



POLITECNICO DI BARI

UNIVERSITY GUIDE FOR PH.D. STUDENTS
2023/2024

We are glad to provide you with important details regarding the study VISA and residence permit procedures.

You are invited to consult the Italian Diplomatic Authority in your Country and carefully read the communication issued by the Italian University and Research Ministry ([link](#)) for Study VISA and Residence Permit Procedures.

PROCEDURE FOR NON-EU PH.D. STUDENTS NEEDING A STUDY VISA TO ENTER ITALY

BEFORE YOUR ARRIVAL

Step 1

Study VISA applications must be submitted online through **Universitaly platform**. In this phase you have to choose the University **"POLITECNICO DI BARI"** for your **pre-enrolment** request. [Link to Universitaly Platform](#).

Step 2

If you have been admitted to the Ph.D. programme for which you have applied and you have **completed the enrolment procedure**, Post-Lauream Office (Politecnico di Bari) will approve your submission on Universitaly platform and will attach, within your Universitaly request, the **admission letter**.

Politecnico di Bari will carry out authenticity verifications of qualifications.

Step 3

After the approval of your pre-enrolment request, the Italian Diplomatic Authority (Embassy/Consulate) in your home Country will check, review and analyse your study **VISA request**. It might be possible that the Italian Diplomatic Authority will ask you for some additional documents in order to go through the request.

If the Embassy/Consulate accepts your request, it will issue an **entry VISA for study purposes**.

IMPORTANT: *Please inform Post-Lauream Office and the Coordinator of your Ph.D. programme if you have any difficulties obtaining a VISA and your arrival is scheduled after the beginning of the Ph.D. programme.*

Further Information

National Pension Institute - INPS

Politecnico di Bari will pay social security taxes on the PhD scholarship. Therefore, it is necessary for you **to be registered at the Italian National Institute for Social Security (INPS)**.

Politecnico di Bari does not provide any support for INPS registration procedures.

Equivalence of Foreign Qualification

For the enrolment procedure, you are asked to upload your original degree certificate along with its **official/legalized translation (in English)** or its **Declaration of Value** (issued by the Italian Diplomatic Authority in the Country where the degree was obtained). If you don't have the official/legalized translation nor the Declaration of Value, you can consult [CIMEA website](#) and ask for a Statement of Comparability (*attestato di comparabilità*).

Alternatively, you can attach the **Diploma Supplement** if your qualification has been awarded in an EU Country (or in any of the Countries taking part in the Bologna Process).

UPON YOUR ARRIVAL

Residence Permit

Non-EU citizens **must apply for the stay permit within 8 working days from their arrival**.

You must forward a **request for a residence permit for STUDY** to the police headquarter (**Questura**) responsible for the city where you intend to establish your residence.

[Link to Questura di Bari](#)

Tax Code

The Italian tax code (*codice fiscale*) is an alphanumeric code which allows Italian authorities to identify every individual. **You will obtain it once you are in Italy** - the tax code is issued by the Italian Revenue Agency (*Agenzia delle Entrate*).

The tax code is essential if you need to sign a contract in Italy, open a bank account, or access various public services (including health services). Your tax code is unique and will never expire.

[Link to Agenzia delle Entrate](#)

Healthcare

You can either choose to buy a private insurance or enroll in our National Health Service. You can find all information at the following [link](#).

Bank Account

Foreign Ph.D. students with a scholarship may be required or may need to **open a bank account while in Italy**. In such case, simply go to a branch office of any bank with the following documents:

- your tax code,
- your passport,
- postal receipts of the residence permit application,
- residence permit (if already available),
- certificate of your enrolment at Politecnico di Bari - you must require it at Post-Lauream Office (post-lauream@poliba.it).

IMPORTANT:

1. It is possible to use your already existing foreign bank account, but we recommend you to open an Italian one in order to avoid extra fees related to foreign bank transfers.

2. If you already have a residence permit for Italy related to any other purposes, you are strongly invited to consult the Diplomatic Authorities to know which kind of procedure you must follow.

INFORMATION ABOUT BARI

HOW TO GET TO BARI

Bari is the main city of Apulia Region, as well one of the biggest in Southern Italy. It has a well-connected airport and station.

By airplane

The Bari Karol Wojtyła Airport is one of the biggest airports in Southern Italy and has service to cities all over Italy and Europe. Low-cost airlines like Ryanair and Wizzair both fly to Bari, so it is often possible to find very affordable flights.



By train

Bari is on the rail line running along the eastern coast from Rimini to Lecce and about four hours by train from Rome on the rail line across Italy. The train station is centrally located in the city, a short walk from the historic center, and next to the bus station.



Useful links of railway tickets providers:

- [Ferrovie dello Stato](#)
- [Italo Treno](#)

HOUSING

Politecnico di Bari does not have its accommodation service.

During your stay in Bari, you can find accommodation through the following services/opportunities/platforms:

- **ADISU RESIDENCES (ADISU Puglia)** Fees depend on income, merit and type of accommodation. An online call for application is published every year at the beginning of the summer. [Click here for further information](#)
- **PRIVATE SERVICES IN PARTNERSHIP WITH POLITECNICO DI BARI**
 - **Cerco Alloggio** - ([click here](#))
 - **Campus X** - ([click here](#))