

# **INFORMATION SHEET FOR NON-EU STUDENTS**

## **INTERNATIONAL RELATIONS OFFICE**

Via Menicucci 6 (3° Floor)  
60121 Ancona, Italy  
Tel. +39 071 220 3020

### **BEFORE YOUR ARRIVAL**

#### **VISA**

If you need to apply for a visa, please visit <http://vistoperitalia.esteri.it/home/en> and ask for information to the Italian Embassy in your country.

#### **BANK ACCOUNT**

In order to get the grant, you have to fill in the participant personal data with your bank account details. Pay attention: you must be the bank account holder.

#### **ACCOMMODATION**

To find privately rented accommodation you can have a look at the following platforms:  
<https://housinganywhere.com/Ancona--Italy/università-politecnica-delle-marche/sign-up>  
*Sign-up in the platform above to receive a UNIVPM VIP profile and priority access to all rooms available on HousingAnywhere. As a VIP incoming of Università Politecnica delle Marche you are eligible to a 20% discount on the booking fee!*

You can also subscribe to the **ESN** (our Student Association) facebook group at the following link: <https://www.facebook.com/groups/1407143562713916/>. Here you will find several offers and the form (Buddy system 2018/2019) to require assistance from the Erasmus Students'Association.

Alternatively you can reserve a place in one of the many B&Bs in Ancona for a few days and look for accommodation directly on the spot.

A lot of offers accommodation to rent can be also found at the notice boards at the faculties.

### **UPON YOUR ARRIVAL**

#### **RESIDENCE PERMIT (NON- EU CITIZENS)**

The Italian law requires that non-EU citizens, planning to stay in Italy for more than 3 months, have to apply for the residence permit within 8 working days from their arrival in Italy. In order to apply for the residence permit, non-EU citizens have to collect the application forms "kit permesso di soggiorno" at any Post Office (Ufficio Poste Italiane). The Post Office nearest to our offices is in Largo XXIV Maggio, Ancona.

You will need to attach to the application the following documents:

1. photocopies of all the pages of your passport;
2. copy of the UNIVPM invitation letter with the stamp of the Italian Embassy in your country;
3. copy of the Health insurance;
4. a € 16 duty stamp (*marca da bollo*). You can buy it at the Tobacconist's (Tabacchi shop).

For support in filling out the application form, you can get in touch with the International Relations Office of the University. After filling out the application form, the application has to be handed in at any post office.

The postal expenses amount to € 30,00. You will have also to pay € 70,46 in order to obtain the electronic residence permit card. Costs may vary depending on changes of national rules. The post office employer will give you a receipt. You always have to bring with you the postal receipt or at least a copy of it, together with your passport until you receive your electronic residence permit.

Together with the receipt the Post Office will give you a sheet indicating the day and time of the appointment at the Questura Immigration Office in order to be fingerprinted. It is mandatory to go and get fingerprinted on the day and at the time indicated in the appointment sheet issued by the Post Office.

In order to renew your residence permit you must submit the application 60 days before the expire date. It is strongly recommended to apply for the renewal before the deadline.

**We suggest you collect the “kit permesso di soggiorno” before coming to the International Relations Office.**

### **CODICE FISCALE (TAX IDENTIFICATION NUMBER)**

The tax identification number (*“codice fiscale”*) is a personal code that identifies each person living in Italy.

The tax identification number provides a means of identification of foreign citizens in their relations with public authorities and other administrations. For example it is necessary to enrol in the university, open a bank account, buy an Italian sim card or rent a flat.

For more detailed information on the tax identification number please visit the website: <https://www.agenziaentrate.gov.it/portale/web/english/nse/Individuals/Tax+identification+number+for+foreign+citizens/>

The tax identification number can be obtained from the offices of the Italian Revenue Agency (*“Agenzia delle Entrate”*), by submitting an application indicating the personal data and a photocopy of your passport.

The *“Agenzia delle Entrate”* Office of Ancona is located in Via Palestro n.15.

The Office is open from Monday to Friday, from 8:15 a.m. to 12:45 p.m. and also on Monday, Tuesday and Thursday from 14:30 to 15:15 p.m.

**We suggest you obtain the Codice Fiscale before coming to the International Relations Office.**

## **DURING YOUR STAY**

### **ITALIAN LANGUAGE COURSES**

The University Language Centre (CSAL) organizes Italian Language courses which are free of charge for all incoming international students.

Various courses (beginners, intermediate, advanced) are organized each year in both the first and the second semester.

The courses generally start in the first week of OCTOBER (first semester) and in the first week of MARCH (second semester).

BEGINNERS: 4 hours per week (2 lessons of 2 hours each week)

INTERMEDIATE: 2 hours per week (1 lesson)

ADVANCED: 2 hours per week (1 lesson)

If you wish to attend the Italian language courses please send an email to: [f.m.baker@univpm.it](mailto:f.m.baker@univpm.it)

The CSAL has two self-study centres, one at the Faculty of Economics, in the centre of Ancona (open from Monday to Friday 8.30 -18.30) and the other in the Monte Dago Campus, at the Faculty of Engineering (open from Monday to Friday 9.00 -19.00).

For more information visit the website [www.csal.univpm.it](http://www.csal.univpm.it)

### **BUS TICKETS**

Università Politecnica delle Marche has signed an agreement with Conerobus, the transport company of Ancona, to allow student to benefit from discounts for using bus services.

Students have the possibility to choose between two types of bus season tickets:

-a season ticket valid for 9 months from 1 October 2019 until 30 June 2020, at the cost of €130,00

-an annual ticket valid for 12 months from 1 October 2019 until 30 September 2020, at the cost of €150,00

The request has to be handed directly at Conerobus Office, filling in the form “Modulo richiesta abbonamento per gli immatricolati al primo anno per l'a.a. 2019/2020” that you can download from our website at the following link: [https://www.univpm.it/Entra/Servizi\\_agli\\_studenti/Agevolazioni\\_trasporti\\_publici\\_e\\_privati/Agevolazioni\\_trasporti\\_publici/L/1](https://www.univpm.it/Entra/Servizi_agli_studenti/Agevolazioni_trasporti_publici_e_privati/Agevolazioni_trasporti_publici/L/1) together with:

- photocopy of your passport
- photocopy of codice fiscal (fiscal code)
- either a photocopy of receipt of first installment of tuition fees or alternatively the form “Dichiarazione sostitutiva di certificazione degli anni di iscrizione” 2019/2020” you can find in your personal account on the platform “Esse3 Web - Segreteria - Certificati - Autodichiarazione anni iscrizione”.

Conerobus offices are located in Via Frediani n. 8 and in Piazza Ugo Bassi.

### **CANTEEN SERVICE**

Erasmus students enrolled to our university are entitled to use the canteen services run by ERDIS (Regional Authority for the Right of Study).

In order to benefit from this services students have to follow the online procedure available on [ERDIS website](#) attaching a passport-size photo in jpeg format. The on-line form must be

printed and delivered to ERDIS office at the following address: Via Saffi, 22 (Angolo Vicolo della Serpe) – Ground Floor.

The ERDIS card will be ready in a couple of days and it entitles students to use the canteen services at discounted prices both for lunch and dinner. A full meal has a cost of € 5,50 and a light meal has a cost of € 3,30 including drink.

### **UNIVERSITY CARD**

The University Card is a card that is specifically designed to facilitate the access of UNIVPM students to products and services useful for their everyday life in Ancona. The card gives access to discounts for purchases in selected shops and restaurants and discounted tariffs for leisure time and sport activities.

The University Card is free of charge and can be collected at Informagiovani Ancona located in Piazza Roma presenting a proof of enrolment to UNIVPM (library card, ERSU card, etc.) and a valid ID document.

For further information you can send an email to: [unicard@informagiovaniancona.com](mailto:unicard@informagiovaniancona.com) or visit the website: <https://informagiovaniancona.com/universitycard>

### **CUS (CENTRO UNIVERSITARIO SPORTIVO)**

CUS is the Sports Centre of UNIVPM. It promotes sporting activities among students and staff and manages all the sports facilities of the University. It organizes sport courses, tournaments and issues medical certificates for sports use.

The Sports Centre is located in Via Grotte di Posatora n, 19/A, Ancona

Tel. 07144213 – email: [segreteria@cusancona.it](mailto:segreteria@cusancona.it)

There are also offices located in the Faculties of Economics, Engineering and Medicine.

For further information you can visit the website: <http://www.cusancona.it>

### **NATIONAL HEALTH SERVICE (FOR NON-EU CITIZENS)**

Non-EU students living in Italy for more than 90 days must be covered by a health insurance. If you are not in possession of a private medical insurance you are strongly recommended to apply for the Italian National Health Service (Servizio Sanitario Nazionale -SSN), in order to use public health services.

The registration to the National Health Service lasts one year and it refers to the calendar year (1 January-31 December).

The registration fee for students amounts to about € 150,00 per year. For working students the registration to the National Health Service is mandatory.

The documents necessary for the registration are:

- Residence permit
- Identity document (Passport)
- Codice fiscale (Italian fiscal code)
- Document certifying your residence or self-declaration of residence
- Receipt of payment of registration fee

You have to apply at the Local Health Authority (Aziende Sanitarie Locali - ASL) closest to your place of residence. The ASL Offices are located in:

- Viale Della Vittoria, 9 - 60123 Ancona (telephone 071 5965886).
- Viale Cristoforo Colombo, 106 - 60127 Ancona (telephone 800 645 333).

Upon registration a health card is issued. On the card you will find your identification number, your name and the name of your family doctor. The health card expires together with your residence permit. You can access health services only by showing your health card.

### **Family doctor**

Each family doctor has an outpatient department where he/she guarantees free general medical examinations at fixed hours. You can refer to your family doctor for prescriptions for specialist and diagnostic examinations and prescriptions of medicines.

### **Medicines**

The medicines prescribed by your doctor are available at the chemist's shop (Farmacia). Some drugs considered "life-saver" are free or on payment of a co-fee(ticket). Other medicines are not included in the National Health Service and have to be paid entirely. At the chemist's there are also drugs that may be sold without medical prescription on payment of the entire price. In your area you will find a chemist's open during the night and on holidays. Outside every chemist's shop you will find information about the chemists opened in your area.

### **Specialist Examinations and Laboratory Tests**

For specialist examinations and laboratory tests you have to obtain a medical prescription issued by your family doctor. You generally have to make a reservation by showing the medical prescription and your health card at the reception of the hospital or the outpatient department where you will undergo the examination or at the reservation desk (Centro Unico Prenotazione -CUP). Specialist examinations and laboratory tests must be paid. Some particular circumstances (disability, low income or age reasons) entitle patients for fee exemption. For further information on the requisites for exemption you can refer to the exemption office of your ASL.

### **Health Emergencies – The Emergencies number 118**

The 118 is a free public emergency service available 24/24 hours. You must use the 118 only in case of emergency requiring immediate intervention. The 118 does not replace the family doctor.

### **The First Aid Station**

In case of health emergency you can go to the first aid station of the closest hospital. The first aid station provides first treatment in case of health emergency. Patients are not admitted according to their arrival time but based on the assessment by the reception staff of the severity of the symptoms.

### **Other emergency numbers (toll-free)**

112 Carabinieri

115 Fire Station

113 Police

116 Car Rescue Service

## **OTHER USEFUL INFORMATION**

### **QUESTURA UFFICIO IMMIGRAZIONE/ IMMIGRATION OFFICE**

Via G. Gervasoni n.19 - 60129 Ancona

Tel. 07122881

Opening hours for information      Thursday 8.30 – 12.30

### **HEALTH ASSISTANCE DOCTOR / GUARDIA MEDICA**

Largo Cappelli 1, Ancona

Tel .0718705620

Viale della Vittoria 9, Ancona

Tel. 07187051