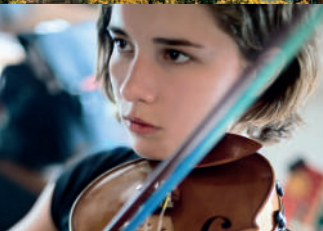


Uni-Italia

Centre for Academic Promotion and Orientation to Study in Italy



HIGHEST QUALITY OF EDUCATION
TALENT
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1. THE ITALIAN EDUCATION SYSTEM

The Italian Education system is composed by universities, public and private, and AFAM Institutes (Higher Education in Arts and Music), and cater for more than 1,6 million of students.

There are currently 97 public and private universities and 12 national research centres.

There are 137 AFAM Institutes which are divided into the sectors of visual arts, music, dance and drama, including 20 state Academies of Fine Arts, 20 legally recognized Academies of Fine Arts, the National Drama Academy, the National Dance Academy, 55 Conservatories, 18 officially recognized Music Institutes, 5 Higher Education Institutes for Artistic Industries (ISIA), 17 Institutions authorized to issue Higher Education qualifications in Arts, Music and Dance.

1.1 The credits system

The university reform introduced the Sistema dei crediti formativi universitari - CFU, equivalent to the European Credit Transfer and Accumulation System ECTS. The main objective was to create a more student-oriented system that took the time required for learning into account, in contrast to the Credit Hour used in the United States for example, which measures teaching time.

Each ECTS credit corresponds to 25 hours of student work, including lessons and individual study. On average the workload for 1 academic year is 60 credits. These credits are earned by students once they have passed the final assessment for a course and they are recognized by other degree courses and by other universities, in line with their internal rules.

The system includes a minimum number of credits to be achieved in order to complete 1 year of study.



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1.2 The Italian Qualifications Framework

The education offered by universities and AFAM Institutes is divided into 3 phases in line with the QF for the EHEA - Qualifications Framework for the European Higher Education Area. and students may enrol after completing 13 years of pre-university education (the European standard is 12 years).

1.3 Universities

First Cycle

Laurea Triennale - Bachelor of Science

The aim of this course is to ensure that students acquire sufficient knowledge of general methods and scientific content. These degree courses last 3 years, equivalent to 180 CFU (ECTS). Students are admitted if they have a high school diploma or another qualification taken abroad and recognized in Italy. This Degree corresponds to the Bachelor of Science in the European university system as defined in Bologna in 1999.

Second Cycle

Laurea Magistrale - Master of Science

The aim of this course is to provide students with a high level of education in order to be able to work in specific environments requiring high-level qualifications. These courses last 2 years, equivalent to 120 CFU (ECTS). Students are admitted with a degree or a qualification taken abroad and recognized in Italy.

In some universities and for some subjects (e.g. Medicine, Pharmacology, Law), there are Single Cycle of Master of Science to which students can be admitted with a high school diploma or another equivalent foreign qualification, which last for 5 or 6 years and require 300 or 360 CFU (ECTS). The Master's Degree corresponds to the Master of Science in the European university system as defined in Bologna in 1999.

Master Universitario di I Livello

Specializing Bachelor

Some universities also offer a specialization

	Italian qualifications		credits	years
First phase	Laurea	Bachelor of science	180	3
Second phase	Laurea magistrale	Master of Science	120	2
	Master universitario di 1° livello	Specializing Bachelor	≥60	
	Laurea magistrale ciclo unico	Master of Science	300-360	5-6
Third phase	Dottorato di ricerca	PhD		3
	Specializzazione di 2° livello	Postgraduate diploma course		2
	Master universitario di 2° livello	Specialist Master's Degree	≥60	



or post-graduate degree course aimed at increasing students' professional education: this is a 1st level university Master's Degree. This qualification is not part of the European university system as defined in Bologna in 1999.

Third Cycle

Dottorato di Ricerca - PHD

This aims to provide the skills necessary for carrying out research at high levels. This course lasts 3 years. Applicants must have an Italian or foreign Master's degree to be admitted and they have to do an admission exam.

Post-graduate Diploma Course

This course aims to provide the knowledge and skills required for carrying out the functions required by particular professional activities. It qualifies people to work in such professions and aims to train specialists for certain professional sectors. These courses last at least 2 years.

Specialist Master's Degree

The Specialist Master's Degree is a

postgraduate university education course which students may apply to do on finishing a Master's Degree. It requires students to complete at least 60 CFU (ECTS).

1.4 Institutes of Higher Education in Arts and Music - AFAM

First level academic diploma

Applicants have to take an admissions exam. The course lasts 3 years and requires students to obtain 180 CFU (ECTS). It aims to provide a satisfactory level of knowledge of artistic methods and techniques, together with specific subject-related and professional expertise.

Second level academic diploma

Applicants have to take an admissions exam to make sure they are sufficiently prepared to follow the course. The course lasts 2 years and requires students to obtain 120 CFU (ECTS). It aims to provide students with an advanced level of education in artistic methods and techniques and a high level of professional expertise.



Academic diploma course for training research

A second level academic diploma or another qualification from abroad is required for admission. It lasts for at least three years, it does not give credits and aims to provide the necessary expertise for planning and carrying out high-level research.

Other courses

Specialized academic diploma courses: these provide a high level of professional expertise for specific fields.

Postgraduate or Master's Diploma courses: these provide in-depth courses for certain sectors, professional upgrading and continuing education and they include at least 60 CFU (ECTS).

1.5 Marks

At Italian universities individual exam results are given out of thirty, so that the highest possible mark is 30/30, while the lowest pass mark for an exam is 18/30.

Exceptional candidates may be awarded a mark of 30 with honours (cum laude).

At the end of each educational cycle (bachelor's degree, master's degree or Single cycle Master's Degree) students are generally required to present a final project for which they will be given a mark based on the average of their previous academic results and on the final project itself.

This mark is given as a fraction of 110 (as a fraction of 100 in some universities).

The highest mark is 110 (or 100), while the lowest pass mark is 66 (or 60). Particularly brilliant candidates may be awarded an extra mark of 110 (100) with honours (cum laude).

1.6 Exams

The academic year is generally divided into two semesters: the first one starts in October and ends in February and the second one starts in March and ends in July. The semester has a certain number of weeks for lessons and other weeks for exams.

Students are required to take an exam at the end of each course, which may be written and/or oral

Exam sessions: the length of exam sessions may vary among universities but they are usually held in the months of January-February, June-July and September. During the written exams students must respect the rules laid down by the university or by the professor: in particular students may not communicate with one another or use mobile phones. If students do not respect these rules they may incur penalties such as the annulment of their exam. It is absolutely forbidden to take an exam in another person's name and should this happen both students risk being expelled.

1.7 University fees and contributions

In Italy there are both public and private university level institutions.

The financial contribution requested may vary a great deal both according to the university in question and according to how much people can afford to pay.

The amount to pay and the criteria for



calculating contributions to be paid to private institutions are decided by individual institutions.

Public institutions ask for a “political” contribution for enrolment on courses as the costs are paid almost entirely by the Italian state.

The contribution required for enrolling on a course of studies in Italy includes:

- Fixed tax rate for enrolment or matriculation applications ;
- Regional tax for the right to education (usually a fixed amount set by the regional bodies in charge) included in the first instalment;
- Minimum enrolment fee: set by the Ministry of Education, Universities and Research, generally included in the first instalment;
- Tuition fee: variable according to how much people can afford to pay. It is calculated according to the EESI (Equivalent Economic

Situation Indicator), and takes into account income, assets and the number of people in the student’s household. The criteria for calculating the EESI are shown on the INPS (National Social Security Institute) website and on individual university pages under the heading “university taxes”.

Payment of university taxes and contributions is usually divided into two or three instalments depending on the timetable decided for each course of study. It is important to point out that students who do not pay their taxes and contributions for all the years of their enrolment cannot:

- continue their university career and therefore neither can they take any degree exams;
- apply for tax exemptions or scholarships;



- apply to transfer to another university or to change their degree course;
- renew their enrolment for the following academic year;
- obtain certificates;
- apply for any kind of scholarship or grant;
- make any kind of request connected to their position as students.

If students take exams without settling their accounts then those exams will be annulled.

On finishing their courses students are required to pay a state contribution in order to receive their degree certificates.

1.8 Certification and self-certification

1.8.1 University certification

Universities and AFAM Institutes can provide academic certificates to all students who apply for them in the timeframe and using the modalities defined by each university or institute. Each student must provide the necessary marche da bollo (revenue stamps), if the certificate cannot be printed on unstamped paper (for example any certificate to be used abroad).

When students finish their university courses some Italian universities give them a Diploma Supplement in Italian and English, as provided for by the European Union's ECTS system, which goes with the obtained diploma and has a standardized description of the nature, level, context, content and state of the completed studies. (http://ec.europa.eu/education/lifelong-learning-policy/ds_en.htm).

1.8.2 Self-certification

It is likely that some public offices and public service managers may ask for self-certifications that can replace the most common certificates such as birth, marriage, residency, family certificates and so on.

1.8.3 How self-certification works

Administrations often prepare the relevant models or forms.

If these modules are not available then it is always possible to write self-certifications on unstamped paper, after finding out what information needs to be included in the document.

Self-certifications are considered to be valid when:

- they are signed in front of an authorized employee
- they are signed and handed in or sent by fax or post together with a photocopy of a personal document belonging to the person signing;
- they are signed, scanned and sent by email with a copy of a personal document belonging to the person signing;



- they are digitally signed and sent by certified email or by normal email;
- they are sent via certified email when the person signing has been identified when the certified email is issued;
- they are sent by computer when the person signing is identified by an electronic identity card and a service charter.

1.8.4 General certifications

There are some certificates that cannot be replaced by self-certification: medical, health and veterinary certificates, certificates of origin and of compliance with the European Union, trademarks and patents.

The medical and health certificates required to do non-competitive sport may be replaced by one certificate of fitness for non-competitive sport issued by a GP or family doctor, which is valid for one academic year.

For further information visit: www.funzionepubblica.gov.it

1.8.5 Declaration of Value - DoV

A declaration of value is an official document that provides information about foreign qualifications taken by foreign students and contains information about the level of education, how long the course lasted and the entry requirements and the official nature of the Institution that issued the qualification. A declaration of value is issued by the Italian diplomatic or consular offices for the jurisdiction of the institution that issued the foreign qualification.

In order to obtain this type of declaration it is generally necessary to submit the original qualification or a legally recognized substitutive copy, authenticated by the Ministry of Education in the country in which the qualification was issued, translated and legalized. It is advisable to contact a consular office in order to acquire further information regarding the documentation required for the official recognition of a qualification.



2 ASSISTANCE AND SERVICES FOR FOREIGN STUDENTS IN ITALY

2.1 Uni-Italia: Centre for academic promotion and study guidance in Italy

Uni-Italia was founded on July 30th 2010 by the Ministry of Foreign Affairs, the Ministry of Education, Universities and Research, the Ministry of Internal Affairs and the Italy-China Foundation, and its aim is to promote university cooperation between Italy and other countries, in particular to attract foreign students and researchers to Italian universities.

It is also located in China, where assistance is also offered to Mongolian students at the Italian Embassy in Beijing, in Vietnam, Indonesia, Brazil, Iran and India.

Assistance for students begins in their home country thanks to the Uni-Italia Centres located in the various countries which organize meetings for guidance and information about the education offered in Italy, and then continues in Italy thanks to the Association's nationwide reception service which looks after students for the whole of their stay in Italy.

In addition, the Uni-Italia Centres at the Italian embassies abroad offer help and support with early enrolment procedures, they work with foreign universities interested

in collaborating with Italian universities, they work with Italian Cultural Institutes and Embassies to promote Italian language courses and they supply information about events organized by the Institutes and Embassies.

Uni-Italia provides assistance for foreign students in Italy thanks to the Uni-Italia tutors who help students through the various stages of their academic experience and with the various bureaucratic and university procedures together with the Student Secretariats and Public Administrations.

For further information visit the following website:

www.uni-italia.it

2.2 Department for international affairs in Universities

In every university, the international affairs office helps foreign students to deal with practical matters (admissions tests, enrolment, information about regional EDISU scholarships and grants, residence permits, health insurance, accommodation and so on.)

It is easy to find the department for international affairs help desks by looking at the university website.





2.3 Scholarships

Foreign students in Italy can benefit from three main types of scholarship or grant which are given by universities, the Ministry of Foreign Affairs and International Cooperation (http://www.esteri.it/MAE/IT/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm) and by Regional Bodies for the Right to Education. In the Italian system the Bodies for the Right to Education are organized on a regional basis and are responsible for assisting university students if they need economic and/or logistic help. They pay out grant cheques or scholarships, help with food and accommodation, loans for books, cultural events and sometimes provide counselling and psychological assistance services. The EDISU contribution is a sum of money (which is exempt from university taxes) which may be given to Italian and international students enrolled at local universities who have achieved good academic results and have a low level of income. The money received by students depends on their family's income and their attendance at university (full time/part-time) as agreed with the university.

When students apply for scholarships or grants, they are required to produce an EESI or Equivalent Economic Situation Indicator (ISEE), which is a document that may be

obtained a CAF office (CAF Tax Assistance Centre) in the Italian city where students are resident. A student's EESI certificate (ISEE) is a document based on the relevant documentation produced in a student's country of origin that must be certified and translated by the relevant authorities of the country in which the income was earned and then certified again at the consular offices of the Italian diplomatic network abroad. The above-mentioned document specifically consists of:

- Composition of the household;
- Income of all members of the household from the year previous to the presentation of the document;
- copy of the tenancy contract (if the household does not own its house) indicating the yearly rent and the details of the contract's registration;
- The financial situation of each household member:
 - personal estate of all household members: bank and post office account balances;
 - property assets of all household members;
 - personal estates and property assets owned abroad;



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- tax code and personal document.

There is no guarantee of receiving an EDISU scholarship or grant even if students meet all the requirements since it depends on the funds available and on the number of students applying. There are also other types of scholarship or grant, such as intergovernmental ones and those provided by private bodies.

International students from Azerbaijan, Colombia, Egypt, Ethiopia, Ghana, India, Indonesia, Iran, Kazakhstan, Mexico, Tunisia, Turkey and Vietnam interested in achieving a Master's Degree or an Academic Master in Economics / Management, Engineering / Advanced Technologies and Architecture / Design, may apply for the Invest Your Talent in Italy scholarship.

Invest Your Talent (IYT) in Italy is a project sponsored by the Ministry of Foreign Affairs and International Cooperation, with the partnership of ITA - Italian Trade Agency and Uni-Italia, with the support of UNIONCAMERE (Italian Chambers of Commerce), CONFINDUSTRIA (Confederation of Italian Enterprises), Italian Universities and Italian companies. Those students who will get this scholarship will receive:

- 1) Italian language course;
- 2) approximately € 8,000 per year;

- 3) partial / total exemption from tuition fees;
- 4) Master Degree and Academic Master fully taught in English;
- 5) Internship at Italian companies;
- 6) Support from the University for accommodation, activities for integration of students in the city, etc.

You can read more detailed information on the project, the required documents, the participating universities and the degree programs available in the following websites: investyourtalentapplication.esteri.it/ www.postgradinitaly.esteri.it/

Interested students can fill in the application form online each year from November to April (approximately) in order to begin the studies in September/October.

For further information about scholarships, students may contact the Students' Offices at the universities where they are enrolled.

2.4 Research Grants and Scholarships

Apart from scholarships for education there are also grants and scholarships for mobility for research activities. For information about this, consult the relevant university sites and make requests at the Italian Cultural Institute or at the Uni-Italia office at the Italian Embassy of the country of origin.





3. DOCUMENTS AND OBLIGATIONS

3.1 Applications for pre-enrolment in a course of studies

To find the whole list of documents to be presented for pre-enrolment in a course of studies in Italy it is necessary to contact the relevant Italian delegations.

Preventive acceptance by Universities does not substitute actual early enrolment in the course, which only takes place according to required procedures, by means of the intermediaries of diplomatic and consular offices.

The expiry dates for pre-enrolment procedures in first and second level courses at Italian universities and AFAM institutions are defined in the timetable that is published annually by the Ministry of Education, Universities and Research: <http://www.studiare-in-italia.it/studentistranieri/>.

Before the opening of pre-enrolment procedure, the students should contact the chosen university via email and by telephone to indicate which degree course

they intend to follow and provide copies of their study documentation in order to allow universities to make a preventive assessment of their candidacy before they begin the procedures through diplomatic and consular offices.

Students interested in enrolling in university degree courses in Italy must submit the original application to the Italian Offices in the country of origin, using:

the Model A/A Form (for universities)

[http://www.studiare-in-italia.it/studentistranieri/moduli/Modello_A.pdf]

the Model Abis/Abis Form

(for AFAM Institutes)

[http://www.studiare-in-italia.it/studentistranieri/moduli/Modello_A-bis.pdf]

These forms must be presented in duplicate, indicating just one degree course from the list of available places. The list of courses and the corresponding quota of places reserved by every university can be consulted on the Ministry of Education, Universities and Research website at the



following address: <http://www.studiare-in-italia.it/studentistranieri/>

Documents that must be attached to the application:

- a) original high school diploma or equivalent, or a legally recognized substitutive certificate, together with a Declaration of Value;
- b) a certificate that testifies that students have passed academic exams that may be required for entry to universities in their country of origin (Selectividad in Spain, Prova de Aferição or Prova Geral de Acesso ao Ensino Superior in Portugal, and so on.);
- c) two photos (one of which must be authenticated by the relevant Italian authorities in their country);
- d) a certificate that testifies the partial completion of academic studies or a post-secondary school qualification taken at a non-university Higher Institute, if that secondary school qualification has been achieved in a period of less than 12 years;

The application is accepted by diplomatic or consular offices on condition that students are in the last year of secondary school and are about to take either their final school exams or special qualifying exams should the latter be required.

The diplomatic or consular offices will give back the original diplomas complete with consular legalization – unless this act or document is exempt under international agreements and convention – and they will also provide an in loco declaration of value.

The diplomatic or consular offices will not send the documents to the universities as it is the responsibility of students to submit them directly to the university during the matriculation process according to the procedures and timeframes set by that university.

The procedures for enrolling in Master's, Doctorate and Postgraduate courses, excluding the Faculty of Medicine, do not follow the same timeframe as the matriculation for bachelor's or Master of Science degree courses. Instead they are based on terms decided autonomously by individual universities depending on when the courses start.

3.2 Student visas

Entry visas for study purposes "University Registration" (type D "national") are issued if applicants meet all the requirements and conditions of the current regulations by the dates set by the relevant MIUIR timetables (Ministry of Education, Universities and Research) in order to give students time to arrive and take the required language tests and entry tests for degree courses.

In order to obtain the above-mentioned entry visa for study purposes followed by a residence permit, foreign students must prove that they possess the following requisites required by current regulations:



- a) the economic means of support for the intended stay (students are advised to check this information on the Ministry for Internal Affairs website, as the amount of money required is updated annually in relation to increases in the cost of living);
- b) the money necessary for repatriation, which may also be demonstrated by the presentation of a return ticket;
- c) accommodation in the country where they will study;
- d) sufficient insurance cover for medical treatment and admissions to hospital. For further information regarding student visas, contact the relevant consular offices.
- e) Declaration of value.

3.3 Italian tax code

The tax code is a code consisting of numbers and letters based on a person's name, surname, date and place of birth

to allow the Public Administration to identify a citizen who lives in Italy. A tax code is required for enrolment at Italian universities, applying for a residence permit, opening a bank account, signing a rent contract and for receiving scholarship or grant payments.

3.4 Residence permit

Once foreign students have obtained a student visa from the relevant Italian embassy offices they must apply for a residence permit within 8 working days of their arrival in Italy. To make the application there is a form to be filled in which can be requested from the helpdesks (Sportello Amico) in Italian Post Offices and then submitted together with the following documents:

- a photocopy of all the passport pages;
- a photocopy of the certification testifying the degree course to be followed, containing a stamp put by the Italian diplomatic or consular offices when the entry visa is issued;
- a photocopy of an insurance policy that is valid in Italy;



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- (purchasable from a shop that sells revenue stamps or a tobacconist's);
- a photocopy of their tax code numbers;
- a photocopy of a document that certifies that they have sufficient means to support themselves for as long as their residence permits last.

When students submit their documents they will also have to pay a sum for the service and a sum for the subsequent issuance of their residence permit in electronic form. The post office will issue a receipt for the application for a residence permit which must be kept (together with all the original documents, copies of which have been sent with the application) while they are waiting for their residence permit.

The receipt contains a useful username and password for checking the status of the application on-line, which can be checked by visiting the following sites:

www.portaleimmigrazione.it;
<http://questure.poliziadistato.it/> .

When students submit their documents for requesting a residence permit, they will receive notice of when to go to the central police station. They will have to take photographs with them and also undergo digital fingerprinting.

Electronic residence permits are issued on average 60 days after the application has been made.

3.5 Renewal of residence permits

To renew a residence permit students must start the renewal procedure at last 60 days before the expiry date.

It is necessary to fill in the form which can be requested from the helpdesk (Sportello Amico) in Italian Post Offices and send it attaching the following documents:

- a photocopy of all the passport pages;
- a photocopy of the residence permit;
- Tax code number;
- a photocopy testifying university enrolment (an early enrolment letter will be accepted from Marco Polo and Turandot students who are waiting for their entry test results);
- a photocopy of a document that certifies that student have sufficient income to support themselves for the duration of the residence permit;
- a photocopy of their health insurance;
- revenue stamp of €16;
- a certificate to prove they have passed at least one exam for the first renewal and at least 2 exams for subsequent renewals.

Students are strongly recommended to apply to renew their residence permits before the expiry date. A residence permit cannot be renewed for more than years beyond the duration of courses lasting several years.

3.6 How to leave Italy and come back after having applied for a first residence permit or for a renewal

Foreign students who have:

- 1) a receipt showing that they have applied for a first resident permit or for a renewal of it
- 2) a passport to leave and come back

Should the application need further documentation, students will be informed by text message or by registered post.



to Italy but not accepted to travel in Schengen countries before travelling have to go to the diplomatic delegation of the country they plan to go to if they need an entry visa because of their nationality and current residence.

Students are strongly advised against returning to their own country or going to other countries if their residence permit is not valid and if they do not have a receipt of their application for a residence permit if they want to be able to return to Italy.

3.7 Residence permit for study and part-time work

Foreign students who have a residence permit for study purposes can work for a total of 20 hours a week (part time work). If students plan to work full time they can apply for a conversion of their residence permit into a work permit, but they must do this before the permit expires. This conversion is subject to the acquisition of a quota under the Flow Decree.

3.8 Legalization of documents

A document drawn up and compiled

abroad, even though it is in Italian, is considered to be a foreign document which must be legalized by Italian diplomatic or consular offices abroad if it is to be used in Italy.

If the document has been drawn up in a foreign language the nit must be accompanied by a translation certified by an official translator or, in countries where there are no official translators, by the relevant Italian diplomatic or consular authorities. For further information on official translators students are invited to contact the relevant diplomatic or consular offices.

To legalize documents students must make an appointment at a consular office and go there with the original document, whereas to certify the compliance of a translation they must have both the original document in a foreign language and the translated version.



4. NATIONAL HEALTH SERVICE

4.1 Health insurance

Foreign students must have healthcare coverage to be able to stay in Italy. In order to obtain a residence permit students must take out private health insurance. Not all private insurances are accepted for residence permit applications so students will need to check that their insurance is recognized.

Foreign students who apply for a residence permit usually take out private insurance with Ina-Assitalia (<http://www.inaassitalia.it/iportal/home.do>). However this insurance is very limited and only covers urgent medical assistance (surgical operations and accidents) at the casualty or emergency departments of any hospital.

If students prefer to have wider coverage then they can decide to sign up with the Sistema Sanitario Nazionale or SSN (National Health Service) once they have a residence permit. This guarantees full healthcare as provided for by Italian law and ensures that they will receive the same treatment as Italian citizens. Registration lasts for a year (from January 1st to December 31st) and is not divisible, regardless of when students register with the National Health Service. It costs about €150, and can be paid at a post office either by using a postal current account or with an F24 identified by the region or autonomous province where the student is a resident or is staying.

To sign up with the SSN, students need to go to an ASL office where they are residents (an ASL is a local health authority centre which is part of the SSN) and go to the counter called “Scelta e revoca del medico” (this is where people choose or change their family doctor). In order to sign up students must have the following:

- passport;
- tax code number;
- residence permit or receipt for a residence permit;

When students sign up they will receive a personal healthcare card which gives them to use various medical services, some of which must be paid for, in the form of a Ticket and some of which are free, including:

- general outpatient or family doctor visits and visits to consultants;
- family doctor and home medical visits;
- hospital admissions
- vaccinations;
- blood tests.

Family doctor has to be selected at the ASL Office where the student has his/her residence. There the applicant can consult a list of locally available doctors. Each family doctor has a clinic which guarantees free general medical visits.



Registration does not lapse during the renewal of a residence permit but it is no longer valid if a residence permit is not renewed or if it is revoked.

Finally those who come from countries that have a bilateral agreement with Italy and have a document issued by the national health service in the country of origin or by the Italian Embassy or Consulate can use it in order to be able to use the health services settled in this agreement.

4.2 Hospitals

Hospitals in Italy can be public or private. Even if students have joined the SSN and are treated the same as Italian citizens they still have to pay to use private health services.

Many hospitals have casualty or emergency departments that everyone can go to in case of an emergency. People can go to these departments independently or they can call 118, which is a free public service to be used only in emergency situations which require immediate emergency

medical care.

If a patient is moved from an emergency department to a public hospital, there is no charge for hospital admission.

For specialist visits in hospitals, students registered with the SSN will have to pay for a ticket, which needs to be done before the visit at the relevant counters for patients in the outpatients' clinic or in the hospital. Students who have opted for private health insurance can request visits in public and private structures but they will have to pay the full price for any such visit.



5. USEFUL INFORMATION

5.1 Accommodation services

The website NotOnlyRooms Italia can be used to help students find a room, a bed, a house or some accommodation, and it allows them to make a detailed search based on their destination city and to find all the information about the accommodation available.

This website is completely free and allows people who are interested to make direct contact with the advertisers.

5.2 Banking services, money transfers and exchanges

It is not safe to carry large amounts of cash around and currency exchanges and payments to and from abroad are very expensive, including the withdrawal of cash from ATMs or cash dispensers. It is therefore advisable for students to open a current account in Italy to manage their money. A current account can be opened at post offices or in a bank.

All current accounts have not only stamp duty charges to be paid by law but also operating costs and costs for operations that vary according to the bank chosen. Before deciding which bank to use, students should read the conditions and costs on banks' information sheets and websites very carefully, including the costs for opening and closing an account. If there are no information sheets available on-line then students should ask for them in the banks.

When a bank account is opened the bank may offer some extra services (free or with a charge) such as for example a cheque book, an ATM card, a credit card and Internet banking operations. It is also possible to pay bills through the bank, such as telephone, electricity and gas.

In order to open a current account, applicants need to present a valid identity document, a tax code number and a residence permit (or a postal receipt). Some banks require extra documentation so applicants should find out beforehand. Before signing a contract for opening an account it is advisable for students to ask for as many explanations as they feel are necessary.

*5.3 Mobile phone operators operative in Italy**

On arrival in Italy students are advised to activate a SIM card for their mobile phones or, if they do not have a mobile phone, to buy one with an Italian SIM card because the roaming service is generally very expensive. It is very easy to set up a new telephone contract. Students just need to take a valid identity document and their tax code number with them.

Before making any purchases it is advisable to check out all the conditions and terms of sales on companies' websites and to decide which telephones rates are the most suitable for what they need. Students are advised to check the clauses in the contract for phoning their home country at reasonable prices and for using Internet with smart phones, which is very useful for talking with Skype, Whatsapp and other similar applications.

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that qualify as an emergency they can call 118. These phone numbers are free and active 24 hours a day. In any other situation of imminent danger such as fires, explosions, emergency rescues and searches for missing persons, sea rescues and rescues in remote areas, natural disasters such as earthquakes, landslides, damage caused by water, wind and snow, students can call 115 – Fire Service.

For any kind of questions regarding for entry to university, residence permits, health assistance and any general problems linked to their stay in Italy, students can contact the person in charge of the Uni-Italia office for Welcoming Foreign Students by calling 06 3691 2651.

5.6 Time zone

Italy is in the Central European Time Zone (GMT +1). It uses Daylight Saving Time (GMT+2) from the end of March to the end of October to make the best use of sunlight and therefore save on energy consumption.

5.7 Energy

Italy uses electricity at a voltage of 220 Volts, according to the standard European measure. If students bring any electrical equipment with them they should check if they need a transformer.

5.8 Working hours

Most commercial businesses have the following opening hours: 9.00 - 12.30, and 15.30/16.00 - 19.30/20.00. In big cities such as Milan and Rome these businesses also stay open at lunchtime.

Supermarkets stay open all day from 9.00 to 20.00 six days a week and some are open on Sundays too, generally for half a day.

It is advisable to check public office opening times before going. Post office opening hours vary from area to area, but they are generally open from Monday to Sunday and they usually close early on the last day of the month or on the eve of a public holiday.

Bank opening hours may also vary slightly but they are generally open to the public 8.30 - 13.30 and 14.30 - 16.00, from Monday to Friday. They may close early the day before a public holiday.

5.9 Means of transport

Public transport is generally quite cheap, fairly efficient and probably the best way to visit Italian cities, especially considering the high price of petrol, parking and motorway tolls if you go by car.

A single ticket usually costs more compared to multiple, weekly or monthly tickets. Bus and metro tickets are not sold on board: they have to be bought at tobacconists and newsagents before getting on buses or the metro. Tickets must be stamped in the appropriate ticket machine. Not having a ticket or having an unstamped ticket is punishable with a fine.

5.10 The Euro

The currency in use in Italy is the Euro. The Euro is also the official currency of the European Union and the single currency for the 19 member states that currently belong to the EMU (Economic and Monetary Union), which are Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Italy, Latvia,



Lituania, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia and Spain.

5.11 The Mediterranean diet and cafeteria services

Italian cuisine is considered as part of the Mediterranean diet, a nutritional model inspired by the traditional food models of European countries in the Mediterranean. It was born from the evolution and the refinement of agricultural and zoological techniques. Italian food and wine culture plays a fundamental role in Italy and there are ad hoc courses for training new professional figures.

In 2010 it was proclaimed by UNESCO as being intangible cultural heritage because of its balance and completeness.

Students who are regularly enrolled in a course of studies in Italy can use the catering services offered by the relevant regional Bodies for the Right to Education at the university cafeterias.

Meals are partly financed by regional

bodies and partly by students, which means that meals are available at reasonable prices. The price of a meal is usually set according to a student's ability to contribute.

5.12 Things to do before leaving Italy

- Close any bank accounts.
- Pay the last rent instalment and any outstanding bills.
- Give back any borrowed books, DVDs or CDs.
- Find out about academic matters at the Student's Office.
- If students have not yet received their residence permit they should find out what stage it is at before they buy any kind of ticket.



6. BRIEF ACADEMIC GLOSSARY

Anno accademico (Academic year): each academic year starts in October and ends in September of the following year. Each year could be organised into two didactic periods.

Anticipo (soldi) (To pay in advance)

Assicurazione medica (Health insurance)

Autocertificazione (Self-declaration)

Bollettino postale (Payment slip)

Borsa di studio (Scholarship/grant)

Carico didattico (Study plan): the list of the courses and credits the student intends to follow during the year.

Certificato di iscrizione (Registration certificate)

Codice fiscale (Tax code number)

Credito (Credit): it represents the student's total workload (class time, individual study, exam preparation, practical work and so on.). One credit is equivalent to 25 hours. The average full-time workload per academic year is usually 60 credits (equivalent to 1500 hours).

Debito formativo (Extra credit to be attained): universities can verify the student's initial preparation. In case it is not enough, they can add extra credits to be attained.

Diploma – laurea (Graduation certificate)

Diploma – superiori (High school diploma)

Documento di identità (I.D.)

Dottorato (PhD)

Esame di profitto (Exam): credits are earned once the student has passed the exam of each course or activity. Grades of individual exams are expressed in fractions of 30.

Esenzione tasse (Tax exemption or tuition fee waiver)

Firma (Signature)

Immatricolazione (Registration)

Insegnamento/Modulo (Course/module): didactic activities and lessons (including extra activities, exercises and lab work). For each course the student must pass an exam.

Iscrizione (Enrolment)

Laurea magistrale (Master of science)

Laurea triennale (Bachelor's degree)

Marca da bollo (Duty stamp)

Master di specializzazione (Postgraduate diploma course)

Matricola (numero) (Registration number)

Media dei voti (Average score)

Modulo (Form)

Nulla osta per ricerca (Authorization for research)

Patrimonio (Property)

Periodo didattico (Didactic period): a period in the academic year during which the students follow the courses and sit for the exams. Usually periods are called “semesters” (six-month periods).

Permesso di soggiorno (Residence permit)

Produrre/mostrare documenti (Show/submit documents)

Rata (Instalment)

Reddito familiare (Household income)

Ricevuta del rinnovo di permesso (permit renewal receipt)

Ricongiungimento familiare (Family reunion)

Riduzione tasse (Fee reduction)

Rinnovo del permesso di soggiorno (Residence permit renewal)

Scadere/scadenza (Expire/deadline)

Segreteria didattica (Registrar's office): the secretary a student can refer to for information about courses and administrative procedures.

Segreteria studenti (Registration office)

Specializzazione/ corso (Major)

Stage (Internship)

Statino: a document the student must hand in to the professor on the day of the exam

Tasse (Fees)

Tessera studenti (Student card)

Test di ammissione (Entrance test)

Titolo accademico (Degree)

Ufficio postale (Post Office)

Ufficio immigrazione (Immigration Office)

Voto (Mark)

Uni-Italia

DGSP-Ministry of Foreign Affairs and International Cooperation

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E-mail: info@uni-italia.it

Facebook: Associazione Uni-Italia

Twitter: [@uni_italia](https://twitter.com/uni_italia)



HIGHEST QUALITY OF EDUCATION
TALENT
ARTS AND CULTURE
SKILLS AND KNOWLEDGE
YOUR CHANCE