

V. MAR-2024

**PURPOSES AND USE OF THE IDENTITY CARD ISSUED BY THE ITALIAN MINISTRY OF FOREIGN AFFAIRS (MAE CARD)**

PH.D., LL.M, MRes, STG RESEARCHERS

- 1- **General Information, Eligibility, Terms and Conditions**
- 2- **Application, Renewal, Replacement Procedures**
- 3- **Obligation to Return the MAE Card**

**1- General Information, Eligibility, Terms and Conditions**

The special Identity Card issued by the Italian Ministry of Foreign Affairs (MAE Card), Diplomatic Protocol, for members of international intergovernmental organisations is provided to non-Italian registered EUI Researchers (staying at least 12 months). The ID card from the Italian Ministry of Foreign Affairs (MAE) can be shown as proof of identity to the Italian police or to other public authorities if the need arises. It also proves the holders' affiliation to the EUI, their status (researcher, fellow etc.) and their memberships of an international intergovernmental organisation, such as the EUI.

- **For all MAE Card Holders:** The MAE Card also exempts holders from having to register their residence with the local authorities (*Registrazione della Residenza Anagrafica* with the Comune). The MAE Card may be used in dealings and transactions where the residence registration is required – The Academic Service can provide supporting documentation on this matter. **The MAE Card is incompatible with the residence registration and EUI researchers who intend to register or have registered their residence with the local authorities must inform the Academic Service and return their MAE Card.**
- **For nationals of non-EU/EEA countries:** As reported on the reverse side of the document itself, the card exempts the holders from having to obtain a “Permesso di Soggiorno” (Permit of Stay) for their stay in Italy. It is therefore indispensable, together with a national passport, for residing in Italy, and for travelling to and from the country. Furthermore, a valid MAE card - together with a valid passport – entitles the bearer to enter the territory of any Schengen State<sup>1</sup> (even beyond the expiry date of their Italian/Schengen visa). The Academic Service can provide a certificate - including detailed information on the MAE Card and relevant legal references - in Italian, English, Spanish, French or German. N.B.: The MAE Card cannot be used as a travel document without a valid passport. Researchers travelling with a MAE Card after their mission visa has expired are advised to obtain a certificate before travelling [EUI Admissions Office E. [Admission@EUI.eu](mailto:Admission@EUI.eu)].  
**The MAE Card is incompatible with the “Permesso di Soggiorno” (Permit of Stay): EUI researchers who intend to apply or have applied for a permit of stay must inform the Academic Service and return their MAE Card.**

The MAE card is strictly connected to the affiliation to the EUI.

- *Examples: The card must be returned immediately to the Academic Service after the thesis defence or when the registration in the programme terminates, even if the validity date of the card goes beyond this date.*

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<sup>1</sup> Under Schengen rules, the MAE Card allows the holder, unless express limitations are imposed, to entry to and exit from the Schengen area and to travel within the territories of other Schengen Contracting States for up to 90 days in any 6-month period, provided that they hold a valid national passport or an equivalent travel document. Nevertheless, all foreigners are required to report their presence to the police authorities of the relevant Schengen State within 3 working days after their entry.

**Family Members:** Dependent non-EU/EEA family members (spouse/children), who are accompanying researchers in Florence and are not in work, may apply for the MAE Card. For complete information on eligibility and the relevant application procedure please contact the EUI Admissions Office (E: [Admission@eui.eu](mailto:Admission@eui.eu)).

## 2-Application, Renewal, Replacement Procedures

All procedures related to MAE card of EUI researchers (PHD, LLM, MRES, MA-STG) are managed by the Academic Service. For any question please contact:

**Lorenzo Ghezzi**  
Admissions Officer - Academic Service  
**European University Institute**  
Office phone: +39 055 4685 373  
Email: [Admission@EUI.eu](mailto:Admission@EUI.eu)  
Badia Fiesolana – BF030

- **Application for newcomers:** The MAE ID card application is carried out by the Academic Service. Researchers are provided with complete information as part of the pre-registration procedure, before their arrival. It is not mandatory to obtain a MAE Card, researchers who wish to renounce to have one should directly inform Academic service.  
Please contact [Admission@eui.eu](mailto:Admission@eui.eu) for any question related to the application procedure.
- **Renewal:** The possibility of renewing an expiring MAE Card is strictly connected to the affiliation to the EUI. Registered EUI Researchers wishing to renew their expiring MAE Card may be eligible to do so if their affiliation is expected to continue beyond the expiry date of the MAE Card. If they wish to renew their card, they must contact Academic Service **within the 30 days preceding the expiry date of their MAE Card – it is their responsibility to request the renewal of the card in compliance with the Ministry's regulations and with the regulations concerning entry and stay in the territory of the Italian Republic.** It should be taken into account that renewals take approximately one month and that the Ministry of F.A. may not accept any request of renewal after the expiry date of the card. To finalise the application for renewing the card, **the old (expiring) card must be returned to the Academic Service.**  
Researchers who fail to request a renewal before the expiry date of their MAE Card and they still want to request one should contact [Admission@eui.eu](mailto:Admission@eui.eu) to receive dedicated assistance and information.  
*Examples*
  - *The card cannot be normally renewed beyond the duration of the researcher's student status which for the EUI doctoral programme, can last up to 60 months. The Academic Service can support non-EU/EEA researchers who have submitted their thesis and need an extension of their card to continue their residence in Italy in order to defend their thesis, as stipulated in the academic rules and regulations.*
- **Replacement, if the card is stolen/lost:** The card is an official ID document and, if lost or stolen, the holder must declare the loss immediately to the Italian police (Questura or Comando dei Carabinieri). Very important: The declaration of loss must clearly state that you have lost your "Carta d'Identità del Ministero degli Esteri Italiano per Organizzazioni Internazionali e Missioni Estere Speciali", or that it has been stolen. It is obligatory to indicate the number of the card on the declaration, if not remembered, please contact the Admissions Office. The Ministry will NOT provide a replacement card until they have received the correct and original declaration of loss or theft. The Ministry does not accept any declaration of loss/theft filed with foreign police authorities.

## 3-Obligation to Return the MAE Card

The card is property of the Italian Ministry of Foreign Affairs. When the EUI affiliation terminates, researchers are required to hand the card back to the Academic Service as the EUI must return it to the Diplomatic Protocol. This also applies in case that the card has expired or is about to expire. If the card is stolen/lost a declaration must be filed with the Italian police authority (see above). The EUI may not be in a position to release certificates in case the researchers do not comply with the requirement of returning the MAE Card or a police report as appropriate.