

The special identity card issued by the Italian Ministry of Foreign Affairs

Pursuant to Italian regulations currently in force, in order to obtain this identity card each applicant should e-mail the following digital files to the relevant service:

Research Students: Academic Service (admission@eui.eu):
Post-doctoral fellows: Welcome Unit (welcome.unit@eui.eu)
Staff: Personnel Service (morena.rossi@eui.eu)

1. A copy of valid passport**, scanned as a PDF file and in grayscale. The passport must be valid for at least six months at the date of the application. Passports valid for less than 6 months are not accepted.

The size of the file should not exceed 1 Mb. The scanned file must include:

- Page/s containing biographical details of the holder and passport details (number, place and date of issue, expiry date)
- Entry visa, if required to enter Italy (if not yet available, you may provide this upon arrival at the EUI)
- Holders of special passports (e.g. diplomatic passports) should also include the cover page showing the type of passport. This does not apply to ordinary passports.

2. One recent **passport-size colour photo** in JPG format, maximum 29 mm or 231 pixels (width) x 32 mm or 255 pixels (height) (maximum size: 100 Kb).

You should pay particular attention to the photo requirements (image quality, style etc.). Please read the Photo Requirements page very carefully (page 2 of this document).

Please take note:

1. Applications for ID cards should be submitted by the EUI to the MAE within 30 days of registration. All documents requested should thus be provided either well in advance of arrival (preferable) or as soon as possible after registering at the institute. The EUI is not responsible for either procedures or timing in issuing identity cards.
2. The ID card is normally issued for the entire period of stay, unless the applicant's passport expires before the end of his/her permanence. In this case, the validity period of the card matches the expiry date of the passport. The ID card can be renewed upon presentation of a new passport.

RENEWALS

A card renewal follows the same procedure as that of a new application***. To start the renewal process, please contact michela.menicagli@eui.eu. It is mandatory to return the original of the old card. Renewal applications must be submitted to the Academic Service within 30 days of the card's expiry date.

Failure to comply with the above procedures may result in the expulsion or removal of the foreign national from Italian territory.

** Administrative staff, professors and academic assistants on an employment contract should contact the Personnel Service.*

***The applicant takes full responsibility before the institute and before Italian law for the conformity of the copy with the original document.*

****As far as the ID card renewal is concerned, non-EU applicants are exempted from having to apply for a new Visa, as it is sufficient to provide a scanned copy of the passport, a digital photo, and return the old card.*

PHOTOGRAPH REQUIREMENTS

Photo quality

The photos must:

- be in JPG format, maximum 29 mm or 231 pixel (width) x 32 mm or 255 pixel (height) (maximum size: 100 Kb).
- be no more than 6-months old
- show a close-up of head and top of shoulders so that the face takes up 70-80% of the photograph
- be in sharp focus and clear
- be of high quality with no ink marks or creases

The photos must:

- show the person looking directly at the camera
- have a good colour balance and natural skin tones
- be of appropriate brightness and contrast
- be at high resolution

Style and lighting

The photos must:

- be colour-neutral
- show the person with eyes open and clearly visible (no hair across eyes)
- show the person facing the camera, not looking over one shoulder (portrait style) or tilted. Both edges of the face must be clearly visible
- be taken against a plain light-coloured background. White background preferable.
- be taken with uniform lighting and with no shadows, no reflections and no “red eye”

Glasses:

If possible, it would be advisable NOT to wear glasses in the photo.

For persons wearing glasses:

- The photo must show the eyes clearly with no flash reflection off the glasses
- Tinted lenses are not permitted
- Heavy framed glasses should be avoided, if possible. Lighter framed glasses are preferable
- The frame must not cover any part of the eyes

Head coverings:

Head coverings are not permitted except for religious reasons, but all facial features from bottom of the chin to top of the forehead, including both edges of the face, must be clearly shown.

Expression and frame

Photos must show the person alone, with no other person or object (including toys or chair-backs) visible.

The person must be looking directly at the camera with a neutral expression and the mouth closed.