



INFORMATION BOOKLET RELEVANT PROCEDURES AFTER ENROLLMENT Ph.D. PROGRAMMES A.Y. 2025/2026 – 41st CYCLE

Congratulations on gaining an offer to study at the University of Padua. We look forward to welcoming you to our community!

This information booklet is intended to support and prepare your arrival in Padua, so please read it carefully. It sets out the next steps in the enrollment process and will advise you on what action you may need to take next.

If you have any further queries, please do not hesitate to contact the PhD Office at:
phd.application@unipd.it

➤ **DOCUMENTS regarding your ADMISSION QUALIFICATION**

As stated in the Call for admission to Ph.D. Courses, upon enrollment candidates with a foreign qualification must submit:

- in case of academic qualifications awarded in non-EU Countries: a copy, in Italian or English, of the second-cycle degree as well as a copy of the certificate indicating the examinations taken and the relative grades, together with the translation, legalisation and [Declaration of Value](#) issued by Italian diplomatic or consular authorities or, alternatively, [Statements of Comparability and Verification](#) issued by CIMEA (Italian ENIC-NARIC centre);
- in case of academic qualifications awarded in European Union Countries: Diploma and [Diploma Supplement](#) in English for the second-cycle qualification or, alternatively, [Statements of Comparability and Verification](#) issued by CIMEA (Italian ENIC-NARIC centre).

If you do not provide us with such documentation, you will be enrolled conditionally and will be excluded from the Ph.D. Programme, with the obligation of refunding scholarship instalments unduly received, in the event that:

- you do not submit such documentation **within 6 months max** from the beginning of the Programme;
- following verification, the academic qualification does not meet the requirements of the Call for admission.



➤ APPLY for a STUDY VISA

If you are a citizen of a country not belonging to the European Union, you need to apply for an entry visa before your arrival in Italy.

Please check with the Italian Embassy/Consulate of your country of residence the detailed procedure to apply for an Italian study visa (D – immatricolazione).

The instructions for the submission of the visa application via [University](#) are available [here](#) under the section “Enrollment procedure”.

Please note: it is your responsibility to **start the process as soon as possible** as the visa may take up to three months or longer to be obtained.

Admission as a student at the University of Padua does not guarantee a visa. The decision on whether a visa will be granted to you remains with the Italian Embassy/Consulate.

As soon as you get your visa, please send a copy to phd.application@unipd.it.

➤ SUSPENSION and LATE ARRIVAL

In accordance with the University regulations governing Ph.D. Programmes, civilian service, maternity, documented illness as well as other duly documented reasons may be ground for suspension from the Programme, by prior authorisation of the Academic Board. The maximum duration of each suspension granted for duly documented reasons is 6 months.

EXCEPTION: in compliance with art. 15.2 of the Call for admission, in case of **delay in the issuing of the entry visa** you can benefit from a period of tolerance without the need to ask for a suspension. This means that, if you don't receive your visa on time for the beginning of the Ph.D. Programme (November 1st), you can **carry out the doctoral activities remotely** until you get the visa, **for a maximum of 3 months** (i.e., until January 31st), prior written approval of the Coordinator of the Ph.D. Programme.

After that period, in the event you are still not allowed to come to Italy you will have to ask for a suspension from the Programme for late arrival.

Whatever the reason, if the period of suspension requested lasts more than 30 days, it shall be made up at the end of the Programme, and as a consequence all foreseen deadlines will be postponed.

In this case (suspension longer than 30 days), the payment of the scholarship is also suspended – the payment restarts with the resume of the research work and of course lasts until the new ending date of the Ph.D. Programme.

! As soon as you know that you have to ask for a period of suspension, please send an email to the Coordinator and the contact person of the Ph.D. Programme (see Annex 1), specifying the reason for



the request and the end date of the suspension. Please cc'd our office (phd.application@unipd.it) in your email.

We kindly ask you to **inform us as soon as possible regarding your arrival in Padova.**

➤ **UNIPD EMAIL**

All PhD students have an email address name.surname@studenti.unipd.it where they are going to receive all the official communications. After enrolment, you will receive an email with instructions in order to activate it.

It is essential to monitor this institutional email address, as all university notices are sent exclusively to it.

Should you have any questions, visit the [dedicated website](#).

➤ **COMING to PADOVA**

Situated in the heart of north-eastern Italy and less than 40 km from Venice, Padova is one of the most beautiful cities in Italy, offering over 3,000 years of history.

Please check <http://www.unipd.it/en/coming-padova> for information on how to get here by airplane, train, car or bus.

➤ **BUDDY TUTORING SERVICE**

Prior to your arrival in Padova, you will be assigned a Buddy, i.e. a Ph.D student entering their 2nd or 3rd year who will welcome and support you on your arrival and with the completion of the procedures listed in this booklet.

Assignments will be made in the coming weeks. Your Buddy will contact you by email.

➤ **ACADEMIC MEDIATORS**

The academic mediators appointed within the Ph.D. Programmes of our University have the task of giving support, listening and proposing possible solutions to Ph.D. students who report relational problems during their doctoral studies.

The list of mediators of each Ph.D. Programme is available [here](#).

➤ **RESIDENCE PERMIT (for extra-EU citizens)**

Application for the residence permit for study purposes must be made **within 8 business days** from your arrival in Italy. Please check this [webpage](#) for further information.



Your tutor buddy can assist you with the application process and guide you to prepare the required documents and fill out the related forms (KIT).

You will have to deliver the residence permit application KIT and pay the tax at the Postal Office. At the end of the procedure, you will be given the receipt of application, and you will be notified the data of your first appointment at the Questura (Police Station).

Please note that the Italian residence permit will be issued for the length of your health insurance and for no longer than one year.

One of the documents you will be required to submit is an **enrollment certificate**: you can ask for it by sending an email to phd@unipd.it after the official beginning of the Ph.D. Programme (November 1st).

Once you get the residence permit, please send us a scanned copy by email to phd.application@unipd.it.

The University office in charge of entry procedures for international students is SAOS (Servizio Accoglienza Ospiti Stranieri – Foreign Guests Reception Service), so we strongly advise you to get in contact with them as soon as you arrive here.

SAOS Desk

Palazzo Bo'

via 8 febbraio 1848 no. 2 - 35122 Padova

e-mail: saos@unipd.it

front office: by appointment only, to be booked [here](#)

NOTE: *if you hold a residence permit for purposes other than study (for example: work, research, etc.), promptly contact us at phd.application@unipd.it and the SAOS Desk at saos@unipd.it in order to evaluate your situation.*

➤ **RESIDENCE INFORMATION**

You must provide updated information regarding your residence (permanent address) and your domicile (provisional address). Please fill in this information in Uniweb by accessing your personal area.

If this data changes during your PhD studies, please remember to update the above-mentioned section in Uniweb.

If you already hold (or will obtain) an Italian identity card, kindly provide us a copy of it by email to phd.application@unipd.it.

➤ **SCHOLARSHIP (only for winners of a scholarship, EU and extra-EU)**

Scholarships are effective from the start date of Ph.D. Programmes or from the first day of attendance, should this be different.



Scholarships are paid on a monthly basis in arrears. A 50% increase in the scholarship amount is granted for stays abroad of at least 15 days. This increase is granted for no longer than 12 months; in the case of cotutelle or Ph.D. Programmes in collaboration with foreign institutions, this increase can be paid for maximum 18 months.

They have a one-year duration and are renewed by the Academic Board prior checks on the activities carried out and prior admission of Ph.D. students to the following year of the Programme.

In order to receive the monthly scholarship, you need to:

1. Being assigned a tax code
2. Register for the Separate Pension Scheme at INPS
3. Open a bank account

1. TAX CODE

The Italian tax code (codice fiscale) is an alphanumeric code which allows Italian authorities to identify any person. The tax code is essential if you need to sign a contract in Italy, to open a bank account, and to access many public services (including health services). The official tax code is also needed to finalize the enrollment at the University of Padova.

The official tax code is issued by the Italian Revenue Agency (Agenzia delle Entrate). The tax code generated when you registered, in fact, may not be valid.

We will apply for a tax code on your behalf and will send you the certificate via email. **Should you already have an official tax code, please inform us well in advance at phd.application@unipd.it.**

2. REGISTRATION as PARA-SUBORDINATE WORKERS for the SEPARATE PENSION SCHEME (“Gestione separata”)

The University must pay social security taxes on the Ph.D. scholarship. In order to do so, Ph.D. candidates are required to register as para-subordinate workers for the Separate Pension Scheme at the National Social Security Institute (INPS).

The registration can be done online but you are required to have a personal [PIN CODE](#), to be requested [here](#).

Please note that INPS issues a PIN to login and access the services only to non-EU citizens residing abroad who do not have an Italian identification document. All other users can access the services offered by INPS using one of the accepted alternative authentication systems:

- Public Digital Identity System (in Italian) (SPID);
- Electronic Identity Card (in Italian) (CIE);
- National Service Card (in Italian) (CNS).



Therefore, if you hold an Italian identification document (at least one of the previous listed), you must do the log in with it.

NOTE: If you have a national [eIDAS digital identity](#), [login](#) with it to use INPS services.

The registration for the Separate Pension Scheme can then be made [here](#).

If you need help to obtain the PIN CODE and complete the process, you can contact your tutor buddy.

If you want to access the INPS office, please be aware that you might be required to book an appointment, by App INPS-MOBILE (for smartphone) or call +39 06164164 (mobile) or +39 803164 (toll-free number, by landline only).

INPS

Via Delù, no. 3 - 35131 Padova

The registration can be done only **after November 1st, 2025**; the PIN CODE instead can be requested to INPS even before (indeed, we suggest you start the procedure as soon as possible since it might take some time, **but only after your arrival in Padova**).

Once the registration procedure is completed, you must provide us with the “**Modulo INPS**” available on this [webpage](#), duly filled in and signed. Please send it to phd.application@unipd.it along with a copy of your identity document, **by November 8th 2025** (flexible deadline, given that you can complete the process only after your arrival in Italy).

3. BANK ACCOUNT

In order to receive the scholarship, you must have a bank account (you have to be the holder or at least co-holder of the account) and **add the bank details in Uniweb**, by accessing your personal area (Home – Master data – Edit bank account refund data – Rimborso Bonifico Bancario).

You can choose to keep the one you have in your home Country or to open a new one in Italy (option recommended to avoid taxes and possible delay with the payments).

Should you face any difficulties in opening a bank account or receiving the scholarship payment, please inform us promptly so we can help you to find a solution.

➤ **NOTIFICATION OF DOMICILE - AA4/8 FORM**

If you receive your tax code before arriving in Italy and transfer your domicile to Padova, you have to send the "Form AA4/8" to the Italian Revenue Agency (please carefully read the guide attached to properly fill out the form).

Your address in Italy, in fact, must be associated with your Italian tax code in order to register for the National Health Service with ULSS.



The AA4/8 form must be submitted by you or by a delegate (along with a written proxy) to the Italian Revenue Agency.

You can book an appointment [here](#). Go to section 'Assistenza fiscale' – 'Identificativi fiscali, abilitazioni, consegna documenti e istanze' – 'Appuntamento per i prossimi giorni' – 'Prenota'.

Since the website is in Italian, if you need help to book an appointment, please contact your Tutor Buddy.

Or you can call at 800.90.96.96 from landline phone or at 0697617689 from mobile, selecting option 3 to choose the office and service.

Along with the form, please remember to submit the following documents:

- your passport and Study Visa (when released)
- your Italian tax code certificate (once you have it)

➤ HEALTH INSURANCE

To reside in Italy for more than 90 days, you will be asked to provide proof of health insurance coverage.

The health insurance coverage can be obtained:

- a) with a **private health insurance**
- b) registering to the **Italian National Health Service (NHS)**, on a voluntary basis.

NHS registration allows you to select a General Practitioner (GP) and receive the same standard of medical cover and treatment as Italian citizens. Please note that the NHS registration is valid for a calendar year (1st January-31st December) regardless of the application date and the health coverage is valid only in Italy.

Ph.D. students (both EU and non-EU) who are in Padova alone (with no dependent family members) pay € 700. If you are a Ph.D. student with family: please contact uniulss@aulss6.veneto.it to work out the amount that will cover your relatives too. The payment is not divisible and you cannot apply retroactively.

In order to register in the National Health Service, you can refer to the [ULSS 6 Desk at Palazzo Bo'](#) (by appointment at [this link](#)) or at the nearest Social Health District (Distretto Socio Sanitario) of ULSS 6 Euganea:

- [Padova Bacchiglione](#)
- [Padova Terme Colli](#)



- [Padova Piovese](#)
- [Alta Padovana](#)
- [Padova sud](#)

ULSS 6 EUGANEA (District Office)

Via degli Scrovegni, 14 – 35131 Padova
tel.: + 39 049 8214073

For further information please check our [website](#).

➤ **Ph.D. GUIDE**

The International Ph.D. Guide, drawn up by our office, is published [here](#). The Guide is available in two languages: Italian and English.

It is thought to be a simple yet helpful tool during your stay at the University of Padova, with information and tips about

- welcome days
- accommodation
- public transportation
- University life
- language courses
- students' associations
- psychological assistance service, and so on.

➤ **UNIVERSITY REGULATIONS GOVERNING Ph.D. PROGRAMMES**

The regulations on Ph.D. programmes of the University of Padua, issued pursuant to Italian Ministerial Decree 226/2021, are published on our website in [Italian](#) and in [English](#).

We highly recommend you to carefully read such document as it provides you with rules to comply with and the requirements you must meet during your Ph.D.

➤ **SPECIFIC INFORMATION on Ph.D. PROGRAMMES**

Our office manages administrative procedures that are common to all the Ph.D. Programmes offered by the University of Padova.



If you need specific information relating to your PhD Programme, such as didactic activities, research, seminars, events and so on, please contact either the administrative contact person or the Coordinator of your Ph.D. Programme (see Annex 1).

Ph.D. Office

via Martiri della Libertà 8 - 35137 Padova

ground mail: via 8 febbraio 2 - 35122 Padova

tel. +39 049 827 6089/6071 (Monday to Friday 10am-12:30pm)

e-mail: phd@unipd.it | phd.application@unipd.it

Telegram channel: <https://t.me/phdunipd>

Zoom: appointment to be arranged by email

Front office available preferably upon reservation: <https://web.unipd.it/prenotazionidottorato/dottorato/>

Public opening hours:

Monday, Wednesday, Friday: 10am-1pm, Tuesday: 10am-1pm + 3pm-4.30pm, Thursday: 10am-3pm



ANNEX 1 – List of Coordinators and Contact persons

Ph.D. PROGRAMME	COORDINATOR	CONTACT PERSON
ANIMAL AND FOOD SCIENCE	TROCINO Angela angela.trocino@unipd.it	ZAGALLO Monica phdanimalfood.dafnae@unipd.it
ASTRONOMIA	GIOVANNI Carraro giovanni.carraro@unipd.it	ZORZI Alessandra segreteria didattica.astronomia@unipd.it
BIOSCIENZE	ROMUALDI Chiara chiara.romualdi@unipd.it	BRENTAN Martina phd.biosciences.biologia@unipd.it
BRAIN, MIND AND COMPUTER SCIENCE	SPAGNOLLI Anna anna.spagnolli@unipd.it	ROMAGNOLO Carla phd.bmcs@unipd.it
CROP SCIENCE	FACCOLI Massimo claudio.bonghi@unipd.it	SFRAGARA Francesca francesca.sfragara@unipd.it
DIRITTO INTERNAZIONALE E PRIVATO E DEL LAVORO	FUSARO Arianna arianna.fusaro@unipd.it Note: From November 1st, 2025, the new coordinator will be: VIGLIONE Filippo filippo.viglione@unipd.it	SAMMARTINARO Giovanna postlauream.spgi@unipd.it
ECONOMIA E MANAGEMENT	RETTORE Enrico enrico.rettore@unipd.it	VALLESE Isi phd.economia@unipd.it
FILOSOFIA	BASSO Luca luca.basso@unipd.it	PITTELLA Antonella postlauream.fisppa@unipd.it
FUSION SCIENCE AND ENGINEERING	SARTORI Emanuele emanuele.sartori@unipd.it	MINICUCI Maurizio maurizio.minicuci@unipd.it
GEOSCIENCES	D'ALPAOS Andrea andrea.dalpaos@unipd.it	DI MURO Anna dottorato.geoscienze@unipd.it
GIURISPRUDENZA	LAMBRINI Paola paola.lambrini@unipd.it	SINIGAGLIA Carlotta dottorato.giurisprudenza@unipd.it
HUMAN RIGHTS, SOCIETY, AND MULTI-LEVEL GOVERNANCE	LANZAVECCHIA Alberto alberto.lanzavecchia@unipd.it	MILAN Katia phd.humanrights@unipd.it
INDUSTRIAL ENGINEERING	GHIOTTI Andrea andrea.ghiotti@unipd.it	FAZIO Valentina LEMBO Ludovica ZUBANI Cristina dottorato.dii@unipd.it
INGEGNERIA DELL'INFORMAZIONE	VANDIN Fabio fabio.vandin@unipd.it	BORGATO Sara corso.dottorato@dei.unipd.it
INGEGNERIA ECONOMICO GESTIONALE	SALMASO Luigi luigi.salmaso@unipd.it	ESPOSITO Gaetana dottorato.dtg@unipd.it
INGEGNERIA MECCATRONICA E DELL'INNOVAZIONE MECCANICA DEL PRODOTTO	TIMELLI Giulio giulio.timelli@unipd.it	ESPOSITO Gaetana dottorato.dtg@unipd.it
LAND, ENVIRONMENT, RESOURCES, HEALTH	BORGA Marco marco.borga@unipd.it	TOSATTO Antonella phd.lerh@unipd.it
MATERIALS SCIENCE AND TECHNOLOGY	AGNOLI Stefano stefano.agnoli@unipd.it	MENNA Anna dottorati.chimica@unipd.it
MEDICINA DELLO SVILUPPO E SCIENZE DELLA PROGRAMMAZIONE SANITARIA	BISOGNO Gianni gianni.bisogno@unipd.it	D'AGATA Giovanni giovanni.dagata@unipd.it



MEDICINA MOLECOLARE	LOREGIAN Arianna arianna.loregian@unipd.it	FABRIS Marta phd.molecularmedicine@unipd.it
MEDICINA SPECIALISTICA TRASLAZIONALE "G.B. MORGAGNI"	GREGORI Dario dario.gregori@unipd.it	CERVELLIN Alessandra phd.morgagni.dctv@unipd.it
NEUROSCIENCE	GERVAIN Judit judit.gervain@unipd.it	GARBINATO Martina phd.pnc@unipd.it
ONCOLOGIA CLINICA E SPERIMENTALE E IMMUNOLOGIA	ROSATO Antonio antonio.rosato@unipd.it	ZATTA Antonio oncologia.dottorato.discog@unipd.it
PHYSICS	MONACO Giulio giulio.monaco@unipd.it	MAZZUCCO Cristina cristina.mazzucco@unipd.it
PSYCHOLOGICAL SCIENCES	REGOLIN Lucia lucia.regolin@unipd.it	PANOZZO Giulia phd.psychology@unipd.it
RELIGION, CULTURE AND PUBLIC LIFE	GIORDAN Giuseppe giuseppe.giordan@unipd.it	PITTELLA Antonella postlauream.fisppa@unipd.it
SCIENCES, TECHNOLOGIES AND MEASUREMENTS FOR SPACE	PICANO Francesco francesco.picano@unipd.it	CESARO Novella dottorato.cisas@unipd.it
SCIENZE BIOMEDICHE	ROSSETTO Ornella ornella.rossetto@unipd.it	MARTINI Marta didattica.biomed@unipd.it
SCIENZE CLINICHE E SPERIMENTALI	RAMONDA Roberta roberta.ramonda@unipd.it	RINALDI Laszlo MALLARDO Domenico postlauream.dimed@unipd.it
SCIENZE DELL'INGEGNERIA CIVILE, AMBIENTALE E DELL'ARCHITETTURA	FERRONATO Massimiliano massimiliano.ferronato@unipd.it	BRUNETTA Francesco phdcourse@dicea.unipd.it
SCIENZE FARMACOLOGICHE	MORARI Michele michele.morari@unipd.it	STRAFELLA Daniela phd.scienzefarmacologiche@unipd.it
SCIENZE LINGUISTICHE, FILOLOGICHE E LETTERARIE	TOMASI Franco franco.tomasi@unipd.it	ZILIO Zeudi phd.disll@unipd.it
SCIENZE MATEMATICHE	COLOMBO Giovanni giovanni.colombo@unipd.it	DALLA COSTA Loretta phd.math@math.unipd.it
SCIENZE MOLECOLARI	CORNI Stefano stefano.corni@unipd.it	MENNA Anna dottorati.chimica@unipd.it
SCIENZE PEDAGOGICHE, DELL'EDUCAZIONE E DELLA FORMAZIONE	PORCARELLI Andrea andrea.porcarelli@unipd.it	PITTELLA Antonella postlauream.fisppa@unipd.it
SCIENZE STATISTICHE	SARTORI Nicola nicola.sartori@unipd.it	CERON Susi dottorato@stat.unipd.it
SCIENZE VETERINARIE E SICUREZZA ALIMENTARE	MILAN Massimo massimo.milan@unipd.it	STIVANELLO Simonetta phd.veterinaryscience@unipd.it
SOCIAL SCIENCES	MAGAUDDA Paolo paolo.magaudda@unipd.it	PITTELLA Antonella postlauream.fisppa@unipd.it
STORIA, CRITICA E CONSERVAZIONE DEI BENI CULTURALI	BONETTO Jacopo jacopo.bonetto@unipd.it	CONGIU Caterina phd.beniculturali@unipd.it
STUDI STORICI, GEOGRAFICI E ANTROPOLOGICI	ALBANESE Giulia giulia.albanese@unipd.it	NAPOLITANO Federica Maria GIRARDI Ludovica segreteria@dottoratogesta.it
TECNOLOGIE PER LA RICERCA FONDAMENTALE IN FISICA E ASTROFISICA	MARIOTTI Mosè mose.mariotti@unipd.it	ZORZI Alessandra ZANOVELLO Laura phdnazionale.dfa@unipd.it

