

SUMMARY OF IMMIGRATION STEPS

Prior to travelling:

- Work Permit/entry clearance application (if applicable)
- Visa application - The application *cannot* be filed in Italy. It must be filed in person by the individual at the Italian Consulate having jurisdiction over the country of residency

After arrival:

- Registration with police/immigration authorities: Contract of stay and/or Permit of Stay
- Registration with Local authorities Residency Registration

	PRIOR TO TRAVELLING		UPON/AFTER ARRIVAL IN ITALY				
STEP	WORK PERMIT/ENTRY CLEARANCE APPLICATION (IF APPLICABLE)	FILING VISA APPLICATION	REGISTRATION WITH POLICE/IMMIGRATION AUTHORITIES WITHIN 8 DAYS OF ARRIVAL: CONTRACT OF STAY (IF APPLICABLE) AND/OR PERMIT OF STAY		FINGERPRINTING	RETRIEVAL OF PERMIT OF STAY	RESIDENCY REGISTRATION
WHERE	Immigration Authorities/Italy	Italian Consulate having jurisdiction over applicant's address abroad	Immigration Office (Contract of stay and/or Permit of stay application forms pick-up)	Post Office (Permit of Stay application)	Police Office	Police Office	City Council
WHO	Mazzeschi (delegate) on behalf of Italian Sponsor Company/applicant residing in Italy	Applicant	Applicant (assisted by Mazzeschi)	Applicant (assisted by Mazzeschi)	Applicant (assisted by Mazzeschi)	Applicant (assisted by Mazzeschi)	Applicant (assisted by Mazzeschi)
	Further to filing the application, authorities will notify of a date when all supporting documents/certificates ¹ must be submitted prior to issuing approval. Mazzeschi will need a legalized proxy in order to act on the applicant's behalf	applicant files the visa application <i>The passport is kept by the Consulate and returned to applicant once visa is approve</i>	The contract of stay formality is required for holders of a work visa for dependent employment or assignment. The contract of stay is a confirmation of the terms and conditions of the work. It must be executed within 8 days from entry, by the worker and by a delegate of the sponsor company ² . <i>Proof that a suitable accommodation has been secured is mandatory</i>	Permit of stay application is filed at the post office. Receipts serves as provisional permit. <i>Applicant is now immigration compliant to live in Italy and – if applicable - start work</i>	Police summons applicant for identification & fingerprints and check supporting documentation.	Police summons applicant to collect residence permit card	Anyone who plans to live in Italy long-term are required to register with the Vital Statistic Office of the local City Council (residency registration – residenza) (<i>Assistance with this service is not included in the standard package</i>)

¹ Foreign documents must be legalised in the country of issuance and translated into Italian. Assistance with legalisation/translation is not included in the standard package, additional fees incurred shall be approved by the client

² The applicant visiting the immigration office upon arrival to sign the contract of stay and/or pick up the residence permit application forms is assigned a tax code automatically. For other types of applications, assistance with procuring a tax code is not included in the standard package, additional fees incurred shall be approved by the client