**Italia Startup Hub**

**Application Form**

Application submitted by **First name and Surname**, on **dd/mm/yyyy**

Annex:

* copy of a valid passport or Italian ID
* copy of residence permit presently held

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| Send to:  Ministry of Economic Development  Italia Startup Visa&Hub Committee  (*italiastartuphub@mise.gov.it*) |



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| **Personal information and contact details** | |
| ***Full name*** *(as stated in passport)* |  |
| ***Date of birth*** *Format (dd.mm.yyyy)* |  |
| ***Place and country of birth*** |  |
| ***Nationality*** *(more than one if applicable)* |  |
| ***Address*** *(street, number, postcode, city, country)* |  |
| ***Phone number*** *(more than one if applicable, please specify if mobile and include country code)* |  |
| ***Email address*** |  |
| ***Instant messaging*** *(e.g. Skype)* |  |
| ***LinkedIn*** |  |
| ***Twitter*** |  |
| ***Other social networks*** *(e.g. Facebook)* |  |
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| **Employment background[[1]](#footnote-1)** | |
| ***Dates*** *(from – to)* |  |
| ***Employer's name and******contacts*** |  |
| ***Type of company or sector*** |  |
| ***Type of employment*** *(i.e. employee, self-employment, traineeship)* |  |
| ***Main duties and responsibilities*** |  |
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| **Education[[2]](#footnote-2)** | |
| ***Dates*** *(from – to)* |  |
| ***Name and type of educational or training institution*** |  |
| ***Main subjects / skills studied*** |  |
| ***Qualification obtained*** |  |

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| **Language skills** | | | |
| ***Mother tongue*** |  | | |
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|  | *Spoken* | *Reading* | *Written* |
| ***Other languages***  (Add one entry for each further language you know) |  |  |  |

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| **Information on currently held residence permit** | | |
| ***Type of permit***  *Tick (by clicking) the box corresponding to your type of residence permit  (only one answer possible!)* | **Conversion (*conversione*) of residence permit:**  Study, internship and/or training  EC long-term permit (released by other EU Member State)  **For these categories, procedure n. 1 applies (see Appendix)** | **Update (*aggiornamento*) of residence permit:**  Dependent employment (“*lavoro subordinato*”)  Self-employment (“*lavoro autonomo*”)  Family reunification  **For these categories, procedure n. 2 applies (see Appendix)** |
| Other  **You will be contacted with more instructions.** | |
| ***Date of issue*** *Format (dd.mm.yyyy)* |  | |
| ***Expiry date*** *Format (dd.mm.yyyy)* |  | |
| ***Please describe briefly your current experience in Italy*** |  | |

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| **Business model of innovative startup[[3]](#footnote-3)** | |
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| ***I want to…***  *(please tick only one answer!)* | *Establish a new innovative startup* |
| *Join an existing innovative startup as a working shareholder* |
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| ***My startup*** | *Description of the idea and how you intend to develop it: the business concept, goods or services you intend to produce or provide, the business mission, your market* |
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| ***My potential*** | *Target market and growth objectives* |
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| ***My team*** | *The team is an added value for startups. Who will be involved in your business? What experience do they have? And what will be your role?* |
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| ***My world*** | *Internationalisation, understood as ability to reach and offer your products on international markets, planned collaboration with commercial or financial partners outside Italy* |
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| ***My business is innovative because…*** | *Indicate whether you intend to carry out intensive R&D activity, and/or any patents or software you have registered and you intend to use in your business* |
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| ***My links with Italy's innovation ecosystem*** | *Indication of any previous contact with players in the Italian innovation ecosystem (incubators, accelerators, universities, investors, financial institutions, corporations).* |
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| ***Funding available*** | *Have you any funds of your own to invest? Have you received any bank loans or equity investment from investment companies, venture capital funds or business angels? Have you any other funding provided by Italian or foreign government or non-government organisations?* |
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| ***Why ISH*** | *How did you hear about the Italia Startup Hub programme?* |
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The undersigned, *First name and Surname*, born in *town/city (country)* on *dd.mm.yyyy*, of citizenship *country*, identity document/passport no. *yyy*, issued on *dd.mm.yyyy*, resident in *town/city (country)*, for the purpose of conversion (“*conversione*”) or update (“*aggiornamento*”) of the previously held residence permit into a self-employment permit, *(tick only one box)*  to establish a new *OR*  to join as a working shareholder an innovative startup in the territory of Municipality/Region: *name of Municipality/Region*,

**HEREBY REQUESTS** a Certificate of No Impediment from the Italia Startup Visa&Hub Committee at the Ministry of Economic Development as a pre-requisite to obtain the self-employment residence permit for non-EU citizens intending to set up or join an ***innovative startup[[4]](#footnote-4)*** on Italian territory, as defined by Decree-Law 179 of 18 October 2012.

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| Your location,[[5]](#footnote-5) *dd/mm/yyyy* |  | Signature |
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# Appendix:

# Procedure n.1:

## For students, trainees, and long term residents (so-called *conversion* of residence permit):

1. The non-EU citizen holding a residence permit for study, internship and/or training reasons, or an EC long-term residence permit released by another EU member state, writes to [italiastartuphub@mise.gov.it](mailto:italiastartuphub@mise.gov.it) attaching:
   1. application form, where she describes her academic and professional background, and illustrates the kind of innovative business she intends to start or to join as working shareholder; in case of an application through a certified incubator, she should present the “declaration of availability to guest” undersigned by the legal representative of the incubator (in this case the Committee will not undertake any business plan examination);
   2. copy of a valid passport or Italian ID;
   3. copy of residence permit held at time of application;
   4. documentation proving sufficient financial means, amounting at no less than 50,000 euros.
2. The Italia Startup Visa & Hub Committee evaluates the application in no more than 20 days. If the evaluation is positive, it issues the certificate of no impediment to the Italia Startup Hub conversion.
3. Obtained the Certificate of No Impediment, the non-EU citizen must reserve on <https://nullaostalavoro.dlci.interno.it/Ministero/Index2> (registration required) a meeting with the competent Single Desk for Immigration. After clicking on “*sportello unico immigrazione*”, and then on “*richiesta moduli*”, she must fill Form Z (“*Domanda di verifica della sussistenza di una quota per lavoro autonomo e di certificazione attestante il possesso dei requisiti per lavoro autonomo”→”Soci, amministratori di società*”).   
   After having sent the request, she will receive a confirmation email; she must then wait for the Single Desk for Immigration to set a date for a meeting. More information is available on the websites of the local Prefectures.
4. She must hand, in person, to the Single Desk for Immigration:   
   1. copy of the ISH Certificate of No Impediment
   2. residence permit presently held
   3. documentation proving suitable accommodation (e.g. hotel booking)
   4. documentation proving an income above the minimum level set by law for the exemption from the participation to National Health Service expenses (8,500 euros)
   5. passport or Italian ID
   6. A 16 euro fiscal stamp (*marca da bollo)*
5. Obtained from the Single Desk for Immigration the authorisation to conversion, in an authorised post office (“Sportello Amico”, list downloadable from <http://www.poste.it/risorse/altri-servizi/altro/sportello-amico-elenco-UP.xls>) she will receive the “[conversion kit](http://www.portaleimmigrazione.it/immigrazionenet/nuova_procedura.aspx)” (Model 209), which she must fill and then send to the competent Central Police office (*Questura*). At the same post office, it will also be set the date for the final meeting with the competent Central Police office, when the residence permit will be released.
6. On the set date, the competent Central Police office invites the non-EU citizen for a meeting, and the self-employment residence permit is ultimately released.

# Procedure n.2:

## For subordinate workers, self-employed workers, relatives of holders of a residence permit (so-called *update* of residence permit):

1. The non-EU citizen holding a residence permit for study, internship and/or training reasons, or an EC long-term residence permit released by another EU member state, writes to [italiastartuphub@mise.gov.it](mailto:italiastartuphub@mise.gov.it) attaching:
   1. application form, where she describes her academic and professional background, and illustrates the kind of innovative business she intends to start or to join as working shareholder; in case of an application through a certified incubator, she should present the “declaration of availability to guest” undersigned by the legal representative of the incubator (in this case the Committee will not undertake any business plan examination),
   2. copy of a valid passport or Italian ID;
   3. copy of residence permit held at time of application;
   4. documentation proving sufficient financial means, amounting at no less than 50,000 euros.
2. The Italia Startup Visa & Hub Committee evaluates the application in no more than 20 days. If the evaluation is positive, it issues the certificate of no impediment to the Italia Startup Hub conversion.
3. Obtained the Certificate of No Impediment, she fills the *conversion kit* (model 209) available in any authorised post office (“Sportello Amico”, list downloadable from <http://www.poste.it/risorse/altri-servizi/altro/sportello-amico-elenco-UP.xls>). The post office then transfers it to the local Central Police office; at the same time, it will also be set the date for the final meeting with the Police station, when the residence permit will be released.
4. On the set date, the competent Central Police office invites the non-EU citizen for a meeting, and the self-employment residence permit is ultimately released.

1. Add one entry for each further work experience. [↑](#footnote-ref-1)
2. Add one entry for each further qualification obtained during your education and training. [↑](#footnote-ref-2)
3. If you wish so, you may attach a presentation deck (e.g. PowerPoint presentation) [↑](#footnote-ref-3)
4. Decree-Law 179/2012, Italy’s “Startup Act”, refers specifically and explicitly to ***innovative* startups** to underscore that its target is not any and all new enterprises, but those whose business is closely and strongly linked to innovation and technology. An innovative startup must be a company with shared capital (i.e. limited companies), including cooperatives, whose shares or significant registered capital shares are not listed on a regulated market nor on a multilateral negotiation system.   
   Moreover, these companies must also meet the following requirements:

   be new or have been operational for less than 5 years;

   have their headquarters in Italy or in another EU country, but with at least a production site branch in Italy;

   have a yearly turnover lower than 5 million Euros;

   do not distribute profits;

   produce, develop and commercialise innovative goods or services of high technological value;

   are not the result of a merger, split-up or selling-off of a company or branch;

   be of innovative character, which can be identified by at least one of the following criteria:

   at least 15% of the company’s expenses can be attributed to R&D activities;

   at least 1/3 of the total workforce are PhD students, the holders of a PhD or researchers; alternatively, 2/3 of the total workforce must hold a Master’s degree;

   the enterprise is the holder, depositary or licensee of a registered patent (industrial property) or the owner of a program for original registered computers.

   No restrictions are applied with respect to the entrepreneur’s personal circumstances, or the startup’s sector or sphere of business, or the region of Italy where it will be located. [↑](#footnote-ref-4)
5. The place you are sending this application from. [↑](#footnote-ref-5)