

## DOCUMENTS TO BE PROVIDED

for the temporary authorisation to practice the clinical activity of SURGEON within the framework of training and/or updating initiatives in hospitals, university hospitals and Scientific Institutes for Hospitalization and Care, according to art. 39-ter of the Italian legislative decree no.286 of 25 July 1998, for non-EU citizens who hold the professional qualification of Surgeon, attained in a non-EU country.

**According to the Italian Ministerial Decree dated 10 April 2018 (published on the O.J. no. 154 of 5 July 2018), the following documents can be sent exclusively via the hospital, university hospital or Scientific Institutes for Hospitalization and Care organising the training or updating initiatives, for which the non-EU Surgeon is applying.**

1. Declaration by the Director General of the Institution organising the training or updating initiative, acting as a legal representative of the Institution. This declaration will specify the name and duration of the course and it will state that, during such initiatives, the professional activity of those applying for temporary authorisation will exclusively take place in the facilities of the organising Institution, under constant supervision of a tutor. The tutor must be a qualified Surgeon, authorised to pursue the profession, as well as an employee of the above-mentioned Institution.
2. Copy of a valid Identity Document (ID) displaying the signature of the person concerned. If the personal data in the provided documents are different from the currently valid personal data, the applicant will provide appropriate certification, attesting that the identity documents refer to the same person.
3. Authenticated copy\* of the specific degree held by the applicant, issued by the Institution/University where it was attained, and specifying the legal duration of the graduation course, as well as the detailed list of the examinations passed.
4. Authenticated copy\* of the specific professional qualification authorising to pursue the profession of Surgeon in the country where the professional ordinarily works, if required in that country.
5. Authenticated copy\* of enrolment in the specific professional Register/College in the country where the professional ordinarily works, if registration is required in that country.
6. 'Declaration of value' **in original**, issued by the Italian Diplomatic or Consular Authority located in the country issuing the degree, attesting:
  - a) that the degree was issued by a competent Authority in the country where it was attained;
  - b) access requirements to the degree course (basic level);
  - c) that the degree is a professional qualification authorising to pursue the profession in the country where it was issued;
  - d) duration (in years) of the degree course;
  - e) authenticity of the signature on the degree, and validity of the degree (if this certificate of authenticity is not provided, it is necessary to ask for the legalisation of the degree, carried out by a competent Authority);
7. Certificate of Good Standing issued by the competent Authority of the country of origin/provenance. This document will state that neither bans nor disciplinary and/or administrative suspensions prevent the applicant from pursuing the profession. It must be submitted **in original**, and issued no earlier than 3 months before the submission of the application.
8. Certificate attesting the absence of any restrictions of a criminal nature, preventing the applicant from pursuing the profession. This certificate must be issued by a competent Authority of the country of origin/provenance. It must be submitted **in original**, and issued no earlier than 3 months before submission of the application.
9. Documentation attesting that the applicant is covered by an appropriate insurance policy or other means of personal or collective protection with regard to professional liability.
10. Payment of a stamp duty of € 16,00, to be put on the application form.

### GENERAL NOTES AND WARNINGS:

The legalisation of professional qualifications attained in a non-EU country is accepted if it is carried out either by the Italian Diplomatic/Consular Authority, located in the country where the qualification was issued, or by means of an Apostille (according to The Hague Convention of 5 October 1961).

If the original document is not written in Italian, it will be provided with a **translation** into Italian. This translation must be certified by the Italian Diplomatic or Consular Authority located in the country where the document was issued. Otherwise, the translation must be sworn by a translator and certified by the competent Italian Judicial Authority.

If an authenticated copy is required, non-EU citizens can have copy of their documents authenticated by the Italian Diplomatic/Consular Authority located in the source country, or in Italy by any notary or clerk of court, or by any Italian municipal office.

This Administration will send any communication regarding the procedure to the address provided in the application form. Therefore, it is up to the applicant to communicate any changes in his or her address **timely**, via mail.

This Administration will not be liable if notices are not received because of transfer, or wrong indication of the receiving address by the applicant, or return to sender for overdue mail holding.

**Remember that a temporary authorisation issued under art. 39-ter of the Italian legislative decree no.286/1998 enables to practice clinical activities only within the framework of the updating and training initiatives for which it is issued, in the facilities where such initiatives take place and under a tutor's supervision.**

**A temporary authorisation is NOT a recognition of the professional qualification of Surgeon under articles 49 and 50 of the Italian Presidential Decree no. 394/1999 and subsequent amendments, and under Legislative Decree no. 206 of 9 November 2007 and subsequent amendments. Therefore, pursuing the health profession in Italy outside the above-mentioned boundaries is a criminal offence.**

**A temporary authorisation does not in any case entitle to access postgraduate or PhD courses in the health field, in compliance with Legislative Decree no. 368 of 17 August 1999 and subsequent amendments.**