

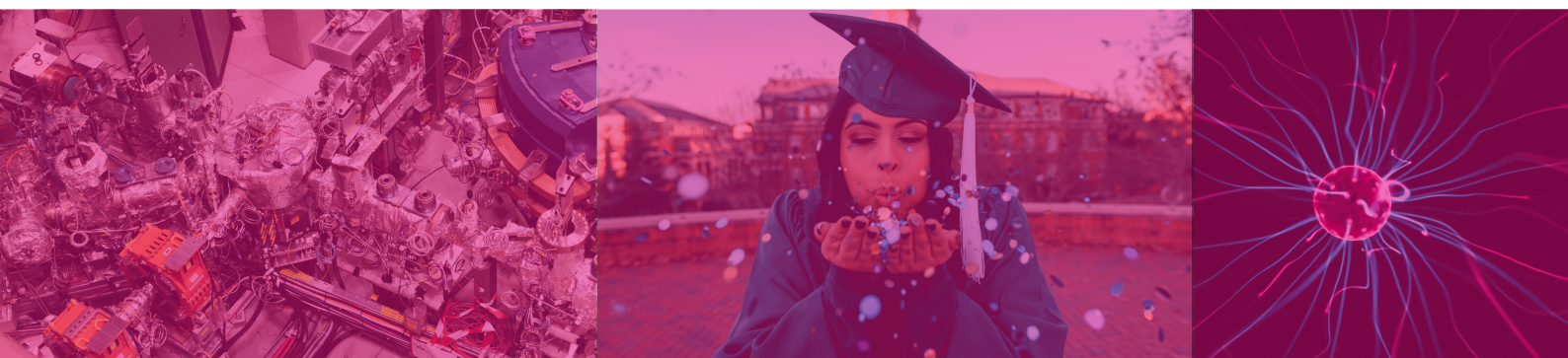
# VISA AND PERMIT OF STAY

ERASMUS MUNDUS JOINT MASTER DEGREE



**BIOPHAM**

Bio & Pharmaceutical materials science  
EUROPEAN MASTER



VERSION 04/2021

**UNIVERSITÀ DI PISA (ITALY)**  
**UNIVERSITAT POLITÈCNICA DE CATALUNYA (SPAIN)**  
**UNIwersytet śląski w Katowicach (POLAND)**  
**UNIVERSITÉ DE LILLE (FRANCE)**

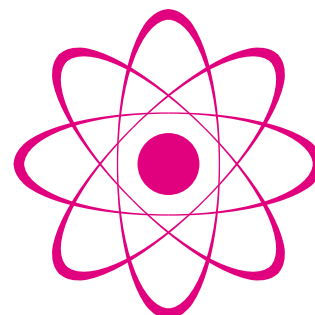
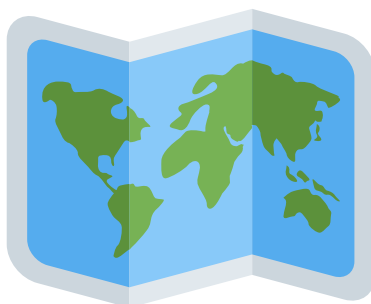


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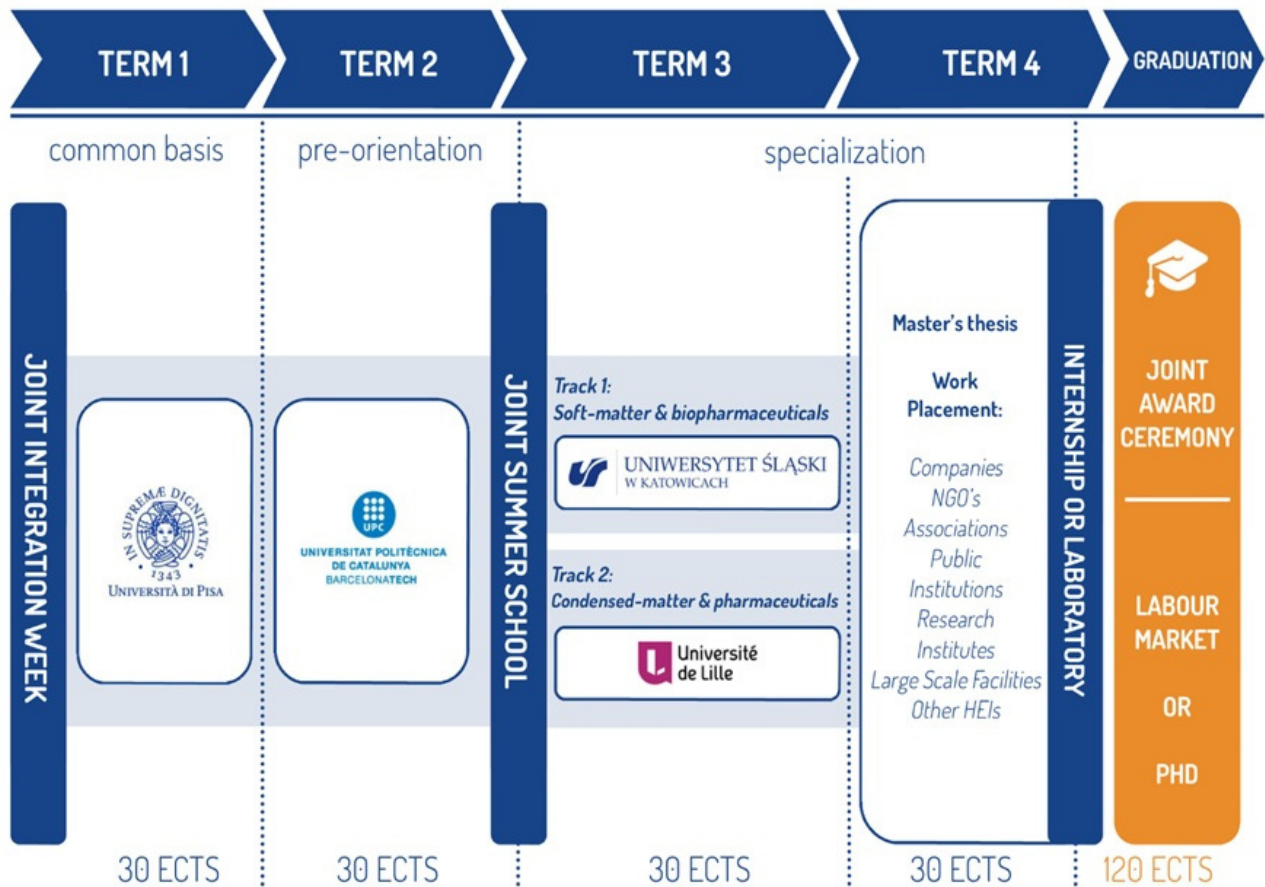


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# MOBILITY PATH



# FOREWORDS

- **You should always :**
  - Apply for a **"Type D" visa** (also called "national visa" or "long-stay visa" or "residence visa"), **with the mention "Student"**.
  - Ask for a **one-year visa** when possible.
  - Tick the box: **"multiple entries"** in the visa application form.
- For the first semester, documents required for your visa application depend on your native country; you should thus contact your relevant embassy. The lists given in this document are indicative and may change according to the specific conditions applied by the consulate you will address.
- Holders of a long-stay visa, issued by a Member State part of the Schengen Space, are allowed to travel to another country of the Schengen Space, for **a maximum of three months in a six-month period**.
- This means that you will have to apply for another visa and/or permit of stay for the second semester. This will have to be done during the first semester.



### What's the difference between a visa and a permit of stay?

- A visa is a document needed to enter a country; you can only apply from abroad before coming to Italy, Spain, Poland or France.
- You can only apply for a permit of stay after your arrival in the host country.

**Do I have to apply both for a visa and for a permit of stay every semester? Well, it depends... The situation is different for each country and each semester.**

### In the case of Italy:

1

You will have to apply both for a visa before your arrival and a permit of stay after your arrival.

You'll also have to report your arrival to the Questura station **within 8 days** of your arrival into Italy. You'll have a residence permit card sent to you to prove your legal residency status within the country.

### In the case of Spain:

2

You can do it in the Spanish consulate located at your country of origin, or in Italy.

The visa application needs to be submitted between **two and three months before traveling to Spain** to allow plenty of time for the visa to be processed. The long-term student visa allows you to obtain the Spanish Resident Card (TIE), which is required for most non-EU/EEA students. The TIE is a temporary permit that lets you stay in the country for the period of your studies. The TIE is valid for **a maximum of one academic year** and can be renewed annually until you finish your studies.

### In the case of Poland:

3

You can apply for a Polish visa before moving to Katowice: in that case, you will not have to apply for a Polish permit of stay at your arrival.

**If you hold a valid permit of stay from one of the members of the Schengen space, you can skip the visa application, and apply for the Polish permit of stay at your arrival.** However, we advise you to apply for a Polish visa as the procedure for the Polish permit of stay is long and complicated.

### In the case of France:

4

You will have to apply for a visa in your home country and complete a compulsory online procedure at your arrival in France in order to give your visa the value of permit of stay.

If you hold a permit of stay from another member state of the EU, valid for the whole duration of your studies in France, you will be allowed to stay in France for maximum one year without asking for a French visa or permit of stay (more details soon).

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**For all the semesters, students are required to send us a scanned version of their visa and permit of stay as soon as they obtain it (to [master-biopham@univ-lille.fr](mailto:master-biopham@univ-lille.fr)).**

# LIST OF CONSULATES AND EMBASSIES

## Italian embassies and consulates:

### FRANCE

#### *General Consulate of Italy*

5, Boulevard Emile Augier 75116 Paris

Telephone: +33 144304700

Telecopy: +33 145200704

[www.consparigi.esteri.it](http://www.consparigi.esteri.it)

[visti.parigi@esteri.it](mailto:visti.parigi@esteri.it)

### POLAND

#### *Embassy of Italy*

Plac Dąbrowskiego 6, 00-055 Warsaw

Telephone: +48 228263471

Telecopy: +48 228271821

[www.ambvarsavia.esteri.it](http://www.ambvarsavia.esteri.it)

[visti.varsavia@esteri.it](mailto:visti.varsavia@esteri.it)

### SPAIN

#### *Embassy of Italy*

Calle Lagasca 98, Madrid

Telephone: +34 91 423 33 00

Telecopy: +34 91 575 77 76

[www.ambmadrid.esteri.it](http://www.ambmadrid.esteri.it)

[segreamb.ambmadrid@esteri.it](mailto:segreamb.ambmadrid@esteri.it)

## Spanish embassies and consulates:

### ITALY

#### *Embassy of Spain*

Largo Fontanella di Borghese,

19,00186 Roma

Telephone: +39 06 684 0401

Telecopy: +39 06 687 2256

[www.exteriores.gob.es](http://www.exteriores.gob.es)

[ambespit@correo.mae.es](mailto:ambespit@correo.mae.es)

### FRANCE

#### *Embassy of Spain*

22, Av. Marceau, 75381 Paris

Telephone: +33 144 43 18 00

Telecopy: +33 147 23 59 55

<http://www.exteriores.gob.es>

[emb.paris@mae.es](mailto:emb.paris@mae.es)

### POLAND

#### *Embassy of Spain*

ul. Myśliwiecka, 400-459 Warsaw

Telephone: +48 22 583 40 00 / 01

Telecopy: +48 22 622 54 08

[www.exteriores.gob.es](http://www.exteriores.gob.es)

[emb.varsavia.info@maec.es](mailto:emb.varsavia.info@maec.es)

# LIST OF CONSULATES AND EMBASSIES

## Polish embassies and consulates:

### FRANCE

#### *Embassy of Poland*

5, rue de Talleyrand 75007 Paris

Telephone: +33 1 43 17 34 22/04

Telecopy: +33 1 4317 34 34

[www.pariskg.polemb.net](http://www.pariskg.polemb.net)

[paris.wk.info@msz.gov.pl](mailto:paris.wk.info@msz.gov.pl)

### ITALY

#### *Embassy of Poland*

Via di San Valentino 12 00197 Roma

Telephone: +39 06 362 04 300

Telecopy: +39 06 362 04 322

[www.rzym.polemb.net](http://www.rzym.polemb.net)

[rzym.amb.wk@msz.gov.pl](mailto:rzym.amb.wk@msz.gov.pl)

### SPAIN

#### *Consulate General of Poland*

Avda. Diagonal, 593-595, planta 6

08014 Barcelona

Telephone: +34 93 322 72 34

Telecopy: +34 93 322 29 07

[www.kgbarcelona.org](http://www.kgbarcelona.org)

[polonia@kgbarcelona.org](mailto:polonia@kgbarcelona.org)

## French embassies and consulates:

### POLAND

#### *Embassy of France*

Ulica Pikna 1, 00-477 Warsaw

Telephone: +48 22 529 30 00

Telecopy: +48 22 529 30 01

[www.ambafrance-pl.org](http://www.ambafrance-pl.org)

[presse@ambafrance-pl.org](mailto:presse@ambafrance-pl.org)

### SPAIN

#### *Consulate General of France*

Ronda Universitat 22 bis - 4', 08007

Barcelona

Telephone: +34 93 270 30 00

Telecopy: +34 93 270 30 49

[www.consulfrance-barcelone.org](http://www.consulfrance-barcelone.org)

[info@consulfrance-barcelone.org](mailto:info@consulfrance-barcelone.org)

### ITALY

#### *Consulate General of France*

Via Privata Cesare Mangili, 1, 20121

Milano

Telephone: +39 02 65 59 141

Telecopy: +39 02 65 59 14 36

[www.it.ambafrance.org](http://www.it.ambafrance.org)

[cogefrmi@tin.it](mailto:cogefrmi@tin.it)

# 1ST SEMESTER



UNIVERSITÀ DI PISA

## How to apply for an Italian Visa?

The list of the Italian embassies and consulates can be consulted on the website of the Italian Ministry of Foreign Affairs:

<https://www.esteri.it/mae/en>

### **You have to apply for a long-stay visa with residence permit (D-Visa or a National Visa)**

Non-EU citizens are allowed into Italian territory only if they have a valid passport and an entry visa.

For any **stay longer than 90 days**, non-EU students **must have a visa** obtained from the Italian embassy or consulate from the country of residence.

**Italy is the first Schengen Country** of entrance: BEFORE to be able to ask for the visa for Italy; the admitted students from outside EU, after receiving the acceptance/admission letter, they will proceed, as all the non EU students, to the pre-enrollment on the portal:

<https://www.university.it/>

**Price: 50€**

### **Documents required for the visa application:**

- Entry visa application form.
- recent passport-size photograph.
- valid travel document whose expiry date is three months longer than that of the visa requested.
- proof that the applicant has adequate accommodation in Italy.
- proof that the applicant has sufficient means of subsistence of no less than € 448.52 for each month of the academic year or Erasmus Mundus scholarship.
- enrolment or pre-enrolment in the course to be followed in Italy.
- Medical insurance coverage.
- the requirements and procedures for the issue of visas are indicated in a special provision, published annually by the MIUR, in agreement with MAECI and Ministry of the Interior.

### **Extra documents that may be asked depending on your country:**

- Flight ticket
- Birth certificate
- CV + cover letter
- Diplomas
- Police record

# 1ST SEMESTER

## How to apply for an Italian Visa?



UNIVERSITÀ DI PISA

### After you enter Italy:

After you enter Italy with a long-stay visa, you **have 8 days** to approach the Italian authorities and request a residence permit (***permesso di soggiorno***) which is what authorizes you to stay in Italy long-term.

The length of time that a residence permit is issued depends on the type of Italy long-stay visa that you have applied for.

Even EU nationals who do not need a visa **have to declare their presence** with the local authorities in Italy if they wish to stay in the country for more than 90 days.

**Price : 153.50€ minimum**

For more information you can go on the website :

**<https://vistoperitalia.esteri.it/home/en#BMQuestionario>**

When you ask for the VISA for Italy you **MUST** produce the documents related to your study path in the different EU countries. In that case, you should receive a particular VISA (Italian VISA) that should mention and **allow the mobility** in the other Schengen Countries.

There is a EU directive, **accepted by Italy**, that allows (as for the non-EU Erasmus students coming from other Schengen countries) mobility among Schengen countries. This allowance is valid **only** if the student has **a valid and not expired permission of stay**.

More details can be found here:

**<https://www.unipi.it/index.php/erasmus-programme/item/5933-visa-and-residency-permit>**

# 2ND SEMESTER

## Moving from Italy to Spain

### Embassy of Spain

*Largo Fontanella di Borghese, 19,00186 Roma*

Telephone: +39 06 684 0401

Telecopy: +39 06 687 2256

[www.exteriores.gob.es](http://www.exteriores.gob.es)

[ambespit@correo.mae.es](mailto:ambespit@correo.mae.es)

The visa application **needs to be submitted between two and three months before traveling** to Spain to allow plenty of time for the visa to be processed.

**Price: 60€**

Though the required **documentation may vary depending on your case**, the required documents required for a Student Visa are:

- Two duly completed application forms.
- Your valid passport.
- Your valid identification card (ID card).
- Two recent passport photographs.
- Letter of admission from chosen university.
- Proof of health insurance.
- Proof of sufficient funds:
  - Bank account statement
  - Proof of financial aid/scholarship.
  - Notarized letter from parents/legal guardian (assuming financial responsibility).
  - Letter from university/school (assuming financial responsibility).
- Certificate of criminal record (at most three months old).

### After you enter Spain :

You should obtain your student residence card (TIE (= ***Tarjeta de identidad de extranjero***) or Foreigner Identity Card) after arriving in Spain. Specifically, you should apply for this card **within one month of your arrival**. Do so by visiting the nearest Immigration Department branch or local police station in Spain. You should submit a set of documents such as:

- a letter of residency,
- letter of admission to studies,
- passport, and ID,
- as well as recent photographs.

### Work in Spain with a Student Visa:

The Spain Student Visa allows students to work part-time or in a temporary position for the duration of the course. The maximum amount of hours **cannot exceed 20 hours a week**, and the job must not interfere with the candidates studies.

# 3RD SEMESTER

## Moving from Spain to Poland

### Consulate General of Poland

*Avda. Diagonal, 593-595, planta 6 08014 Barcelona*

Telephone: +34 93 322 72 34

Telecopy: +34 93 322 29 07

[www.kgbarcelona.org](http://www.kgbarcelona.org)

[polonia@kgbarcelona.org](mailto:polonia@kgbarcelona.org)

**The type D visa** allows you to stay in Poland for one year, so you will need to apply for a temporary residence permit in order to stay for longer, for example, if you're studying a three-year bachelor's program.

**Price: 84€**

### Documents required for the visa application:

- A completed and signed Poland student visa application form
- Valid passport
- Official letter of acceptance from a university in Poland
- Your CV
- School certificates and diplomas
- Proof of your English language proficiency
- Evidence you have sufficient funds to support yourself during your studies
- Health insurance documents
- One passport-size photo
- Proof of accommodation in Poland
- Transport documentation, such as a rail or air ticket

### After you enter Poland :

Generally, students from EU/EEA countries don't need to apply for a student visa but they need to register their stay in Poland. You have to do this if you intend to stay for longer than three months.

Upon arrival in Poland, you apply at the Voivodship Office in the city in charge of your region within 90 days of your arrival. **The process is cost-free** and you will get a certificate of registration that proves your right to stay in Poland.

### Work in Poland with a Student Visa:

There are **no restrictions on working** with a Polish type D student visa. International students can work in Poland without needing a work permit, provided you have a valid residence permit.

Although **it is possible to have a full-time job** while you're studying in Poland, you need to make sure **working doesn't affect your studies**. If working long hours has a negative impact on your grades, you may find it harder to renew your residence permit.

# 3RD SEMESTER

## Moving from Spain to France

### Consulate General of France

*Ronda Universitat 22 bis - 4', 08007 Barcelona*

Telephone: +34 93 270 30 00

Telecopy: +34 93 270 30 49

[www.consulfrance-barcelone.org](http://www.consulfrance-barcelone.org)

[info@consulfrance-barcelone.org](mailto:info@consulfrance-barcelone.org)

In most countries, it is compulsory to contact first the Campus France Agency (the French national agency for the promotion of higher education) in order to start the visa procedure. You should therefore **contact them as soon as possible**.

<http://www.campusfrance.org/en/espaces/map>

You have to apply for a long-stay visa with residence permit (VLS-TS: **Visa de Long Séjour valant Titre de Séjour**)

**Price: up to 99€**

### Documents required for the visa application:

- Application form
- Passport or travel document valid at least three months after the visa expiry date
- 3 identical photographs, passport size (3.5x4.5), in color, in white plain background
- Certificate of participation in the programme (acceptance letter)
- Documents proving that you possess sufficient income (Erasmus Mundus scholarship or at least 615€/month))
- Proof of domicile in France (hall of residence)
- Medical insurance coverage (GSI insurance)

### Extra documents that may be asked depending on your country:

- Flight ticket
- Birth certificate
- CV + cover letter
- Diplomas (translation in French sometimes)
- Police record

**Upon arrival in France, VLS-TS holders must begin the OFII (Immigration office) procedure to get their visa validated.**

This procedure is mandatory and must be done online within three months after your arrival in France:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

# 3RD SEMESTER

## Moving from Spain to France

**You will need the following items for the procedure:**

- your French visa
- the date of your arrival in France
- an address in France
- an electronic stamp (fees) that can be bought on the same website. The amount of the stamp is 50€.

You will then receive by email a validation certificate from the OFII that you must always keep in your wallet.

# 4TH SEMESTER



## Research Internship in academia or industry



For the 4th Semester you can basically choose to go anywhere you want. Then you have **2 options**:

- You want to stay in Europe.
- You want to do your internship outside of Europe.

### **You want to stay in Europe :**

You'll have to renew your permit of stay, in order to do so, you can follow all it was said above, and contact directly the Embassy or Consulate of the chosen country for further information.

Don't forget that you have to ask for a renewal approximatively **2 months before your permit ends**, in order for the administration to give you your papers on time.

Please note that even in an internship you need to ask for a "study visa", **Type D Visa**.

### **You want to do your internship outside of Europe:**

If you find an internship outside of Europe, corresponding to your needs to obtain the Master Degree and willing to have you as your intern, ask them for further informations, and contact their Embassies or Consulates to be guided on the administrative procedures.

We also have associated partners listed on our website :

**<https://www.master-biopham.eu/general-information/associated-partners>**



# PARTNERS

Collaboration between four partner Universities

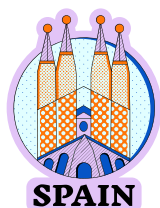


**BIOPHAM**

Bio & Pharmaceutical materials science  
EUROPEAN MASTER



UNIVERSITÀ DI PISA



UNIVERSITAT POLITÈCNICA  
DE CATALUNYA  
BARCELONATECH



UNIWERSYTET ŚLĄSKI  
W KATOWICACH



Université  
de Lille

# CONTACT



With the support of the  
Erasmus+ Programme  
of the European Union



## BIOPHAM

Bio & Pharmaceutical materials science  
EUROPEAN MASTER

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master-biopham@univ-lille.fr

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