

INFORMATION SHEET FOR NON-EUROPEAN STUDENTS

Codice fiscale

The Codice Fiscale or Italian Fiscal Code is a code made up of letters and numbers and it is used by the Public Administration to identify the citizens living in Italy. All those living in Italy need to have their own. The Codice Fiscale is necessary to open a bank account and to carry out other procedures/activities. In order to obtain your Italian Fiscal Code you will have to go to the office of **Agenzia delle Entrate in via Palestro 15**.

The office is open from *Monday to Friday, from 9.00 a.m. to 1.00 p.m.* and also from *2.30 to 3.30 p.m.* on *Mondays, Tuesdays and Thursdays*.

Permesso di Soggiorno (residence permit)

Non-European Students, planning to stay in Italy for more than 3 months, have to apply for the permesso di soggiorno within 8 working days from their arrival in Italy.

You can collect the residence permit KIT at any **Post Office**.

The filled application form should be sent through the same post office adding the following **documents**:

- Copy of all pages of your passport;
- Copy of the UNIVPM invitation letter;
- Copy of health insurance;
- A 16 € duty stamp (ask for *marca da bollo* of **€ 16,00** on sale at all tobacconist shops);

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.

You will have to pay about **€ 70,00** for a one-year long residence permit with a pre-filled form you will find inside the kit's envelope for your residence permit's application processing and **€ 30,00** for mailing it. You will be given a **receipt** of your mail which you will have to safely keep as proof of having applied for your residence permit.

The post office will give you an appointment (day and time) for going to the Questura Immigration Office 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.

You can renew your residence permit from 30 days before its expiration date. It is strongly recommended to apply for the renewal before the deadline. For renewing your residence permit, you will need to collect the same KIT at any Post Office.

Health care

If you are not in possession of a private medical insurance policy, you are strongly recommended to apply for the Italian National Health Service (Servizio Sanitario Nazionale – SSN), in order to use the public health service.

The SSN gives you the same status as any Italian national from the medical services point of view:

- You can make reference to a general practitioner (whose services will be free)
- You will have free access to first aid hospital services
- Day-hospital permanence
- Surgical procedures in all public structures
- For blood and other analysis, examinations and specialistic visits you must pay a reduced tax (*ticket*).

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

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

To register in the Italian National Health Service (SSN, *Servizio Sanitario Nazionale*), please go to the Local Sanitary Unit (ASL – *Azienda Sanitaria Locale*) in **Viale della Vittoria 9** (Tel. 071 5965886) or **Viale Cristoforo Colombo, 106** (Tel- 800 645 333) with the following documents:

1. Permesso di soggiorno (residence permit);
2. Identity Card and/or Passport
3. Codice fiscale
4. Document certifying your residence or self-declaration of residence
5. Receipt of payment of registration fee; you can make this payment in any Post Office.
6. Certificate of enrollment at Univpm or a self-certification of it;

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 of 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 Test

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 Emergency 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 base on the assessment by the reception staff of the severity of the symptoms.

Other emergency numbers (toll-free):

112 Carabinieri
115 Fire Brigade

113 Police
116 Car Rescue Service