UNIVERSITÀ degli STUDI di NAPOLI FEDERICO II

ISSUANCE OF THE TAX CODE (CODICE FISCALE) FOR INTERNATIONAL GUESTS AND STUDENTS

Description:

The International Welcome Desk, operating under the supervision of the Erasmus+ Office and International Mobility and in close cooperation with the Italian Revenue Agency (Agenzia delle Entrate), offers an exclusive service for requesting the tax code on behalf of international students, researchers, and faculty members.

The entire procedure is managed in back office: after collecting the necessary information and documentation provided by the user, the office takes care of forwarding the request to the Revenue Agency. Once obtained, the tax code is promptly made available to the user in digital format.

Recipients:

- Erasmus students
- International students
- Exchange students
- International researchers and faculty members

The Tax Code:

It is a unique code consisting of 16 alphanumeric characters, formed from the name, surname, date, and place of birth of the holder. This identifier is essential for those who reside or study in Italy, representing the key element for identification by the Public Administration.

WHY the Tax Code:

Possession of the Tax Code is essential for multiple activities in Italy, including:
- University registration
- Opening a bank account
- Lease contract stipulation
- Receipt of scholarships
- Application for a residence permit, among others.

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HOW TO APPLICATE FOR THE TAX CODE (codice fiscale):

1. Registration on IWD-ISU Services - University of Naples Federico II
   https://www.isu-services.it/it/universities/universita-degli-studi-di-napoli-federico-ii)

2. Upload the required documents:

   - **EU citizens**:

     - identity card or passport;
     - a letter confirming affiliation with the University of Naples Federico II or certification proving participation in a mobility program at Federico II.

   - **NON-EU citizens**:
     - Passport
     - letter or certification of affiliation to the University or a mobility program at Federico II
     - type D visa for study or research purposes.

3. **Request for the Tax Code service**.

Once the procedure has started, **the Tax Code will usually be delivered within 15 to 21 days.**

For further details or assistance, please contact International Welcome Desk

internationalwelcomedesk@unina.it