



## INTERNATIONAL INCOMING ESSENTIAL STUDENTS' GUIDE

### Main things to know prior to the arrival in Pavia

The main contacts are the International Relations Office and Welcome Point.

**Welcome Point** – Located in the main entrance of the university

Corso Strada Nuova, 65 – 27100 PAVIA

Tel.: +39 0382 984021

Fax: +39 0382 984695

E-mail: [welcomepoint@unipv.it](mailto:welcomepoint@unipv.it)

<http://welcomepoint.unipv.it/>

Monday - Friday: 9.00 - 12.30, 14.00 - 17.00

**International Relations Division** – Located in the main the university building -

Rector Office (2° floor)

Corso Strada Nuova, 65 – 27100 PAVIA

Tel: +39 0382 984225

Fax: +39 0382 984695

Email: [catfox@unipv.it](mailto:catfox@unipv.it)

Monday – Friday: 9.00 - 12.00;

Monday and Wednesday: 14.30 - 15.30

The **Welcome Point** gives support and advice to incoming international students, researchers and university professors visiting the University of Pavia. They collaborate with other university offices, and **provide useful information** on various topics of interest. In particular, they give you information on:

*Enrolment at the university, Permit of stay , Housing, Halls of Residence, Fiscal code, University canteens, Health insurance, Campuses, University Sports Centre (CUS), Unibus pass, Scholarships, Opening a bank account, Welcome day, Italian courses/ self study at the language centre, General information on the University of Pavia and Pavia.*

#### 1) PERMIT OF STAY FOR NON-EU STUDENTS

All non-EU students (“extracomunitari”) need to apply for a permit of stay (permesso di soggiorno) **within 8 days of their arrival** in Italy. Students should go to the Sportello Stranieri (Via Sant’Agostino 1) at the University of Pavia to have an application kit filled in. The visa application kit will be filled in at the Sportello Stranieri, and after that, the student should take the kit to any Italian **post office** (that has a Sportello Amico) to send it to the immigration authorities. The post office will then give an appointment for the Questura (immigration office) which is usually within 1 month.

Alternatively, students can go directly to a Post Office (which has a Sportello Amico) and ask for the envelope containing the application forms.



Bring the following documents:

- Photocopy of all the pages of your **passport**
- **Tax code**
- Photocopy of an **insurance policy** (at least 6 months). If you do not have any, you can do it Italy, please, ask the Welcome Point for more information.
- **Fee** necessary to pay at the Post Office (107€ fee, plus 30€ for registered post)
- Photocopy of the **enrolment document** at the University (from the “Segreteria studenti”)
- **1 revenue stamp** of €16,00 (it can be bought in any ‘Tabaccheria’)
- 4 photos (ID format)

#### **Sportello stranieri UNIPV**

Via Sant’Agostino, 1  
Tel.: +39 349-1997740  
Tuesday: 10.00-12.00

#### **Sportello per Cittadini Stranieri**

**Comune di Pavia**  
**Salone dello Stato Civile**  
Piazza Municipio, 2  
Tel: 0382-399527  
Mon/Thu/Fri 8:30-13:00; Tue 8:30-17:00

#### **Poste Italiane**

Piazza Leonardo Da Vinci, 15, Pavia (in the city centre)  
Viale Indipendenza, 26, Pavia

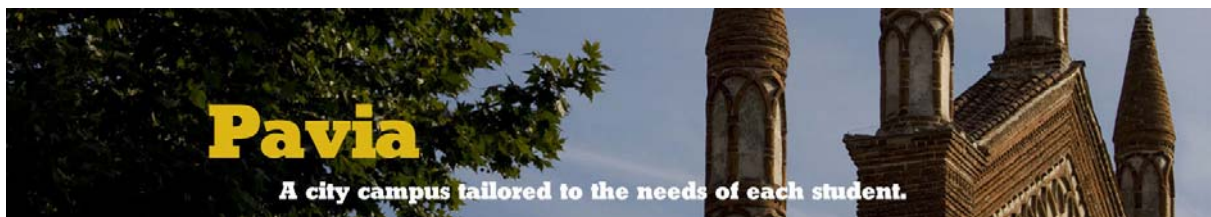
## **2) TAX CODE (CODICE FISCALE)**

A tax code is a combination of numbers and letters that is formed by combining your name, gender, birth date and birth place. In Italy you need a tax code to open a bank account, get a SIM card for your mobile phone, rent an apartment, buy a vehicle and to work.

The Tax code is issued by the Ufficio Locale delle Entrate. At the office, you will have to fill out an application form. At the link below you can find information on how to fill in this form and you can have a look at a sample one (Form AA4/8 Editable version).



<http://www.agenziaentrate.gov.it/wps/content/nsilib/insi/strumenti/modelli/modelli+in+altre+lingue/forms/aa48+inglese>



In order for you to receive also the plastic card, you have to give your address in Italy (also permanent one) and they will send it by post.

Address: Agenzia delle Entrate

Corso Mazzini, 18 Pavia

tel. 0382 180 0111

e-mail: [up\\_pavia@agenziaentrate.it](mailto:up_pavia@agenziaentrate.it)

Monday- Wednesday- Friday 8:30 – 12:30

Tuesday- Thursday 8:30- 12:30 and 14:00- 16:00

### 3) HEALTH ASSISTANCE

European students have to travel to Italy with their European Health Insurance Card (EHIC). The EHIC gives access to immediate necessary care and doctors under the same conditions as nationals of that country.

Non-EU students are strongly recommended to get hold of an insurance policy, certified and translated, by the Italian Diplomatic Representative abroad. In order to get a Residence Permit you are required to have a Health Insurance for the entire duration of your stay.

Alternatively, if you do not have such a private insurance policy, you can enroll with the Italian National Health Service (SSN), paying a yearly fee of around 150 € (note that it is valid until December 31<sup>st</sup> of the year in which it is subscribed). This fee has to be paid at the Post Office by a “bollettino postale” on the account c/c n° 379222. Then you need to go to Health Local Unit (ASL) with the payment receipt and choose a Practitioner. You will be given a “Tessera Sanitaria” which is a card with your personal fiscal code and data and you have to show it at hospitals and other medical structures.

#### **ASL Pavia**

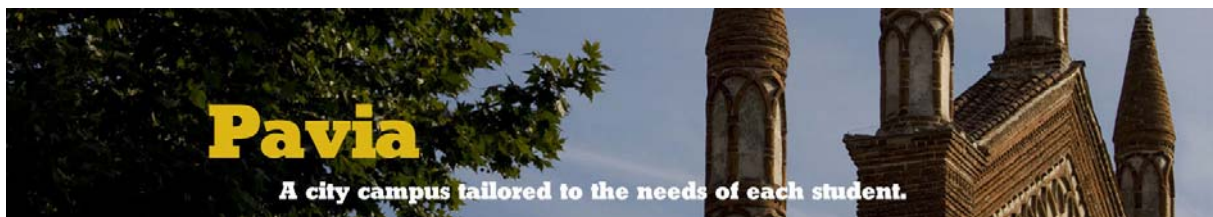
Viale Indipendenza 3 – [urp@asl.pavia.it](mailto:urp@asl.pavia.it)

Tel: 0382 4311/4321

Fax: 0382 431299

Monday until Thursday: 8:30-12:30 / 14:00-16:00

Friday: 8:30-12:30



#### 4) ACCOMMODATION

Pavia is a University town and it hosts around 25.000 students throughout the academic year. It is therefore highly recommended to start looking for accommodation in advance, in order not to have problems looking for a place. Pavia offers the possibility to stay in students' residences (collegi) or in private flats. In both cases, it is highly recommended that applications should be made before the month of September.

Please, notice that **deadline** to apply for a place at one of the student residences managed by Edisu is usually the **end of July**. Information on how to apply is available in English at their website at

<http://www.edisu.pv.it/index.php?page=home-2>



Please also check this link to apply directly for a room in a Collegio:

<http://edisupv.dirittoallostudio.it/acser/>

EDISU Address: Via Calatafimi, 11 - 27100 Pavia

Tel: 0382.305011

Fax: 0382.536491

e-mail: [segre@edisu.pv.it](mailto:segre@edisu.pv.it)

Monday 9:30 - 12:00; 14:00 - 15:00

Tuesday 9:30 - 12:00; 14:00 - 15:00

Wednesday 9:30 - 12:00; 14:00 - 15:00

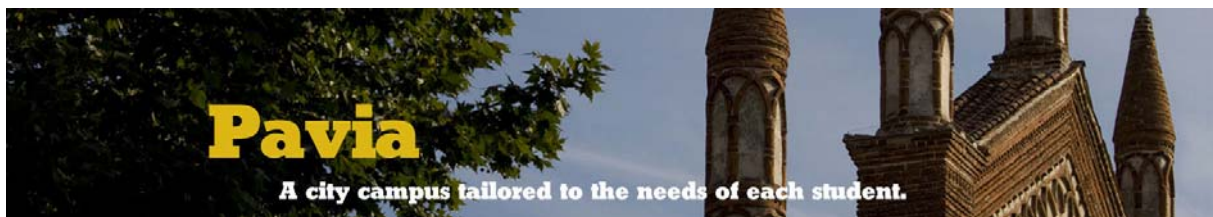
Thursday 9:30 - 12:00; 14:00 - 15:00

Friday 9:30 - 12:00

Please check this link for more information on accommodation solutions in Pavia:

<http://www.unipv.eu/site/en/home/international-students/living-in-pavia/articolo7782.html>





## MAP OF PAVIA CITY CENTRE



For more detailed information, please have a look at the **student guide**:

<http://mibe.unipv.it> under Organizing your stay

Please read carefully and thoroughly the report, mainly addressed to international students coming to Pavia: it provides important information on Pavia - what both the town and the University offer, how to organise your stay, living costs, health assistance information and a lot more useful information.

If you need any assistance, please contact the **Welcome Point** (Corso Strada Nuova, 65).