

RESIDENCE PERMIT FOR EMPLOYMENT

for non-european citizens residing abroad

With a residence permit for subordinate (employed) work (that is not seasonal), it is possible to have an employment contract and receive the same rights as Italian workers.

WITH THE WORK PERMIT YOU ARE ENTITLED TO:

- Convert (transform) the permit from employed to self-employment and vice versa.
- Apply for family reunification.
- Start, continue or recognise studies carried out in your own country.
- In some cases, you can apply for recognition of your professional title(s) in order to pursue a professional occupation in Italy.

THE REQUIREMENTS FOR A RESIDENCE PERMIT FOR SUBORDINATE WORK ARE; SPECIFIED IN FLOWS DECREE (DECRETO FLUSSI), BUT, IN GENERAL, IT IS NECESSARY THAT:

- The employer proves to have a minimum income and;
- Guarantees you adequate accommodation.
- The proposal for a residence contract containing all the essential elements of the agreement (tasks, timetable, work contract);
- The nulla-osta; a document stating that there are no reasons preventing entry and your employment in Italy.

SUBORDINATE EMPLOYMENT means that the employer hires you to perform certain activities (tasks) under his directives (Job Description), fixing the place and time of work.

In Italy, there are National Collective Labour Contracts (Contratti Collettivi Nazionali di Lavoro - CCNL) which lay down the main features of the employment relationship (hours, minimum wage, overtime, holidays, etc.).

CONTACT THE TRADE UNION TO CHECK YOUR CONTRACT.

Your future employer must submit the request for clearance to hire you as an employee. These procedures are to be completed [online](#) through the website of the Ministry of the Interior, according to the procedures indicated in the Flows Decree, but it is also possible to ask for the support of **Patronage**.

WHOM TO CONTACT?



Workers' unions are associations that represent and defend the interests of employees.

You can access the **trade union** to:

- Request information, (If desired, anonymously), on your rights: contract, working hours, leave and holidays, examining your pay slip, health, and safety, etc.
- Receive legal assistance to claim your workers' rights.

In addition, through the services promoted by the Syndicate, you can obtain:

- Tax assistance at **CAFs**
- Assistance on work place accidents, occupational diseases, pensions, unemployment, etc. at **Patronage**.



PROCEDURE FOR OBTAINING A PERMIT:

1. The employer sends the request online through the Ministry of the Interior's website:
<https://portaleservizi.dlci.interno.it/Alisportello/ali/home.htm> by the deadline and date indicated in the Flussi Decree.
2. Applications are processed by the **Single Desk for Immigration** (SUI), in order of arrival..
3. The employer is informed of the employment authorisation, which is valid for six months.
4. The SUI sends the nulla-osta to the Italian Embassy or Consulate of the worker's country of residence, which after some checks, issues the entry visa.
5. Within 8 days of entering Italy, you must notify SUI of your entry into Italy, enclosing a copy of your visa and entry stamp.
6. The SUI requests the documentation needed to sign the contract of stay, which will then be sent to both the Consulate and the Employment Centre and will give the applicant the postal application kit for the residence permit for subordinate work, to be sent via the Sportello Amico of the Italian Post Office to the Immigration Office of the Questura.
7. The receipt issued by the **Sportello Amico** of the Italian Post Office guarantees the rights of the residence permit.



NEED TO KNOW:

DECRETO FLUSSI - THE FLOWS DECREE

Each year, the Italian government may set the maximum number ('entry quotas') of non- European foreign citizens who may enter Italy for subordinate, self-employed and seasonal work through the Flows Decree. They generally establish from what date and time applications can be sent, which are assessed on a first-come, first-served basis. If places are no longer available, or when the Flows Decree are not published, it is not possible to enter Italy for work.

These decrees generally require that the worker is not already in Italy.

ONE-STOP SHOP FOR IMMIGRATION

Office at the Prefecture: it is responsible for worker recruitment practices foreigners for subordinate and seasonal work, family reunification and conversion of residence permits.

WHOM TO CONTACT



PATRONAGE

Patronage offices offer assistance and protection to workers, pensioners and in general to all citizens in the national's area, (including foreigners) in the management of the knowledge and exercise of their rights.

PATRONAGE PROVIDES INFORMATION, ASSISTANCE AND ADVICE ON:

- Pensions;
- Accidents at work and occupational diseases;
- Invalidity and disability;
- Income support: family allowances, unemployment, maternity;
- Immigration: application and renewal of residence permits.

Most of the services offered by Patronage are free of charge.

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