



The School Dean

VADEMECUM FOR VISITING SCHOLARS

Dear Professor,

On the following pages, you will find useful information about your stay at the **Venice School of Management**.

During his/her visit at Ca' Foscari, the Visiting Scholar is guaranteed:

- workplace inside the host structure;
- access to the computer facilities of the University;
- access to University libraries;
- support and information from the central administration offices regarding the procedures for obtaining a stay permit;
- accident insurance;
- the possibility to request assistance with finding accommodation from the Housing Office of the University. (It will be down to the Ca' Foscari International Relations Office to send the accommodation form to the researcher after their official appointment as a Visiting Researcher.)

A Visiting Scholar's period of visit at Ca' Foscari may range from 30 days to 24 months.

Before arriving in Italy

Upon receiving the Rectoral Decree that appoints you as a Visiting Professor, please follow these guidelines:

European Citizens

You simply need to **check that your Id document is valid for the entire length of your stay**. An Italian fiscal code¹ may be necessary depending on the kind of reimbursement you will ask. You can get your Fiscal Code (if you do not already have one). directly through the **International Office – Welcome Unit**, email: immigrationteam@unive.it, thanks to their collaboration with the Agenzia delle Entrate, the government agency responsible for authorizing and issuing fiscal codes.

Non -EU citizens

Only For stays longer than 90 days a "research nulla osta" is required. This document is issued by the Venice Prefecture and is a necessary prerequisite to a research visa. A complete list of documents required for the visa is available online on the website of the Ministry of Foreign Affairs and International Cooperation <https://vistoperitalia.esteri.it/home/en>. The Welcome Unit will take care of submitting the Nulla Osta request through the Ministry's online portal; Please note that the issuance of the "Nulla Osta" and your visa can take a considerable amount of time from the responsible authorities. Therefore, **requests should be initiated well in advance of your intended travel (at least 4-5 months)**.

Housing office

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The Housing Office is a service provided by Ca' Foscari University of Venice that offers support in the search for accommodation. You can find more information on the webpage:
<https://www.unive.it/pag/19768/>

After your arrival

Contact the International unit of the Venice School of Management to make an appointment:

Email: international.management@unive.it

Address

San Giobbe, Cannaregio 873

30121 VENICE

Telephone

Tel +39 041 2348761 - 9119 (from Monday to Friday from 10 to 15)

University WiFi network

In order to use University wireless area from your personal computer or from University computers, please check the webpage: <https://www.unive.it/pag/39159/>

You can apply for an account on the webpage: <https://apps.unive.it/utenti-en/>. Please note that you need an Italian fiscal code to request for the account.

Payment

Payment can be processed at the end of the Visiting period.

To receive your compensation, you will need to provide:

- The **Request for payment form**
- The **Declaration to Avoid Double Taxation** (if applicable)
- The **Affiliation form**
- **Fina Report**, for his/her research activities, the Visiting Scholar must submit a report of his/her work and findings to the Head of the host structure at the end of his/her visit at Ca' Foscari University.

Declaration to avoid double taxation

If you wish to avoid double taxation and pay taxes only in your Country of residence, you should fill in the Declaration to avoid double application of income tax and present it together with the **Certificate of Fiscal Residency**, issued by the fiscal authority of your country, **for the year in which you receive the payment**.

(You will receive the forms listed above via email, or they will be made available at the time of payment).

Library

This is the link to the University Library System – SBA: <https://www.unive.it/pag/40453>.

To access the library and book services you need to book via [EasyPlanning](#) or MyUniVE app using the University's credentials (username and password).

Useful contact

Director of the VSM, Prof. Anna Comacchio e-mail comacchio@unive.it

Delegate for Teaching and Education, Prof. Pietro Lanzini e-mail: pietro.lanzini@unive.it

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Delegate for Internazionalization, Prof. Elisa Cavezzali e-mail: elisa.cavezzali@unive.it

Administrative Office: Marta Colombini, email international.management@unive.it