

International Students Handbook



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INTRODUCTION

We wish you a warm welcome to the European School of Molecular Medicine.

This International Students handbook is designed to help you with the main issues you will face when starting your new life in another country.

Therefore, it is highly recommended that you carefully go through it.

We invite you to turn to the SEMM Graduate Office for any doubt you may have.

Also, we ask you to provide us with any suggestion concerning the contents of this handbook.

BEFORE YOUR ARRIVAL

- Check your immigration requirements
- Educational Qualifications
- If you need one, apply for a student visa
- Arrange the health insurance
- Get the Italian Tax Code (*codice fiscale*) at the Italian Embassy/Consulate

◆ EU CITIZENS

◆ IDENTITY DOCUMENTS

You need only the identity card to enter Italy.

◆ EDUCATIONAL QUALIFICATIONS

According to the Bologna Agreement, most European Universities issue the Diploma Supplement for recognition of your degree all over Europe.

If your University does not provide the Diploma Supplement, you have to get the following documents:

- ✓ Degrees translated by an official translator and authenticated by the Italian Representative (Embassy or Consulate) in the country where the degree was obtained;
- ✓ Declaration of the value of the degree in the country of origin, to be requested to the same Representative.

◆ HEALTH INSURANCE

The health insurance is a fundamental issue that must not be underestimated.

It is required to obtain the Registry certificate (under the new European rules, see next), as well as for your own safety.

- ✓ If you have a private insurance, you should verify that:
 - It is valid in Italy;
 - It fully covers any sanitary risk;
 - It is accompanied by a translation into Italian.
- ✓ If you don't have a private insurance, you have to ask for the E106/E109 (E37) form at the Health Agency of your country. This is needed to register to the Italian National Health Service.

♦ **TAX CODE (*CODICE FISCALE*)**

This is a personal identification number, needed to open a bank account, to register to the Italian National Health Service and to collect your fellowship.

It is advisable to ask the tax code at the Italian Embassy/Consulate of your country in the appropriate office.

On the website of the Italian Embassy/Consulate in your country you can find the form needed to process the request.

If this service is not available at the Embassy/Consulate in your country, you will need to request it once you arrive in Milan.

◆ **NON-EU CITIZENS (and from Iceland, Liechtenstein, Malta, Norway)**

♦ **IDENTITY DOCUMENTS**

You need to have a valid passport.

♦ **EDUCATIONAL QUALIFICATIONS**

To have your degree recognized in Italy, you need to get the following documents:

- ✓ Degrees translated by an official translator and authenticated by the Italian Representative (Embassy or Consulate) in the country where the degree was obtained;
- ✓ Declaration of the value of the degree in the country of origin, to be requested to the same Representative.

♦ **VISA FOR STUDY PURPOSES**

You need to apply for a student visa at the Italian Embassy/Consulate in your home country.

To obtain a visa can take long time (weeks or months): we suggest you start the procedure well in time.

The required documents are:

- ✓ A valid passport;
- ✓ Letter of acceptance from the institution of the PhD course;
- ✓ Declaration of Value of the educational qualifications;
- ✓ Proof of sufficient funds to support your stay in Italy (provided by SEMM);
- ✓ A health insurance (see below for the possible options).

For more information on visa application, please visit:

http://www.esteri.it/visti/index_eng.asp

♦ **HEALTH INSURANCE**

You have the following options:

1. To get a document from the Italian Embassy/Consulate declaring that there exists an agreement between Italy and your home country that entitles you to medical care in Italy.
2. To have a private health insurance in your country that is valid also in Italy: the Italian Embassy must confirm this.
3. To get a private health insurance with *Ina Assitalia*, an Italian company, that offers insurance accepted by the Embassies for visa application purposes.
4. A 1-year subscription, that covers only emergency hospitalization expenses, costs € 98,00, and can be made only in Italy. Therefore, if you choose this option, you should contact the SEMM Graduate Office, which will proceed with the subscription on your behalf.

♦ **TAX CODE (*CODICE FISCALE*)**

This is a personal identification number, necessary to open a bank account, to register to the Italian National Health Service and to collect your fellowship.

It is advisable to ask the tax code at the Italian Embassy/Consulate of your country in the appropriate office.

On the website of the Italian Embassy/Consulate in your country you can find the form needed to process the request.

If this service is not available at the Embassy/Consulate in your country, you will need to request it once you arrive in Milan.

WHAT TO DO ON ARRIVAL

- Apply for the permit of stay (non-EU only)
- Register with the National Health Service
- Open a bank account
- Start to look for an accommodation
- Register at the Registry Office (EU only)

◆ EU CITIZENS (including citizens from Switzerland, Norway, Iceland, Lichtenstein)

◆ FORMALIZATION OF YOUR STAY

Within 3 months of your arrival, and as soon as you get your final home address, you have to register at the local Registry Office.

To register, the needed documents are:

- ✓ Certificate of enrollment as students (provided by the SEMM Office);
- ✓ Proof of financial support (i.e. fellowship, issued by the Institution that pays your fellowship);
- ✓ Health insurance (see below).

To register, you need to book an appointment with the local Office through the *Comune di Milano* website (<http://www.comune.milano.it>).

First, you need to register on the website, by reaching the proper section through the following path:

Homepage > servizi on-line > residenza stranieri > accedi al servizio > non sei registrato? Entra nella pagina di registrazione > diventa utente registrato.

After the registration, you will receive an email with a link to be clicked for confirmation.

After this procedure, you are ready to access the private area where to book your appointment, by entering the username and password in the "entra" page you reached with the above path.

You don't need to renew your registration, but if you change your home address, you need to communicate it.

◆ REGISTRATION WITH THE NATIONAL HEALTH SERVICE

Through the registration to the National Health Service you have access to the public health care, which covers most of the healthcare-related expenses (including medicines), and with which you can choose a doctor who will become your "family doctor".

The registration is on an annual basis and is free of charge.

WHEN

It is recommended to do it as soon as you arrive.

HOW

You can register by presenting:

- ✓ The E106/E109 (E37) form
- ✓ Certificate of enrollment as students
- ✓ Tax code

WHERE

At any National Health Service Agency in Milan, in the "Scelta e Revoca" Office.
The address of the closest Agency to the IFOM-IEO campus is Via Ripamonti 20.

It is recommended to inform the SEMM Graduate Office before going to the Office.

♦ OPEN A BANK ACCOUNT

The easiest way to transfer money and collect your fellowship is to open a bank account in Italy.

The needed documents to open an account at any bank are:

- ✓ Identity card (or Passport)
- ✓ Tax code

◆ NON-EU CITIZENS

◆ **FORMALIZATION OF YOUR STAY**

WHEN

You must apply for the permit of stay for study purposes within 8 days of your arrival in Italy.

HOW

The application must be submitted through the Post Offices by filling out an appropriate application form.

Beside the application form, the following documents are needed:

- ✓ A copy of all pages of the passport;
- ✓ A copy of the health insurance;
- ✓ A copy of the letter of admission to the PhD course (provided by the SEMM Office);
- ✓ Proof of financial support (fellowship);
- ✓ A stamp of 14,62 € (to be bought at any tobacco shop).

The additional costs for the application are:

- ✓ 27,50 € for the release of the electronic permit of stay;
- ✓ 30,00 € for the service

You will pay to the Post Office when delivering the documents.

Under presentation of the documents, you will receive a receipt with a user ID and a password you will use for tracking the progress of your application on the following website:

<https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx>

Detailed instructions on how to fill out the forms, with video support, are given, in 8 different languages, on the website www.immigrazioneoggi.it.

SEMM Graduate office is anyway available to provide any needed help.

WHERE

The address of the closest Post Office to the IFOM-IEO Campus is Corso di Porta Vigentina 35.

After some weeks, you will receive a letter/short message with the indication of the day and the Immigration Office's address where to go for completion of your application.

On this occasion, you have to bring:

- ✓ Your passport
- ✓ 2 passport-sized photographs
- ✓ The original documents you submitted as a copy.

The Immigration Officer will then communicate the date when your permit of stay is ready to be collected.

RENEWAL

The permit of stay must be renewed each year with the same procedure.

It is strongly recommended to start the procedure within 60 days of the expiration day of the old permit of stay.

♦ **REGISTRATION WITH THE NATIONAL HEALTH SERVICE**

If you have the INA Assitalia insurance, you are covered only for emergency cares. To have a more comprehensive coverage, you need to register to the National Health Service, which covers most of the healthcare-related expenses (including medicines), and with which you can choose a doctor who will become your “family doctor”. The registration is on an annual basis and is free of charge, apart from few exceptions. Any fee that might be due will be covered by SEMM.

WHEN

You have to register after having applied for the permit of stay.

HOW

For registration, you need to present:

- ✓ Permit of stay (or receipt of request submission)
- ✓ Passport
- ✓ Certificate of enrollment as students
- ✓ Tax code
- ✓ Receipt of payment (if needed)

WHERE

At any National Health Service Agency in Milan, in the “Scelta e Revoca” Office. The address of the closest Agency to the IFOM-IEO campus is Via Ripamonti 20.

It is recommended to inform the SEMM Graduate Office before going to the Office.

♦ **OPEN A BANK ACCOUNT**

The easiest way to transfer money and collect your fellowship is to open a bank account in Italy.

The needed documents to open an account at any bank are:

- ✓ Passport (or Identity card)
- ✓ Tax code

GENERAL INFORMATION

♦ HOW TO LOOK FOR AN ACCOMMODATION

To look for an accommodation, you can visit some websites collecting the ads of whom offers/look for a bed place or a shared flat.

Some websites with offers in the Milan area are:

http://affittistudenti.studenti.it/cerca.php?citta=2&zona=0&prezzo=1&testo=&cerca=&_qf_cerca_offerte=&p_da=&idr=1&ordtipo=DESC (some sections in English)

<http://www.studentistatale.it/alloggi/>

<http://www.cusmilano.it/annunci/offro-camera-in-affitto>

<http://www.esnmilanostatale.it/data/pagina.php?id=services/housing> (in English)

<http://alloggionline.unibocconi.it/>

<http://milano.bakeca.it/offro-camera-0>

In Milan the average rent for a single room is 400 €, for a double room 300 €, usually with two/three months' deposit.

Another option is to turn to real estate agencies. One agency close to the IFOM-IEO campus is "Soloaffitti", Viale Sabotino 12, tel. 02 58431034 (ask for Yvonne):

http://www.soloaffitti.it/cerca_4.php?sez=&id=MI1C®ione=Lombardia

Please note that going through an agency, you are requested to pay a sum approx. corresponding to a monthly rent as agency's fee.

♦ HOUSE UTILITIES

In most cases, you will find an accommodation where gas, electricity and drinking water are already connected. If not, you could need to take over the existing contracts just by changing the account holder's name.

The major company supplying both electricity and gas in Milan is AEM. On their web site, www.aem.it, there is a section where you can fill in a form to transfer an existing contract under your name.

Every two months you will receive electricity and gas bills at home. Then you have two choices to pay them:

- ✓ You can pay the bills at a Post Office;
- ✓ Upon request, you can have the bills charged on your bank account. Forms are available on the AEM web site.

♦ TELEPHONES

If the telephone line is not connected and you wish to do it, some companies offering the connection are Wind Infostrada, Fastweb and Telecom Italia (the former national company).

These companies offer the ADSL service, if you like an Internet connection at home.

The main mobile operators are: Tim, Vodafone, Wind, and H3G.

For the payment of the bills, the procedure is the same as for electricity and gas bills.

♦ SHOPPING

To buy food and toiletries it is less expensive to go into the big supermarkets than in the little shops. There are some supermarkets where the prices are lower: Esselunga, Pam, Ipercoop, which have several stores all over Milan. Some of them are open also on Sundays.

The usual opening hours are 9.30/12:30 and 15:30/19.30.

Supermarkets opening hours are 9/21.

Some approximate prices for food in Italy:

Oranges	€ 1,78/kg
Apples	€1,70/kg
Potatoes	€0,80/kg
Tomatoes	€1,80/kg
Bread	€3,30/kg
Milk	€1,50/l
Tea (50 g)	€2,20
Eggs (6)	€2,00
Sugar	€0,80/kg
Pasta	€0,96/kg

♦ PUBLIC TRANSPORT

The public transport company in Milan is ATM (<http://www.atm-mi.it/ATM/eng/>) that manages 3 "metro" lines and 120 surface lines (buses, trams and filobuses).

A single ticket costs 1 €, lasting 75 minutes, to be bought before boarding.

Moreover, there are daily and weekly tickets.

However, it could be convenient to ask for a monthly or annual pass, valid on the Milan urban network.

The pass is released at the ATM Point (one is in Piazza Duomo), by filling out the appropriate form, and presenting the following documents:

- ✓ 1 passport-sized photograph;
- ✓ Identity card;
- ✓ Tax code;
- ✓ Student certificate (only if younger than 26).

The costs are:

- ✓ 10 € for the card itself (it is electronic and rechargeable, valid for 4 years)
- ✓ 30 € for the monthly ticket;
- ✓ 17 € for the student monthly ticket

♦ POSTAL SERVICE

Post offices are opened Mondays-Fridays from 8:30 to 13:30 and on Saturdays from 8:30 to 12. Stamps are also sold at tobacco shops.

♦ ENTERTAINMENT IN MILAN

In Milan there are many entertainment opportunities, such as bars, cinemas, theatres.

In such a big city, you can find restaurants for all tastes, from the international cuisine, to the local *trattoria*.

Throughout Milan bars offer the "aperitif", characterized by the Happy Hour, between 6.30 pm and 9.00 pm, when drinks are served at a lower price, accompanied by a warm and cold buffet.

The music scene is extensive, ranging from jazz and pop to classic music and vocal. There are numerous places (bars, etc.) that periodically stage singers and bands. As for pop and rock concerts, the biggest venues are DATCHFORUM and PALASHARP (ex MAZDAPALACE).

A lot of sport facilities are spread all over Milan (swimming pools, gyms, tennis courts), where you can practice any sport you like.

Soccer is the national sport in Italy, and Milan hosts two of the major football teams, Milan and Inter, which play at the Meazza stadium (or San Siro, as it is best known).

Milan has a great tradition of theatre activity. Countless performances are held throughout the year in numerous theaters.

A complete list is available at http://www.lombardiaspettacolo.com/teatri_milano.htm, with the performances scheduled week by week.

Some theaters worthy of note are:

- La Scala, <http://www.teatroallascala.org/public/LaScala/EN/index.html>, the most famous Italian opera theatre;
- Piccolo Teatro <http://www.piccoloteatro.org>, which always includes productions in original language;
- Teatro degli Arcimboldi, <http://www.teatroarcimboldi.it/index.php>.

There are around 50 cinemas in Milan. Below are listed those that regularly screen English-language movies:

Mexico Cinema

Via Savona 57, Tel. 02 48 95 18 02

<http://www.cinemamexico.it/>

Anteo Cinema

Via Milazzo 9, Tel. 02 65 71 093

Arcobaleno Cinema

Viale Tunisia 11, Tel. 02 29 40 60 54

Beside the information you find in this booklet, it could be useful to visit the web site <http://welmilano.itcons.com/index2.htm>, to gather more information on the social life in Milan, and all the places that worth a visit.

♦ HOSPITALS WITH EMERGENCY ROOMS, AND PHARMACIES

ISTITUTO CLINICO HUMANITAS

Via A. Manzoni 56, Rozzano (MI)

OSPEDALE NIGUARDA

Piazza Ospedale Maggiore 3

SAN RAFFAELE

Via Olgettina 60

SAN PAOLO

Via di Rudini 8

A. O. FATEBENEFRAPELLI E OFTALMICO only for ophthalmic (eyes) emergency

Corso di Porta Nuova 23

As for the pharmacies, they usually have the same opening hours as shops, but there are also some of them that are open 24 hours a day, every day. However, there is a “Numero Verde” (a free call) that let you know which pharmacy is on duty.

The number is 800 801 185.

♦ **USEFUL NUMBERS**

AMBULANCE	118
CARABINIERI (POLICE PATROL)	112
FIRE BRIGADE	115
VIGILI URBANI (TRAFFIC POLICE)	02/77271
QUESTURA (POLICE HQ)	02/62261
MEDICAL EMERGENCIES	02/34567

♦ **NATIONAL HOLIDAYS**

NEW YEAR’S DAY	1 st January
EPIPHANY	6 th January
EASTER MONDAY	Monday after Easter
LIBERATION DAY	25 th April
FESTA DEL LAVORO	1 st May
REPUBLIC DAY	2 nd June
ASSUNZIONE	15 th August
ALL SAINTS’ DAY	1 st November
IMMACOLATA CONCEZIONE	8 th December
CHRISTMAS DAY	25 th December
SANTO STEFANO	26 th December
SANT’AMBROGIO (only in Milan)	7 th December

USEFUL LINKS

Immigrazione oggi

<http://www.immigrazioneoggi.it/>

Stranieri in italia

<http://www.stranieriinitalia.it/>

Ministero degli esteri

<http://www.esteri.it/MAE/EN/Home.htm>

Study in Italy

<http://www.study-in-italy.it/living/index.html>

Link to the new procedures for the right of residence of EU citizens

<http://www.meltingpot.org/IMG/pdf/ING.pdf>

Free magazine for the English-speaking community in Milan

<http://www.easymilano.it/eng/index.php>

on-line guide to Milan

<http://www.hellomilano.it/index.htm>