures sufficient coherence between the candidate's profile and the identified teaching activity.

VISITING RESEARCH PROFESSORS

Research Professors are foreign or Italian professors/professionals permanently employed abroad who are assigned an individual assignment with an independent work contract to conduct research with our professors and researchers at the university for a period of at least 4 months. They are committed to participating in the research of the Department, and are entitled to a workstation/access to laboratories.

Recruitment is managed by the Departments (managing research) through comparative evaluation procedures or through direct assignment as provided for by law.

CONTRACT AND REMUNERATION

In case of Teaching Professors, the payment amount is established by the host School according to the number of ECTS credits to be taught. In case of Research Professors, assignments are budgeted based on seniority and these agreements are established on a case by case basis by the host Department. In any case the amount cannot exceed the expenditure ceiling under the Regulation in force (art. 3, paragraph 44 of the Law 244/2007 and subsequent amendments).

There are two possible contract typologies for both types of Visiting Professorship:

- ① Contract for professional services
- ② Ongoing Coordinated Collaboration (co.co.co.)

In the first case of assignment for professional services, the contract indicates the all-inclusive amount for which the visiting professor will need to issue an invoice.

For example:

VISITING TEACHING PROFESSOR	VISITING RESEARCH PROFESSOR
For a budget defined by the School of €8.000, it is all-inclusive, meaning it includes VAT at 22%. The taxable amount is therefore €6,557 ($€8.000 = €6,557 * 1,22$).	For a budget defined by the School of €8.000, it is all-inclusive, meaning it includes VAT at 22%. The taxable amount is therefore €6,557 ($€8.000 = €6,557 * 1,22$).
Taking advantage of the convention against double taxation (if such an arrangement exists between Italy and the teaching professor's home Country, and for which presentation of the certificate of residence for tax purposes together with the invoice will be required) the professor will receive €6,557 .	Taking advantage of the convention against double taxation (if such an arrangement exists between Italy and the teaching professor's home Country, and for which presentation of the certificate of residence for tax purposes together with the invoice will be required) the professor will receive €6,557 .
If, on the other hand, the teaching professor is not able, or does not decide to take advantage of convention, then they will be charged the IRPEF rate (salary taxation) provided for non-residents in Italy equal to 30%, and therefore receive €4,590 .	If, on the other hand, the teaching professor is not able, or does not decide to take advantage of convention, then they will be charged the IRPEF rate (salary taxation) provided for non-residents in Italy equal to 30%, and therefore receive €4,590 .

In the second case of Ongoing Coordinated Collaboration, the contract will indicate the gross amount received. This type of assignment is subject to IRAP tax (salary tax on productive activities) of 8.5% and INPS tax (National Insurance Institute) with a maximum rate of 34.23%. For EU professors it is possible to apply the rate of 24% if they have a pension and/or are enrolled in another form of compulsory social security (they must provide a document from their employer certifying that they are already covered). 2/3 of the INPS rate is paid by the employer, while 1/3 is then paid by the professor.

Any Research Professor is also subject to the payment of INAIL (mandatory insurance covering accidents at work); the INAIL rate is 4,35%, 2/3 of the INAIL rate is paid by the employer, while 1/3 is then paid by the professor.

For example:

VISITING TEACHING PROFESSOR	VISITING RESEARCH PROFESSOR
For an Ongoing Coordinated Collaboration assignment with a budget of €8,000 with INPS rate at 24% and IRAP at 8,5%, the amount indicated in the contract will be €6,425. This amount includes 1/3 of the INPS rate payable by the professor; their taxable income will therefore be equal to €5,911 ($€8.000 = €5,911 + €6,425 * 0,24 + €6,425 * 0,085$).	For an Ongoing Coordinated Collaboration assignment with a budget of €8,000 with INPS rate at 24%, INAIL rate at 4,35% and IRAP at 8,5%, the amount indicated in the contract will be €6,410. This amount includes 1/3 of the INPS rate and 1/3 of the INAIL rate payable by the professor; their taxable income will therefore be equal to €5,887 ($€8.000 = €5,877 + €6,410 * 0,24 + €6,410 * 0,00435 + €6,410 * 0,085$).
The IRPEF rate (salary tax) for non-residents in Italy, equal to 30%, will be applied, therefore the amount received will be €4,137 ($€5,911 * (1-0,3)$).	The IRPEF rate (salary tax) for non-residents in Italy, equal to 30%, will be applied, therefore the amount received will be €4,121 ($€5,877 * (1-0,3)$).
Taking advantage of the convention against double taxation (if such an arrangement exists between Italy and the teaching professor's home Country, and for which presentation of the certificate of residence for tax purposes together with the invoice will be required) the IRPEF amount paid will be refunded in February of the year following the payment.	Taking advantage of the convention against double taxation (if such an arrangement exists between Italy and the teaching professor's home Country, and for which presentation of the certificate of residence for tax purposes together with the invoice will be required) the IRPEF amount paid will be refunded in February of the year following the payment.

CONVENTIONS AGAINST DOUBLE TAXATION:

You can find the list of Agreements for the respective Countries at the following link:
[Dipartimento Finanze - Convenzioni per evitare le doppie imposizioni](#)

PREPARATION, CONTRACT SIGNING AND PAYMENT

In this section we detail some information regarding the contract typology, the payment, and the actors involved:

VISITING TEACHING PROFESSOR

The Academic Staff Career Unit prepares the contract and sends it to the Teaching Professor for signing. Teaching Professor is then provided with all the information related to the teaching activity by the School/Department (lecture timetable, exam management, register compilation, etc.).

The Academic Staff Career Unit will start the payment procedure when the register of teaching activities has been validated by the School (in case of Teaching Professors), and when all relevant documentation has been provided by the Department representatives (invoices, tax residence certificates, etc.).

In the case of professional services, the invoice will be paid within 30 days of receipt of the required documentation.

In the case of co.co.co., the required documentation must be sent to The Academic Staff Career Unit by the 20th of each month and will be paid on the last working day of the following month.

VISITING RESEARCH PROFESSOR

The Department prepares the contract and sends it to the Research Professor for signing. Research Professor is then provided with all the information related to the research activity by the Department.

The payment will be processed on the basis of the agreements made between the research professors and the Department and can be scheduled on the basis of objectives defined in the contract or processed monthly.

In the case of professional services the research professor shall produce a number of invoices which corresponds to the number of payments.
(example: 4 payments = 4 invoices).



PROCEDURES FOR ENTRY AND RESIDENCY OF VISITING PROFESSORS

VISITING PROFESSORS FROM EU COUNTRIES

Visiting Professors who are individually appointed with a contract to carry out teaching or research activities, with EU citizenship, can enter Italy with a valid identity document.

After three months' stay, by law they must register at the local Municipality. The documents required to register are as follows:

- a copy of a valid identity document/passport for foreign travel, issued by the relevant authorities of the Country of citizenship
- Italian tax code provided by Politecnico (in the case you do not have one already)
- documentation proving self-employment status at the Politecnico (contract)
- documentation proving accommodation address in Italy
- copies of the original documents, translated and legalized, proving marital status and family members

The method for submitting the request varies according to the municipality of residence; professors who live in the Metropolitan City of Milan can find all the details on the website of the Municipality of Milan at <https://www.comune.milano.it/servizi/residenza-cittadini-stranieri>

Once you have registered, you will be able to apply for an Italian Identity Card as a personal identification document. This document is valid only on national territory and cannot be used for foreign travel. It is valid for 10 years from the date of issue and may be renewed 180 days before its expiry

HEALTHCARE

For a stay of up to 3 months, holders of a **European Health Insurance Card (EHIC)** may receive health care guaranteed by the National Healthcare Service. For stays of over 3 months it is suggested to take out a private insurance policy valid in Italy and, however, it is recommended to **register with the National Healthcare Service** at the pertinent ATS (Health Protection Agency) offices.

If the professor has the S1 Form (provided by his/her own country Health Care Agency) or if he/she does not avoid double taxation and pay all taxes in Italy, registration is free of charge; otherwise the payment shall be due upon registration (between 4% and 7,5% of previous year income).

The required documents for registration are:

- A valid identity document
- Registration at the local Municipality

- Italian tax code provided by Politecnico (in case you do not have one)
- Contract with Politecnico
- pay slip

For family members, in addition to the above documentation, they will also need translated and legalized documentation proving their family status (e.g. marriage certificate and birth certificate for children).

VISITING PROFESSORS FROM NON-EU COUNTRIES

Visiting professors with Non-EU citizenship are subject to special requirements necessary to obtain an entry Visa. It should be noted that citizens from Switzerland, Norway, Iceland and Liechtenstein do not need an entry Visa and residence permit but can enter Italy with a valid identity document and are treated as EU passport holders.

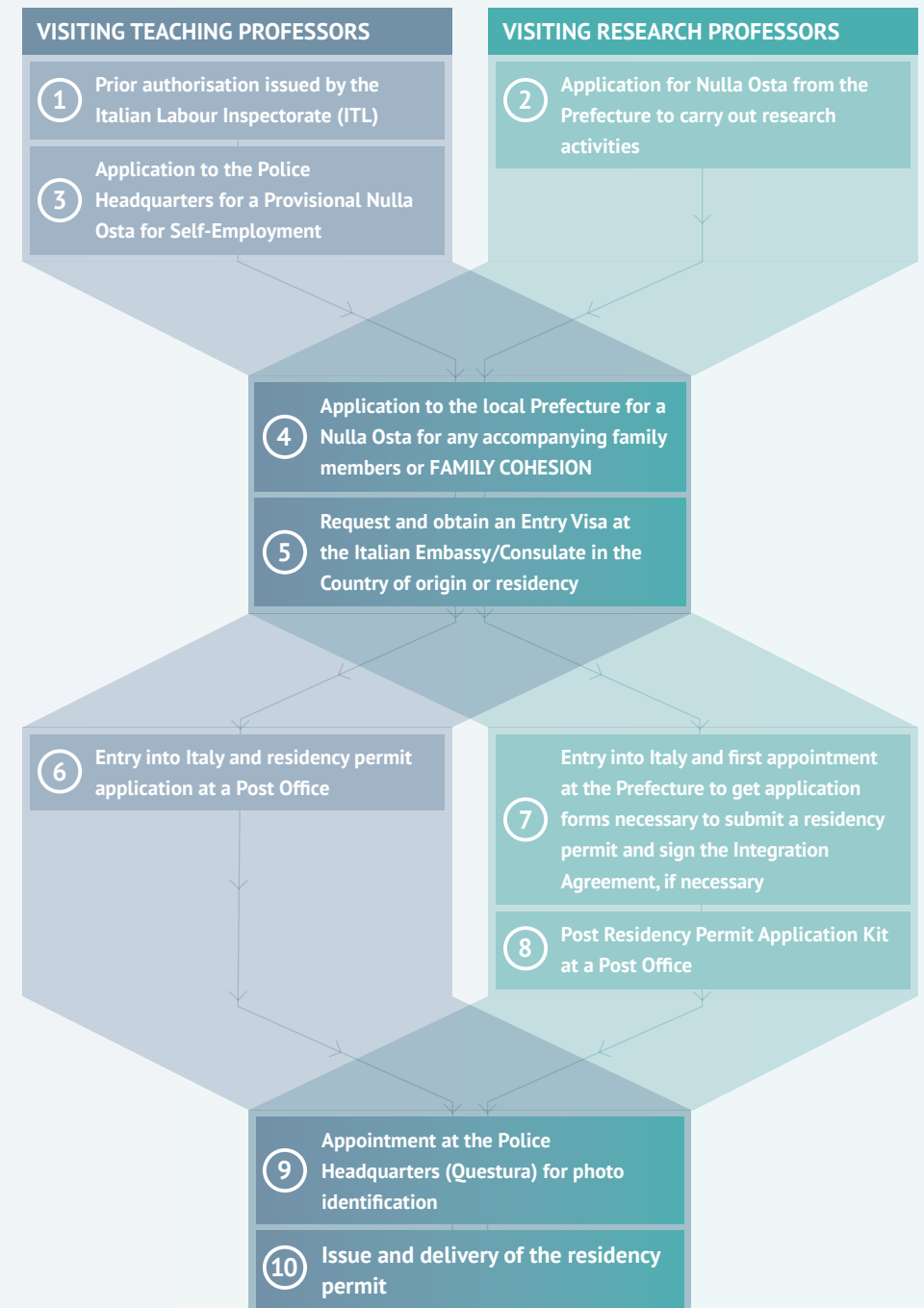
If their stay does not exceed 90 days, Visiting Professors from the United Kingdom may enter Italy and work without a Visa; if the stay is more than 90 days they must have completed the procedures described below, valid for Non-EU citizens.

In some cases the Visa application process is handled by a third party organisation and so it is worth contacting the Italian consulate in the home country in advance to understand the situation.

REQUIREMENTS FOR NON-EU CITIZENS

Non-EU visting professors are required to complete the following actions. They are are exempt from such requirements if they are staying in Italy for a maximum period of 90 days and are from the following countries: Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Canada, Chile, South Korea, Costa Rica, El Salvador, Japan, Guatemala, Honduras, Hong Kong, Israel, Malaysia, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, Singapore, United Kingdom, United States, Uruguay, Venezuela.

In fact, the passport issued by one of these nations allows for entry in Italy without a Visa and for “business” reasons for a maximum period of 90 days.



1 - PRIOR AUTHORISATION ISSUED BY THE ITALIAN LABOUR INSPECTORATE – ITL

(only for Visiting Teaching Professors)

Once stipulated, the teaching contract will be submitted by the Visiting Professor Welcome Office to the **Labour Inspectorate** which will then issue the Certification of Professional Work Contract. Please note this does not constitute a subordinate employment contract.

2 - APPLICATION FOR NULLA OSTA FROM THE PREFECTURE TO CARRY OUT RESEARCH ACTIVITIES

(only for Visiting Research Professors)

The Nulla Osta is an authorisation that is required in order to carry out research by Researchers from non-EU countries. It is issued by the Sportello Unico (SUI - Single Desk for Immigration) of the relevant local Prefecture, i.e. the Prefecture of the place where the research will be carried out.

The application for a Nulla Osta is electronically forwarded using the website of the Ministry of the Interior by the Visiting Professor Welcome Office of Politecnico di Milano, after the contract has been signed. The time required for issue depends on the Prefecture and typically varies from between 2 to 4 months. Once issued, the Nulla Osta will be electronically sent to the Italian Consulate in the Country of origin or residence of the Visiting Professor, who can then apply for an entry Visa for scientific research/self-employment. An authenticated copy of the academic qualifications is required by the Department.

3 - APPLICATION TO THE POLICE HEADQUARTERS FOR A PROVISIONAL NULLA OSTA FOR SELF-EMPLOYMENT

(only for Visiting Teaching Professors)

The Nulla Osta is a permit necessary to carry out teaching activities by professors from non-EU countries; it is issued by the Immigration Office of the pertinent local Police Headquarters.

The application for a Nulla Osta is submitted by the Visiting Professor Welcome Office of Politecnico di Milano, which will legally represent the Professor, to the relevant office of the **Police Headquarters**, after having obtained the abovementioned authorisation from the **Labour Inspectorate (ITL)**.

Additional documents that must be provided by the professor:

- **Power of Attorney translated and legalized** appointing the Visiting Professor Welcome Office making the application;
- Documentation regarding the chosen accommodation [* see “accommodation requirements”]

4 - APPLICATION TO THE LOCAL PREFECTURE FOR A NULLA OSTA FOR ANY ACCOMPANYING FAMILY MEMBERS OR FAMILY COHESION

If the professor has a family accompanying him/her, and his/her stay is **at least 1 year**, at the same time as the request for a Nulla Osta to carry out teaching activities, a Procurator of the Politecnico di Milano must forward the request to the Prefecture for the professor's family members.

Family members for whom accompanying entry is allowed are:

- the spouse, who must not be legally separated, and who must be of legal age;
- children who are minors (i.e. under 18), including those of the spouse or born out of wedlock;
- dependent adult children, if they cannot permanently provide for their own living needs (due to disability, for example);
- Dependent parents, if they have no other children in the Country of origin or provenance, or parents aged 65 or over, if their other children are unable to support them for documented serious health reasons.

The professor will then have to send to the legal representative of the Visiting Professor Welcome Office, a **Power of Attorney translated and legalized** in the manner prescribed by the Country where it will be produced.

Information on the legalization of documents:

[Traduzione e legalizzazione dei documenti – Ministero degli Affari Esteri e della Cooperazione Internazionale](#)

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

N. B. FAMILY MEMBERS from one of the following States:

Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Canada, Chile, South Korea, Costa Rica, El Salvador, Japan, Guatemala, Honduras, Hong Kong, Israel, Malaysia, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, Singapore, United Kingdom, United States, Uruguay, Venezuela

will be able to enter Italy without obtaining a Nulla Osta and without a Visa.

They will be able to forward an application for a family residency permit to the local Police Headquarters (FAMILY COHESION procedure), by filling in and sending the application KIT at a Post Office. The Kit must contain the following documents:

- copy of the professor's and his/her family members' passports
- copy of the professor's residency permit or post office receipt
- Marriage certificate translated and legalized no more than 6 months previously
- documentation proving accommodation [*see “accommodation requirements”] - it is mandatory the original certificate of housing eligibility issued by the municipality
- 1 revenue stamp (“marca da bollo”) to the value of Euro 16.00

5 - REQUEST AND OBTAIN AN ENTRY VISA (SELF-EMPLOYMENT OR RESEARCH OR FAMILY REASON) AT THE ITALIAN EMBASSY/CONSULATE IN THE COUNTRY OF ORIGIN OR RESIDENCY

Once the Nulla Osta has been obtained, the professor and his/her family members may apply for a Visa at the Consulate/Embassy in the Country of origin or residency respectively.

Self-employment Visa (for Teaching Professor), Research Visa (for Research Professor) and Visa for family reason (for accompanying family members).

Required documents:

- entry Visa application form (available on the website of each Embassy)
- recent passport-size photograph
- valid travel document with an expiry date at least three months longer than the Visa being applied for
- [Nulla Osta for Scientific Research / Self Employment](#) (and/or accompanying family members)

The time required for Visas to be issued varies according to the pertinent Italian Consulate/Embassy.

In the case of accompanying family members with a Nulla Osta issued by the Prefecture, it is important to know that the professor and the family members must enter Italy at the same time.

For more info related to Visa application, please see [Il visto per l'Italia \(esteri.it\)](#)

6 - ENTRY INTO ITALY AND RESIDENCY PERMIT APPLICATION AT A POST OFFICE (only for Visiting Teaching Professors)

Within 8 days of entering Italy, the Visiting Professor must go to a Post Office and send the Residency Permit application Kit. This should have been previously completed with the help of the Visiting Professor Welcome Office.

The Kit must contain:

- A copy of the main page of the passport and entry Visa
- A copy of the certificate issued by the ITL – Labour Inspectorate
- Copy of the Provisional Nulla Osta issued by the Police Headquarters
- Copy of contract with Politecnico

FOR FAMILY MEMBERS of the VISITING PROFESSORS who have obtained a Nulla Osta from the Prefecture: Once they have arrived in Italy, the Visiting Professor Welcome Office must announce the arrival of the professor and his/her family members within 8 working days and request an appointment to sign the [Integration Agreement](#) and issue the KIT containing the documents required to apply for a [residency permit](#).

For the purpose of issuing the KIT with form 209 (1 and 2), the following documents must be submitted:

- a copy of the Visa with a copy of the entry stamp date from the passport (sometimes this can be quite light so care should be taken in copying this stamp)
- documentation proving suitable accommodation [* see “accommodation requirements”]
- an Italian mobile phone number (for one year stay or more)

The [Integration Agreement](#), stipulated by the Consolidated Act on Immigration (article 4-bis of Legislative Decree no. 286 of 25 July 1998) is an agreement entered into between the foreign national and the Italian State. It involves a commitment on the part of the foreign national to undertake specific integration objectives, to be achieved during the period of validity of the residency permit, including participation in a compulsory civic training course (2 days, 5 hours/day).

Once the kit has been obtained from the Single Desk at the Prefecture, the professor's family members must go to a Post Office and send the application for a residence permit.

The KIT must contain the following documents:

- a copy of the main Passport and Visa page
- a copy of the Nulla Osta issued by the Prefecture's Single Desk for Immigration
- original Form 209 (1 and 2) form issued by the Prefecture's Single Desk for Immigration
- 1 revenue stamp to the value of Euro 16.00. This can be purchased in any tobacconist and the professor should ask for a “*marca da bollo*”

Currently, the cost of applying for a residency permit is €100.46 for one year.

With the receipt for the application for a Residency Permit issued by the Post Office, the Visiting Professor Welcome Office will subsequently be able to make an appointment with the relevant central Police Headquarters for the photo identification and the resulting issue of the Residency Permit card.

7 - ENTRY INTO ITALY AND FIRST APPOINTMENT AT THE PREFECTURE TO GET THE APPLICATION FORMS NECESSARY TO SUBMIT A RESIDENCY PERMIT APPLICATION AND SIGN THE INTEGRATION AGREEMENT, IF NECESSARY (only for Visiting Research Professors)

Once in Italy, the Visiting Professor Welcome Office must announce the arrival of the Visiting Researcher and his/her family members within 8 working days and request an appointment to sign the [Integration Agreement](#) and issue the KIT containing the documents required to apply for a residency permit (form 209, 1 and 2).

For the purpose of issuing the KIT with form 209 (1 and 2), the following documents must be submitted:

- a copy of the Visa with entry stamp
- documentation proving suitable accommodation [* see “accommodation requirements”]
- an Italian mobile phone number (for 1 year stay or more)

If the stay is for one year or more, it is necessary to sign the Integration Agreement.

This agreement, provided for by the Consolidated Act on Immigration (article 4-bis of Legislative Decree no. 286 of 25 July 1998) is stipulated between the foreign national and the Italian State. It involves a commitment on the part of the foreign national to undertake specific integration objectives, to be achieved during the period of validity of the residency permit, including participation in a compulsory civic training course.

8 - POST RESIDENCY PERMIT APPLICATION KIT AT A POST OFFICE (only for Visiting Research Professors)

Once the kit has been obtained from the Single Desk at the Prefecture, the Research Professor and family members must go to a Post Office and send the application for a residence permit.

The KIT must contain the following documents:

- a copy of the main Passport and Visa page
- a copy of the contract/Host Agreement with Politecnico
- a copy of the Nulla Osta issued by the Prefecture’s Single Desk for Immigration
- original Form 209 (1 and 2) form issued by the Prefecture’s Single Desk for Immigration
- 1 revenue stamp (“*marca da bollo*”) to the value of Euro 16.00

Currently, the cost of applying for a residency permit is €100,46 for one year.

With the receipt for the application for a Residency Permit issued by the Post Office, the Visiting Professor Welcome Office will subsequently be able to make an appointment with the relevant Central Police Headquarters ([Questura](#)) for the photo identification and the resulting issue of the Residency Permit card.

9 - APPOINTMENT AT THE POLICE HEADQUARTERS (QUESTURA) FOR PHOTO IDENTIFICATION

The Visiting Professor Welcome Office will request an appointment for the professor and family members at the Immigration Office of the city Police Headquarters. During this appointment, the originals of the documents sent in the KIT through the Post Office will be

examined, and photo identification, i.e. fingerprints, will be taken.

Required documents:

- Original passport
- receipt of the original residency permit application
- 4 passport-size photos which the visiting professor can obtain for between 5 and 10 euros at any metro station

10 - ISSUE AND DELIVERY OF THE RESIDENCY PERMIT

The residency permit (card), which has the validity of the contract, will then be available for collection within one month or sooner, from the date of the appointment referred to above, from the central Police Headquarters – [Questura](#), subject to verification of the fingerprints of the professor and his/her family members.

PROCEDURES FOR RESIDENCY FOR EU AND NON-EU VISITING PROFESSORS

After the entry in Italy, the registration at the [Local Municipality](#) is mandatory after an ongoing stay of 3 months.

Non-EU Research Professors can complete the registration at the [Local Municipality](#) only after having obtained a residency permit.

The documents required to register are as follows:

- a copy of a valid identity document/passport for foreign travel, issued by the relevant authorities of the Country of citizenship;
- Italian tax code
- documentation proving self-employment status (teaching contract)
- accommodation documentation required by the Municipality of Residence
- copies of the original documents, translated and legalized, proving marital status and family members.

The method for submitting the request varies according to the municipality of residence; professors who live in the Metropolitan City of Milan can find all the details on the website of the Municipality of Milan at <https://www.comune.milano.it/servizi/residenza-cittadini-stranieri>

Once you have registered, you will be able to apply for an Italian Identity Card as a personal

identification document. This document is valid only on national territory and cannot be used for foreign travel. It is valid for 10 years from the date of issue and may be renewed 180 days before its expiry

HEALTHCARE

It is very important to have an insurance coverage valid on the Italian territory. Indeed it will be necessary that you can evidence you have such insurance in place before you take up your position in Italy.

Here's the possibilities for Visiting Teaching Professors and Visiting Research Professors:



VISITING TEACHING PROFESSOR

Stipulate a Private insurance policy valid in Italy at least for the first period or for the whole period

and

if desired, after having submitted the residence permit application **register with the National Healthcare Service** which will be free for visiting professors who will pay all taxes in Italy, and subject to payment of a contribution for visiting professor who will avail of the Convention to avoid double taxation

VISITING RESEARCH PROFESSOR

In case the visiting researcher will NOT avail of the Convention to avoid double taxation and will pay all taxes in Italy:

Stipulate a Private insurance policy for short period and after having submitted the residence permit application **register FOR FREE with the National Healthcare Service.**

In case the visiting researcher will avail of the Convention to avoid double taxation, **the Department will guarantee a private medical Insurance Policy (by Europ Assistance) valid all over Italy and in the Schengen Area or the reimbursement of the payment made to register with the national Healthcare Service according to the decision made by Resolution of the Department.**

Registration with National Healthcare Service:

If you do not make use of the law against double taxation and pay all taxes in Italy, registration is free; otherwise you will be subject to the payment of a contribution which can be made at post offices or banks.

The annual sum is calculated on the total income earned in the previous year in Italy and/or abroad. The rates applied to calculate the sum owed are those set forth by the Italian Ministerial Decree 08/10/1986:

- 7.50% for income up to € 20,658.28
- 4% on amounts of over € 20,658.28 and up to the limit of € 51,645.69.

The amount to be paid can be requested (and will also be verified) by the teller.

The required documents for registration are:

- Valid passport
- Receipt of the original residency permit application
- Tax code
- Contract with Politecnico
- pay slip

For family members, in addition to the above documentation, they will also need translated and legalized documentation proving their family status (marriage certificate and birth certificate for children).

For registering with the **National Healthcare Service** in Milan, please see the link [Cerca sede | Servizi Territoriali ASST Milano \(serviziterritoriali-asstmilano.it\)](https://www.serviziterritoriali-asstmilano.it)

ACCOMMODATION REQUIREMENTS

With regard to the documentation proving accommodation, this is divided into the following options:

- Temporary accommodation in one of the residences offered by the University: Housing declaration issued by the [Politecnico Housing Service](#) is required
- Temporary accommodation in another University residence with an agreement with the University or in a hotel: Reservation on letterhead of the residence/hotel for at least 1 month and a copy of the valid identity document of the person who signed the reservation are required
- Private accommodation (house or apartment for rent or purchase). Required documents:
 - a copy of the rental contract and its registration with the Inland Revenue;
 - a copy of the host's identity document;
 - cessione di fabbricato/host declaration (Art. 7 of the Italian Legislative Decree 25/7/1998 n° 286) in original plus photocopy;
 - original certificate of housing eligibility issued by the municipality, plus a valid photocopy;
 - a declaration signed by the tenant indicating the number of persons occupying the property (with a valid identity document attached);



CAMPUS LIFE

LIBRARIES

The Politecnico Libraries' primary purpose is to support teaching, research, and scholarly activities.

New professors can ask the librarian to acquire the collection materials necessary for research and teaching.

Individual workstations can be prebooked through the Affluences app or by contacting the circulation desk in the Leonardo Campus Library, in the Bovisa La Masa Library and the Bovisa Candiani Library.

The Politecnico libraries subscribe to several publishers to allow access to different types of online resources. Access online resources including databases, e-journals, and e-books through the library website and Catalogue.

The library staff support teaching with a remote or in person assistance about bibliographic research and using electronic resources.

The remote assistance takes place on the TEAMS platform by reservation <https://www.biblio.polimi.it/en/contacts/virtual-desk-by-appointment>.

To access to services, it is possible to request a temporary card (Tempolicard) to the Department.

More information available at the link www.biblio.polimi.it

SPORT

Inside the Leonardo campus there is the **C.S. Giuriati**, a sports centre of 36,000 square meters with **12 practicable disciplines**, a gym, a climbing wall, an indoor multipurpose field, two Padel courts, a Calisthenics area and much more. The Center has recently been completely renovated in the name of energy sustainability and technological innovation.

Regarding the **sport activities**, there are numerous courses of different disciplines in each campus.

Every year Politecnico organizes major events involving the community and citizens in different locations (Milan, Lecco, Piacenza etc). The most important one is the **PolimiRun Spring**, a competitive and non-competitive 10km race with a route that winds through the city connecting the two Milanese campuses of Politecnico.

More information available at the link sport.polimi.it

COMPANY NURSERIES

The university offers the opportunity to enroll professors' children in corporate nurseries at a reduced cost, based on family income. The nurseries are located in Milan, via Valvassori Peroni, n. 17 (Leonardo Campus) and in via Candiani 72 (Micronido – Bovisa Campus). They are a day-time service with a capacity of 25 and 10 children respectively aged 3-36 months.

Additional day-care services maybe offered upon availability.
Moreover, Politecnico has other agreements with other structures in Milan.

LANGUAGE COURSES

Politecnico di Milano offers an Italian language course dedicated to the International Professor and his/her family that will provide language basic skills to face daily activities during the first period in Italy.

The course consists in four lessons, held online.

COMMUNITY LIFE

Organization of ad hoc activities to support and develop the community of international professors. Sharing one's own positive experiences, difficulties and concerns with those who have already been through this process is certainly useful and supportive. Politecnico encourages inclusion within its entire community, also to encourage the exchange of experiences and cultures.

OTHER AGREEMENTS

Politecnico di Milano is constantly looking for new partners interested in offering products and services at preferential rates. Currently there are agreements about culture, travel (insurance, baggage shipping), food and delivery.



CONTACTS

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