Dear Prof. \*\*\*,

I am pleased to inform you that your application for a research/teaching stay at the University of Urbino Carlo Bo from DD/MM/YYYY to DD/MM/YYYY has been successful.

We confirm that you will be hosted by the Department of \*\*\* and that you will cooperate with your academic contact, Prof. \*\*\*, here in cc.

In order to start the application process for the Research Nulla Osta, necessary to apply for a Visa for Italy, we kindly ask you to sign the attached "Welcome Agreement" (Convenzione di accoglienza) duly signed by our Rector, Prof. \*\*\*, and send it back in two hard copies to the following address:

UNIVERSITÁ DEGLI STUDI DI URBINO CARLO BO

UFFICIO RELAZIONI INTERNAZIONALI  
VIA VETERANI, no. 36  
61029 URBINO (PU) ITALIA

Moreover, we kindly ask you to send us via email:

* the digital copy of the signed Welcome Agreement;
* a digital copy of your passport;
* a digital copy of your university degree (Ph.D.). Please specify the date of graduation (DD/MM/YY) if not stated there;
* a digital copy of the medical insurance coverage valid for abroad;
* the address of your accommodation in Italy (please note that if you are planning to stay in a hotel or similar we need a copy of the reservation document; if you are staying in a private accommodation we need a copy of the signed rental contract and a copy of the owner's identity document);
* the Italian Consulate where you will apply for the Visa;
* the mailing address where you want to receive the original documents.

In the next few days, the Department Secretariat will write you and ask you to fill in the pre-contractual forms (modulistica pre-contrattuale), necessary to prepare your letter of assignment. / Please get in touch with your academic contact (Prof. \*\*\*) and with the International Relations Office after your arrival in Urbino, in order to arrange a meeting to sign your letter of assignment.

In the meantime, please find attached our Welcome booklet, which will help you to organise your stay in Urbino.

Finally, please note that, at the end of your stay, you will be asked to send to the Department of \*\*\* a report of the activities carried out during your stay at our University, countersigned by your academic contact, for the purpose of institutional monitoring procedures.

Should you need any additional information, please do not hesitate to contact us. We look forward to welcoming you in Urbino.

Kind regards,

International Relations Office.