INFORMATION SHEET
FOR INTERNATIONAL STUDENTS

PRE-ENROLMENT (ONLY FOR NON-EU DEGREE-SEEKING STUDENTS)

Please read and follow our enrolment procedures carefully (CLICK HERE)

Before starting the enrolment, international students applying for a visa need to complete a pre-enrolment procedure in the Universitaly portal.

To apply, you will need to upload the following documents:

- **BACHELOR’S DEGREE COURSES AND SINGLE CYCLE MASTER’S DEGREE COURSES**
  1. *ID picture*;
  2. *Passport copy*;
  3. Original or certified copy of final secondary education degree / previous study degree, obtained after at least 12 scholastic study years, or a fully legal substitute certificate, accompanied by either declarations from the Italian Centre ENIC-NARIC (CIMEA)*, or declarations from official foreign institutes, or a Declaration of Value (DOV) if owned by the student;
  4. *Translation into Italian or English of the final secondary education degree / previous study degree*;
  5. Italian (or English, depending on the course language) language proficiency certificate, if owned, with at least a B2 level according to the CEFR.

- **MASTER’S DEGREE COURSES (NOT SINGLE CYCLE)**
  1. *ID picture*;
  2. *Passport copy*;
  3. Copy of final degree released by a higher education institute which allows the graduate to enroll in the next level of study course in another higher education institute located in the Country where the degree was obtained, accompanied by either declarations from the Italian Centre ENIC-NARIC (CIMEA)*, or declarations from official foreign institutes or a Declaration of Value (DOV) if owned by the student;
  4. Transcript of records where passed exams are reported, released by the relevant University, plus the programme of study for each subject; the programme of study can also be stated in the Diploma Supplement, if available;
  5. *Translation into Italian or English* of the documents enlisted in no. 3 and no. 4;
  6. Italian (or English, depending on the course language) language proficiency certificate, if owned, with at least a B2 level according to the CEFR.

*Università Politecnica delle Marche signed an agreement with CIMEA (Information Center on Mobility and Academic Equivalences - Italian center belonging to the ENIC/NARIC network) for the issue of Statements of Comparability (indicating the level of the foreign qualification with reference
to the cycles of the Bologna Process and the levels of the European Qualifications Framework) and Statements of Verification (indicating that the foreign qualification was actually issued by an official body in the reference system) to international students holding a foreign qualification recognizable in Italy, with rapid deadlines and at discounted prices. Find further information here.

Once we have evaluated your application, you will receive a confirmation of acceptance of your pre-enrolment through the UNIVERSITALY portal and you will be able to start the visa procedure at the Italian Embassy or Consulate in your Country. The visa procedure may vary according to the provisions issued by each Italian Embassy or Consulate abroad and it is the candidate’s responsibility to inquire about specific procedures and deadlines. Please note that the application procedure must be completed by November 30th 2022 (deadlines may vary for some specific courses).

The Embassy will:

- issue a “Declaration of Value” (Dichiarazione di Valore) of your high school diploma / university degree;
- certify and legalize the other documents (Apostille);
- issue an entry VISA for STUDY purposes to enter Italy.

For further information, please also visit:

Italian Ministry of Education’s rules regarding procedures for entry, residency and enrolment at Italian universities for students requiring visa: https://www.studiare-in-italia.it/studentistranieri/.

(The English version is available at the link: https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023_EN.pdf)


**PLEASE NOTE:** International students can now apply for a pre-evaluation of their application for our courses.

Find out if you meet the admission requirements for the courses you are interested in! (you can choose up to three courses)

Apply here
ENROLMENT (ONLY FOR FULL DEGREE SEEKING STUDENTS)

Please read and follow our enrolment procedures carefully (CLICK HERE)

**Please check procedures and deadlines for admission-restricted courses**

In order to enroll in our University, you will need to deliver the following documents to the Faculty Registrar’s Office. Some of them are to be issued by authorities in your Country, while others are to be obtained once you arrive in Italy.

Documents to be obtained in your Country of origin:

- your previous study title translated and legalized by the competent Italian Embassy/Consulate in your Country, accompanied by the “Declaration of Value” (Dichiarazione di Valore) issued by the same authority, certifying that you have completed 12 years of schooling;
- *(only for Master’s degree courses (not single cycle))* a certificate issued by the competent academic authority of your University listing the exams you have passed, marks, date of exam, credits, hours for student work. This document must be translated into Italian or English and legalized by the competent Italian Embassy/Consulate in your Country;
- *(only for Master’s degree courses (not single cycle))* official study programme including all the learning activities completed to obtain the academic qualification in your Country, on the headed paper of your university, with stamp and signature, translated into Italian or English;
- English language proficiency certificate at B2 Level (if achieved);
- Italian language proficiency certificate at B2 Level (if achieved).

Documents to apply for and to be issued in Italy before applying for enrolment:

- copy of your passport with STUDY visa;
- enrolment application form (to be filled in online on the University website);
- copy of your residence permit or receipt confirming the application for the residence permit (only for non-EU citizens; see below for instructions);
- “Codice fiscale” (Italian Fiscal code) to be issued by “Ufficio dell’Agenzia delle Entrate” (see below).

Please find detailed instructions about enrolment procedures on our website.
For further information, please contact the relevant Registrar’s Office:
REGISTRAR'S OFFICES

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<tr>
<th>REGISTRAR'S OFFICE – ECONOMICS</th>
<th>REGISTRAR'S OFFICE – MEDICINE AND SURGERY</th>
<th>REGISTRAR'S OFFICE – ENGINEERING</th>
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| Piazzale Martelli, 8 - 60121 Ancona  
secreteria.economia@univpm.it | "Eustachio" Building, Via Tronto, 10B 60020 (Ancona)  
secreteria.medicina@univpm.it | Via Brecce Bianche - 60131 Ancona  
secreteria.ingegneria@univpm.it |

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<th>REGISTRAR'S OFFICE – SCIENCES</th>
<th>REGISTRAR'S OFFICE – AGRICULTURE</th>
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| Via Brecce Bianche - 60131 Ancona  
secreteria.agraria-scienze@univpm.it | Via Brecce Bianche - 60131 Ancona  
secreteria.agraria-scienze@univpm.it |

Opening Hours:

From January to August:
from 11.00 to 13.00 on Monday and Thursday
from 15.00 to 16.30 on Wednesday
(closed on Tuesday and Friday)

From September to December
from 10.00 to 13.00 on Monday, Tuesday, Thursday and Friday
from 15.00 to 16.30 on Wednesday

SEMESTER PERIODS

First semester: late September – end of February  
Exam session: January - February
Second semester: late February – end of June  
Exam session: June – July

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.
Courses for beginners and intermediate-level students are organized in the first semester, together with an additional advanced-level course in the second semester.
If you wish to attend the courses, please register at the following links:
https://www.csal.univpm.it/en/italian-language-courses  
https://www.csal.univpm.it/it/italiano-per-stranieri

The CSAL has two self-study centres: the first one is located at the Faculty of Economics, in the centre of Ancona (open from Monday to Friday 8.30 -18.30), the second one is in the Monte Dago Campus,
located at the Faculty of Engineering (open from Monday to Friday 9.00 -19.00). For further information, visit the website www.csal.univpm.it

ACCOMMODATION

UNIVPM offers a limited number of places in the Students House located in Via Matteotti, 96, Ancona. The residence includes a kitchen, two twin-bedrooms and two en-suite bathrooms. Cleaning service recurs on a monthly basis.

For further information, please send an email to: info.accommodation@univpm.it

If our accommodation facilities are fully booked, you can rent a private flat. Renting a privately-owned flat in Ancona is not very expensive. The cost of a single room amountsto around 200-250 € per month, while a place in a double room is 150-200 € per month. In some periods of the year, vacant rooms are very difficult to find. Renting a room through an estate agentis also possible, but it can be more expensive.

TRANSPORT

The nearest airport to Ancona is “Aeroporto delle Marche” located in Falconara Marittima: http://www.marcheairport.com/en

If you arrive by airplane, a bus service from the airport will take you to the centre of Ancona: http://www.ancona-airport.com/doc/htm/frameset_dove_guida.htm

Buses run from 7.00 am until 22.30 pm. After that, you can use a taxi service.

If you arrive by train, you need to stop at "Stazione Centrale" of Ancona. Then, from the train station,you can take the bus (Conerobus):
- line 1/4 in the direction of “Tavernelle” for the Faculties of Engineering, Agriculture and Sciences;
- line 1/4 in the direction of "Piazza IV Novembre" for the Faculty of Economics (stop “Piazza Roma”) and for the International Relations Office (stop “Piazza Roma”);
- line 30 in the direction of “Ospedale Regionale” for the Faculty of Medicine.

Tickets can be purchased at the tobacconist's inside the station.

BUS TICKETS

Università Politecnica delle Marche has signed an agreement with Conerobus, the transport company of Ancona, to allow students to benefit from discounts for using bus services. The request has to be handed directly at Conerobus Office, filling in the form available on our website, 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” you can find in yourpersonal 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 (bus station):

Tel. 071 2837421
Opening hours: Monday to Saturday 7.30 - 19.00 (Piazza Ugo Bassi)
Monday to Saturday 7.30 - 13.00 (Via Frediani)

ISCRIZIONE ANAGRAFICA (Registration at the Town Hall) (EUROPEAN CITIZENS)

If you plan to stay in Italy for more than 3 months, please contact the “Ufficio Anagrafe” at the Town Hall (Comune) where you reside and ask for the “iscrizione anagrafica” and for a copy of the certificate.

RESIDENCE PERMIT (NON-EU CITIZENS)

The Italian law requires that non-EU citizens planning to stay in Italy for more than 3 months 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 a kit for the resident permit application at any Post Office (Ufficio Poste Italiane). The nearest Post Office to our offices is located 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 certificate stating the course you will enrol in, with the stamp of the Italian Embassy/Consulate in your Country, released by the Embassy/Consulate;
3. copy of your Health insurance;
4. a €16 duty stamp (marca da bollo). You can buy it at the Tobacconist’s (Tabacchi shop).

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 need to submit the application at least 60 days before the expire date. It is strongly recommended to apply for the renewal before the deadline. In order to collect the kit for the renewal application submission, you can go to any Post office.

QUESTURA UFFICIO IMMIGRAZIONE/ IMMIGRATION OFFICE:
Via G. Gervasoni n.19 - 60129 Ancona Tel. 07122881
Opening hours for information Thursday 8.30 – 12.30

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. It is necessary to make an appointment, possibly through the Internet page of the office. The “Agenzia delle Entrate” Office of Ancona is located in Via Palestro n.15 (near Piazza Pertini): Tel. 071 2274411

**BANK ACCOUNT**

In order to open an account in any Italian bank, you need to submit your passport and your CodiceFiscale (Italian fiscal code). There is no need to arrange appointments in order to open an account. This process can be completed in just one day at the bank you choose.

**CANTEEN SERVICE**

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

In order to benefit from these services, students have to follow the online procedure available on the 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 canteen 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.

**NATIONAL HEALTH SERVICE (EUROPEAN CITIZENS)**

For stays not longer than 90 days, the European Health Insurance Card / TEAM Card (Tessera Sanitaria Europea) allows EU citizens to receive the necessary medical assistance and to be refunded once they go back home.

If you stay longer than 90 days, EU-citizens can register at the Local Health Authority (Azienda Sanitaria Locale - ASL) with the European “S1” form that they should obtain from the healthcare institution in their home country prior to their arrival in Italy.

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

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 service.

The registration to the National Health Service lasts one year, it refers to the calendar year (1 January-31 December) and cannot be split up.

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 need 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.
HEALTH ASSISTANCE DOCTOR / GUARDIA MEDICA
Largo Cappelli 1, Ancona
Tel. 0718705620
Viale della Vittoria 9, Ancona
Tel. 07187051

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
113 Police
115 Fire Brigade
116 Car Rescue Service

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
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

UNIVERSITY CARD
The University Card 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 (libretto universitario, library card, ERSU card, etc.) and a valid ID document. The University Card can also be booked online by filling in the dedicated form and can be picked up at Informagiovani Ancona.

For further information, you can send an email to: unicard@informagiovaniancona.com or visit the website: https://informagiovaniancona.com/universitycard

ESN ANCONA
ESN Ancona is a student’s association that will help you meet other international students and integrate in the University’s life and in the city of Ancona: https://ancona.esn.it/
INTERNATIONAL RELATIONS OFFICE

Via Menicucci 6 (3° Floor)
60121 Ancona, Italy
international@univpm.it
International Relations Office
Email: international@univpm.it