

Service provided: mobility@sisssa.it

The service is granted all working days, from 9 am to 2 pm through the alias mobility@sisssa.it read and managed by:

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SISSA's Academic staff may refer to our office for guidelines on the International mobility of those researchers and professors who would like to carry out their research activities at Sissa, regardless of their nationality and place of residence.

The office provides pre-arrival and on-site assistance, providing post-docs, researchers, professors and long-term guests with all that is necessary to enter Italy and relocate in Trieste.

Extra-EU nationals: Visa and permit of stay, tax code and health insurance

EU nationals: tax code and health insurance

Family reunion: according to the Nationality

**Area Servizi alla Ricerca
e Didattica**

Ufficio Finanziamenti alla Ricerca e Relazioni Internazionali

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Activity: Pre-arrival assistance

Description of activity	Stakeholders	Service delivered	Frequency
Consultancy service on International recruitment	SISSA Academic staff	Expected timelines for International recruitment according to citizenship/residency	Upon PIs or Human Resources office's request
Pre-arrival assistance to SISSA researchers and professors	Postdocs, researchers, professors holding foreign citizenship/residency	Request of tax code/ <i>codice fiscale</i> Preparation and registration of host agreement (Extra-EU citizens) Introduction to HousingSissa and residence booking Relations with Embassies/Consulates/Ministry of Foreign Affairs Introduction to Health Insurance Request of Research Clearance/Nulla Osta alla Ricerca (Extra-EU citizens) Research Visa assistance(Extra-EU citizens) Introduction to Integration Agreement (Extra-EU citizens)	Subsequent to formal acceptance of research position
Pre-arrival assistance to International mobility of researchers and professors	Postdocs, researchers and professors with own funding	Acquisition of documentation on mobility programme of partner Institution preparation of invitation letter Eventual drafting of an International Agreement with partner Institution Assistance on Post-graduate Study Visa application (Extra-EU citizens) Request of tax code Introduction to SissaHousing Introduction to Health Insurance	Upon request of inviting professor or Secretariat in charge
Pre-arrival assistance to guests on International mobility	Long-term guests (>90 days)	Preparation of invitation letter as outlined by the professor on the Guest Registration System Request of tax code/Codice fiscale Assistance on Post-graduate Study Visa (Extra EU citizens) Introduction to Health Insurance	Upon request of inviting professor or Secretariat in charge

Activity: Pre-arrival and on-site assistance to non-Italian family members

Description of activity	Stakeholders	Service delivered	Frequency
Pre-arrival and on-site assistance for accompanying family members on International mobility	Postdocs, researchers also with own funding, professors, collaborators, long-term guests, students	<p>Accompanying family members clearance needs to be submitted by SISSA's legal representative on behalf of applicant (for Extra-EU family members requiring Visa to enter Italy)</p> <ul style="list-style-type: none"> → Assistance on list of necessary documents to be obtained before departure → Request of accompanying family member clearance (Form T on Ministry's of Interior portal) → Assistance on Family Visa application → Assistance on permit of stay for family → Assistance on Integration Agreement 	Upon applicant's request or upon request of Secretariat in charge (Guests and Students)
Pre-arrival and on-site assistance for family reunions		<p>Family Reunion clearance needs to be submitted by applicant</p> <ul style="list-style-type: none"> → Assistance on procedure and necessary documents for Family Reunion Clearance (Form SM on Ministry's of Interior portal) → Re-direction to Welcome Office FVG assistance → Assistance during the procedure and with Welcome Office and "Patronato" services → Assistance on permit of stay for family → Assistance on obtainment of documents for children born in Italy → Assistance on Integration Agreement 	Upon applicant's request or upon request of Secretariat in charge (Guests and Students)

Activity: On-site activity

Description of Activity	Stakeholders	Service delivered	Frequency
Assistance upon arrival	Postdocs, researchers also on own funds, collaborators, researchers' and students' family members, long-term visitors (non-Italian)	<ul style="list-style-type: none"> → Permit of stay (Extra-EU citizens and eventual family members) → Integration Agreement (Extra-EU citizens and eventual family members) → Enrollment in the National Healthcare system → Assistance on bank account → Tax code → Registration in the Resident Population → Relations with competent Authorities (Prefecture, Immigration Police, Revenues Agency, Health Districts, Townhall) → Re-direction to services offered by Welcome Office and HousingSissa 	Upon arrival
On-site assistance		<ul style="list-style-type: none"> → Timeline monitoring on the release of permits of stay → Permit of stay renewal (Extra EU citizens and eventual family members) → Health Insurance renewal → Information and assistance on Schengen mobility (Extra-EU citizens) → Assistance on temporary permits of stay (Extra-EU citizens) → Assistance on Integration Agreement assessment (Extra-EU citizens) 	Yearly or upon request
Assistance with enrollment in INPS Gestione Separata (Social Security Separate fund)	Postdocs, Researchers, collaborators (non-Italian)	<ul style="list-style-type: none"> → Gestione Separata enrollment check for non-Italian postdocs → Assistance on Pin dispositivo and enrollment into Gestione Separata → Upon request: assistance with registration to unemployment lists, with Job seeking permit of stay for Extra_EU former postdocs or former students within 60 days from obtainment of degree → Upon request: assistance with Dis-Coll application (Unemployment subsidy) → Upon request: assistance with ANF application (Assegno Nucleo Familiare) for dependent family allowances 	Within 2 months from start of contract or from event of unemployment/ obtainment of degree
Pre-departure assistance	Postdocs, Researchers, collaborators (non-Italian)	<ul style="list-style-type: none"> → Pre-departure information → Check/reimbursement of health insurance → Check/closure of permit of stay (for Extra-EU citizens only) → Check/closure of Integration Agreement (Extra-EU citizens) → Return journey expenses for Extra-EU citizens (see administrative-accountancy section) → Cancellation from Resident population records 	Two months before end of contact or upon notification of HR Office

Activity: Administrative activity and accountancy

Description of Activity	Stakeholders	Service delivered	Frequency
Return journey for Extra-EU citizens holding a permit of stay for Research	Extra-EU citizens at the end of their contract	Reimbursement request for return journey	Between 3 months before departure and 2 months after departure
Reimbursement of health insurance	Extra-EU postdocs	<ul style="list-style-type: none"> → Assistance on calculation of annual enrollment in the National Healthcare system (SSN) → Assistance on first enrollment and information on SSN coverage → Assistance on extension of SSN enrollment aligned to validity of permit of stay 	From 01-01 to 31-12 each year
Contribution towards health insurance	Non-Italian EU postdocs	<ul style="list-style-type: none"> → Assistance on renewal of SSN enrollment between November and December → Reimbursement/Contribution request for Health insurance 	
Budget planning and monitoring for foreign postdocs reimbursements	Budget, planning and cost control/Accountancy/Salaries Offices	<ul style="list-style-type: none"> → Monitoring of annual budget for resources allocated for health insurance (foreign postdocs) and return journey (Extra EU postdocs) → Planning, monitoring and variation requests → Forwarding of payment requests to accountancy offices ahead of budget deadlines 	Periodical activity in accordance with accountancy deadlines set annually
Monitoring of users and budget costs for HousingSissa	SISSA Administration	<ul style="list-style-type: none"> → Stakeholders' analysis to verify efficiency of service and allocated annual budget 	Periodical activity in accordance with accountancy deadlines set annually
Monitoring of users and budget costs for ICTP-SISSA Shuttle service			

Activity: Database collection

Description of Activity	Stakeholders	Service delivered	Frequency
Database update on permit of stay for Research and Family	SISSA Administration	→ Database update on request/release/delay of permits of stay for post-doctoral Research and Family, also on own funding	Periodical activity
Database update on foreign Postdocs' presence	SISSA Administration	→ Database update on arrivals, departures, running contacts and resignations of Postdoc Researchers, also on own funding	Periodical activity
Database update on publications by Extra-EU Postdocs	MIUR – Italian Ministry of Education University and Research	→ Database update on scientific publications by Extra-EU Postdocs holding a Research clearance during their collaboration with SISSA for statistical purposes and required to Institutions authorized by MIUR to host Extra -EU Researchers	Periodical activity
Collection and transmission of data on incoming and outgoing International Students and Researchers	SIS-FVG, SISSA Administration	→ Transmission of data collected by competent offices on incoming and outgoing of students, researchers and professors (Human Resources, Scientific Secretariat, Students' Secretariat	Periodical Yearly activity for SIS FVG