

In order to disburse the mobility grants, the following documentation is required:

1) Italian Codice Fiscale: In order to obtain the Italian Codice Fiscale, the participant must contact the Italian Consulate of the country of origin or, alternatively, as soon as he arrives at the host institution, he must request it, by making an appointment, from the Agenzia delle Entrate.

2) In order to disburse contributions for the **Individual Support**, the participant must fill in the attached form, **Annex 1** (NOT- RESIDENT IN ITALY PERSONAL DATA), and opt for one of the following two options (second page of the form):

a) I DO NOT REQUIRE the application of the Treaty against double taxation I shall pay taxes in Italy. The University of Catanzaro (UMG) shall forward a certificate assessing the payment of the due tax for the purposes of the income tax return in my Country- FILL IN THE SECTION "TAX INFORMATION"

or

b) I REQUIRE the application of the Treaty against double taxation between Italy and (Country of residence) I shall pay all due taxes in my Country under the provision of article n..... of the above Tax Treaty (see form attached n. 84404 of 10 July 2013 as provided by the Italian Tax department).

If the participant decides to choose option b) he must also complete the attached form, Annex 2 (COVER + FORM D- OTHER INCOME), indicating the number of the reference Agreement of the Treaty against double taxation.

3) The participant must attach the **receipts for the return flight ticket**.

4) If the Participant intends to use the taxi (on the outward and return journey, for the journey to and from the home/host university) he must request prior authorization to use the taxi, by means of the "**taxi use authorization form**" (Annex 3). The request must be motivated and authorized by the host institution before the start of the mobility. The authorization can only be granted for the following reasons: cost-effectiveness referred to the relationship between times/costs and the means; proven urgency (to be demonstrated); place of appointment not served by ordinary means temporary unavailability of ordinary means (specify the cause of unavailability).

The journey for mobility must start/end from the seat of the home university/host university, or from one's place of residence if it is more economically convenient.

5) The participant must attach any **receipts for VISA costs**.