

## DOCUMENTS TO SUBMIT

for temporary authorization to undertake clinical practice in the role of surgeon on training or refresher courses at Hospitals, University Hospitals, and Scientific Institutes for Research and Healthcare (IRCCS) pursuant to art. 39-ter of Legislative Decree 25 July 1998, n. 286 for non-EU citizens in possession of a medical degree from a non-EU country.

**Pursuant to Ministerial Decree of 10 April 2018 (published in the Italian Official Gazette No. 154 of 05/07/2018) the following documentation must be submitted exclusively through the Hospital, University Hospital, or the Scientific Institute for Research and Healthcare, offering the training or refresher course:**

- 1) Statement of the CEO (legal representative) of the Institute offering the programme, stating its title, duration, and a declaration that the professional activities of participants will be carried out exclusively on its premises and under the constant supervision of a tutor who is a qualified doctor as well as a staff member of the Institute where the course is delivered;
- 2) Copy of a valid identity document with the signature of the applicant. If the submitted documents contain different personal data, additional certification must be presented to show that the documents refer to the same person.
- 3) Certified copy \* of the qualification held, accompanied by a certificate in the candidate's name, issued by the Institute / University where the qualification was awarded, containing indications of the legal duration of the course and list of exams taken.
- 4) Certified copy \* of the qualification to practise the medical profession in the applicant's country, if foreseen therein.
- 5) Certified copy \* of enrolment in the professional register of the country where the applicant practises, if foreseen therein.
- 6) Declaration of value (**original copy**), issued by the Italian Embassy or Consulate in the country where the qualification was issued, certifying that:
  - I. the qualification was issued by the competent authority in the country of attainment;
  - II. the admission requirements to the programme (basic education);
  - III. the qualification entitles the holder to practise the medical profession in the country of issue;
  - IV. the duration of the degree programme;
  - V. the authenticity of the signature on the qualification, and the legitimacy of the qualification itself (in the absence of such a certification of authenticity, the legalization of the certificate issued by the competent Authorities is required);
- 7). Certificate of professional integrity (Good standing) issued by the competent authority in the country of origin / provenance. The certificate must clearly indicate that the applicant has not been barred from the profession nor subject to disciplinary and / or administrative suspensions. The original document must be presented and dated no earlier than three months from the date of submission of the application.
- 8). Proof of non-existence of criminal impediments to the practise of the profession, issued by the competent authorities of the country of origin / provenance. The original document must be presented and dated no earlier than three months from the date of submission of the application.
- 9). Documentation attesting suitable professional medical insurance coverage or similar means of personal or collective protection for professional liability.
- 10). Revenue stamp worth €16.00 to be applied to the application form.

### **General notes and indications:**

The legalisation of the qualifications obtained in a non-EU country will be accepted if issued by the Italian Diplomatic or Consular Authority present in the State where the title was issued, or through Apostille (The Hague Convention 5.10.1961).

All documents written in a foreign language must be accompanied by an **Italian translation**. This translation must be certified as a true copy of the original by the Italian diplomatic or consular authority in the country where the document was issued, or must be sworn or declared on oath in an Italian court.

Where authenticated copies are required, non-EU citizens may obtain authentication of copy documents at the Embassy or Italian consulate in the country of origin, or in Italy by a notary, registrar, or at the offices of any Italian municipality. All correspondence concerning the procedure will be sent by the Administration to the Institution organising the training or refresher courses indicated by the applicant.

Hence, it is the responsibility of the applicant to **promptly notify** of any change in the address for correspondence. The Administration will not be responsible for undelivered correspondence due to incorrect address, or for held correspondence returned to sender.

**Please note that temporary authorization issued pursuant to art. 39-ter of Legislative Decree 286/1998, allows clinical work to be conducted exclusively within the framework of the training and refresher initiative for which it was issued, on the premises of the institution, and under the supervision of a tutor.**

**Temporary authorization does not constitute a validation of professional qualifications pursuant to art. 49 and 50 of the D.P.R. 394/1999 and legislative decree n. 206 of 9 November 2007, so that practising the medical profession in Italy outside the aforementioned limits is a breach of the law.**

**Temporary authorization, inter alia, does not entitle admission to graduate medical schools provided for in legislative decree 17 August 1999, n. 368, nor to PhD courses.**