

## Guide for international PhD students

### **Once I am selected by the university, what is the next step?**

After being selected for a PhD program, the subsequent requirement is to submit the registration fee within the specified deadline to secure your admission. Once registration and enrollment are successfully completed, the Scuola Superiore will issue you an admission letter.

### **What's the next step after receiving admission letter from Scuola Superiore?**

After receiving the admission letter, the next step involves applying on [www.universitaly.it](http://www.universitaly.it) to obtain a pre-enrollment summary. This requires submitting all your documents along with the admission letter. Once the pre-enrollment summary is generated, you should download and retain it for visa application purposes later. Additionally, the pre-enrollment summary will be sent directly to the embassy of your choice, as indicated during the application on the University website. You will receive an email notification confirming the forwarding of your summary to the respective embassy."

### **Once my summary is forwarded to the embassy, what is the next step?**

When you receive an email notification confirming the forwarding of your summary, it's time to prepare your visa and DOV (Declaration of Value) application.

### **What is DOV, and how to get it?**

Dichiarazione di Valore' or 'Declaration of Value' is a document that verifies the equivalence of your qualification to an Italian qualification. To be eligible for admission to a PhD program, a minimum of 17÷18 years of education is necessary. Students with their most recent degree from an EU country are exempt from the DOV requirement. The DOV is issued by Italian Embassies located abroad, and for Pakistan, it is provided by the embassy along with the visa.

### **How to get DOV?**

Get attested all your educational documents (from metric till MS) attested from MOFA and then get them translated from an approved translator. The list of approved translators with phone numbers is available on the Italian embassy website. Then submit these translated documents along with your visa documents and original educational documents with your visa application.

### **Do I need to submit different application for DOV and Visa?**

Yes, when you submit your visa application, a separate application for the Declaration of Value (DOV) must also be submitted at the embassy. Both the DOV and visa will be issued together."

### **How to get an appointment and how long it takes to get the appointment and visa?**

The appointment process for visa and DOV applications differs from one country to another. In some countries, you can select an appointment slot through the embassy's website once you've prepared all the required documents. For example, in Pakistan, you are required to send emails to the embassy to request an appointment. The embassy will then schedule an appointment date and notify you through email for the submission of your visa and DOV applications. In Pakistan, the appointment for application submission typically takes between 2 to 5 months, and it usually takes 1 to 2 months to receive the visa and DOV after the successful application submission."

### **What are the required documents to be submitted along for Visa and DOV application forms?**

The list of required documents may change from year to year; however, you can find the most up-to-date list on the embassy's website. The embassy's website includes a checklist for both VISA and DOV applications to assist you in preparing the necessary documents.

### **What are my Visa chances if I obtain a PhD scholarship?**

100% visa success rate for PhD students.

### **Duration of PhD?**

Normally 03 years (The information is provided in the call on the duration of the program)

### **Can I take my spouse and children with me?**

They cannot apply for a visa simultaneously with your initial application. First, you will need to arrive in Italy to complete certain document processing procedures. Afterward, your spouse can apply for a family reunion visa in Pakistan.

### **What to do first after arriving in Italy?**

You must apply for your Italian codice fiscale at any tax office (Agenzia delle Entrate). You will receive it on the same day of your application.

### **What should I do after getting my Codice Fiscale?**

You need to visit the INPS (Istituto Nazionale della Previdenza Sociale) office in order to generate the PIN that will allow you the access to INPS services online.

### **Why should I need the PIN from INPS office?**

To initiate the salary/stipend application process, Scuola Superiore requires the registration certificate from INPS, which can be obtained through the INPS website. Access to INPS online services is only possible once you have acquired a PIN from the INPS office.

### **When can I apply to salary/stipend?**

Once you have successfully achieved the codice fiscal and INPS registration certificate, you can apply for salary/stipend by filling the application form and attach other documents requested by Scuola Superiore.

### **How to apply for "permesso di soggiorno"?**

After your arrival in Italy, it is mandatory to apply for a permesso di soggiorno (residence permit) within 8 days. This can be done by submitting the application form/kit at a Poste Italia office. You can obtain the application form/kit from Poste Italia.