Dear Prof. \*\*\*,

We are happy to host you for a research/teaching stay at our Department, and we look forward to welcoming you in Urbino.

Please find attached the pre-contractual form (modulistica pre-contrattuale), which we kindly ask you to fill in, in order to prepare your letter of assignment. The form is in Italian: we kindly ask you to follow the instructions attached, which will provide you with the translation and/or explanation of the relevant sections. Should you need any further information and/or clarification, please do not hesitate to write.

In order to avoid double taxation (pre-contractual form, section D), please remind to fill in the Form D attached, duly stamped and signed by the fiscal authority of your home country (Section “CERTIFICATION OF THE TAX AUTHORITY”). Please note that, should you have any trouble in having the section “CERTIFICATION OF THE TAX AUTHORITY” in Form D duly stamped and signed, you can provide in addition a Certificate of your tax residence, released by the fiscal authority of your country. Please note that the Form D (and the certificate) has to refer to the year of your stay at UniUrb.

Once we receive the filled pre-contractual form, we will prepare your letter of assignment.

Please get in touch with your academic contact (Prof. \*\*\*) and with the International Relations Office (here in cc) after your arrival in Urbino, in order to arrange a meeting to sign your letter of assignment.

Finally, a Tax Identification Code (Codice Fiscale), issued by the Italian Revenue Agency (Agenzia delle Entrate), will be necessary to pay the amount stated in the letter of assignment. In order to apply for it on your behalf, we kindly ask you to provide us with a copy/scan of your identification document.

Please do not hesitate to contact us for any additional information.

Kind regards,

Department of \*\*\*