



RIPARTIZIONE IX
RELAZIONI INTERNAZIONALI



SAPIENZA
UNIVERSITÀ DI ROMA

International Researcher Guide

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Sapienza International Researcher Guide

Sapienza is an active host University and provides a wide range of opportunities for international researchers to carry out research activities in its Departments or Faculties.

Sapienza promotes research activities through individual grants funded by European entities such as [Marie Curie Fellowships](#), [ERC grants](#) and/or other international public or private organisations. The winners of European and/or international grants who choose Sapienza for their research activities receive assistance with the bureaucratic procedures before and after their arrival in Italy and are provided with the necessary information related to, for example, employment with Sapienza, entry visa for Italy (if required), access to the University guesthouse.

One of the main ways Sapienza enhances the internationalization of research is by promoting joint research projects and regularly hosting visiting professors from leading foreign universities and research centres. Calls for [visiting professors](#) grants financed by Sapienza are published each year (generally around the month of May). Selection is based on nominations submitted by Sapienza academic staff. Period of stay varies from a minimum of 3 to a maximum of 6 months and must be continuous. Financial contribution for visiting professors ranges from €3,000 to €4,000 per month, before taxes.

Hereby International Researchers find practical information relevant to their stay in Sapienza and, more generally, in Italy.

1. Pre-arrival

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1. Visa

In general, in order to come to Italy, an entry visa may be requested depending on the citizenship, the country of residence, the length and the reasons (study, work, tourism, etc.) of the stay.

EU/EEA Member States or Swiss citizens are allowed to enter in Italy without any formalities. A valid ID or passport is required.

Non-EU citizens have to apply for a visa at the Italian Embassy or Consulate in their home country. Visas issued by Italian foreign missions are valid for access, transit or brief stay (up to 90 days) both in Italy and in other countries that have subscribed the Schengen Convention, and this type is known as a “Uniform Schengen Visa” (USV); likewise the USV issued by the diplomatic-consular missions of other countries that apply the Schengen Convention, grants entry into Italy. A long-term entry visa (for more than 90 days) is called a “National Visa” NV and grants access for long-term sojourn. It allows, on condition that it is still valid, the free circulation for a period of no more than 90 days per semester in the territory of other Member States.

Pursuant to EC directive 2005/71/CE (12/10/2005), researchers coming from third countries are entitled to stay in an EU Member State longer than 3 months in order to carry out research activities with a **visa for scientific research purposes**. The researcher should be selected by either private or public research institutions acknowledged in an official list set up by the Ministry for University and Research. The researcher can obtain the Visa only within the framework of a **hosting agreement** with a research organisation which lays down the conditions whereby the researcher undertakes to accomplish the research project and the organisation undertakes to host the researcher for that purpose. According to this procedure, a researcher coming to Italy may have any one of these three contract types: Self-employment, Subordinate, Grant for research training. The entry visa for scientific research purposes is issued in a shorter time than the other types of visa.

For further information or assistance regarding the request for a **visa for scientific research purpose** at Sapienza, please contact Giuditta Carabella (giuditta.carabella@uniroma1.it) or Emanuele Gennuso (emanuele.gennuso@uniroma1.it)

For further information concerning the visa, please visit:

http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto_ingresso/

http://www.poliziadistato.it/articolo/10617-Foreign_nationals/

http://www.euraxess.it/services/types.php?voce=Incoming&pag=visa_and_entry

http://www.euraxess.it/documenti/PRACTICAL_GUIDE-EN.pdf

2. Residence Permit

EU Researchers

EU citizens staying in Italy for more than three months, have to register with the "Anagrafe cittadini temporaneamente presenti" (temporarily present citizens) at the Municipality office Ufficio Anagrafe (Registry office). In order to be registered, specific documents must be submitted such as, for example, passport or valid ID, Italian Tax identification number (codice fiscale), work contract or proof of sufficient means of subsistence (i.e. study grant), proof of health insurance (EHIC card, registration to Italian National Health Service - SSN or private health policy), etc. Please note that:

- The Municipality will issue the temporary Anagrafe registration receipt immediately. It is free of charge;
- Before leaving the researcher should give notice of the departure to the Anagrafe office.

Non-EU researchers

Non-EU researchers and their family members are allowed to stay in Italy for less than 3 months for study, tourism, business or visits reasons, and do not need to apply for a permit of stay. Please note that:

- If they travel from a Schengen State, they must report their presence within 8 days after their arrival in Italy at the *Questura* (Police Head Quarter) by submitting the form *Dichiarazione di presenza* (Declaration of presence).
- If they travel from non-Schengen states, they should report their presence to the border authorities when entering Italy. A uniform Schengen stamp will be put on their passport

All non-EU researchers who intend to stay in Italy for longer than three months, must apply for a residence permit (permesso di soggiorno) within 8 working days from their arrival in Italy. How to apply:

1. Collect the residence permit kit at any post office (poste italiane). Complete the application form and attach photocopies of the required documents, along with a tax revenue stamp (ask for a *marca da bollo* of €14.62 at any tobacco shop).
2. On completion of your application form, take it back to the post office. When sending your application you will have to pay €27.50 (for the Residence Permit card), between €80-200 (for the Residence Permit procedure), and an extra €30 (for the postal service), using a pre-filled form you will find inside the kit's envelope.

Note: The prices for the residence permit procedure vary according to the duration of the stay requested: €80 – for periods of stay over 3 months and less or equivalent to 1 year; €100 – for periods of stay over 1 year and less or equivalent to 2 years; €200 – for periods of stay over 2 years. You will be given a receipt of your posted application which is your proof of having applied for the residence permit. Afterwards, you will receive a registered letter from the Immigration Office providing you with an appointment.
<http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN>

3. You will have to go to the appointment to complete the application for your residence permit. For this first appointment, you must bring 4 passport-sized ID photos with a white background, one of which will be attached to your residence permit.

Instructions are contained inside the Residence Permit Kit, however if you are unsure or are having difficulties, please ask for assistance at International Relations Office (Corso Vittorio Emanuele II, nr. 244, Level 2; opening Hours: Monday–Friday 10am – 1pm) or contact Giuditta

Carabella (giuditta.carabella@uniroma1.it) or Emanuele Gennuso
(emanuele.gennuso@uniroma1.it)

For more information about the residence permit please visit:

<http://www.poliziadistato.it/articolo/view/10716/>

http://www.euraxess.it/services/types.php?voce=Incoming&pag=visa_and_entry

http://www.euraxess.it/documenti/PRACTICAL_GUIDE-EN.pdf

3. Tax Identification Code (codice fiscale)

The tax identification code is the citizen's fiscal identification number and it recognises citizens when dealing with Italian Authorities and Administrations. It is required in Italy for all sorts of procedures (e.g. applying for a permit of stay, opening a bank account, applying for the National Health Service, renting a flat, applying for a fixed telephone line, etc.).

The tax identification code is issued immediately and free of charge. EU/EEA citizen must bring a valid passport or another form of ID; non EU/EEA must bring the passport with a valid visa and a copy of it (clearly showing personal data and visa).

The application can be made to the local tax office in Rome of the Italian Inland Revenue (Agenzie delle Entrate). The office is located in via Ippolito Nievo, 36, about 500m from the Trastevere train station and can be reached by the tram line 8, or bus lines 3 or 780, stopping at Piazza Ippolito Nievo.

The International office can provide you with your Tax code before your arrival, if you get your visa well before your travel date. As soon as you receive your visa, send a scanned copy of your passport and visa to: please contact Giuditta Carabella (giuditta.carabella@uniroma1.it) or Emanuele Gennuso (emanuele.gennuso@uniroma1.it). We will then send you the application form for your tax code with further instructions.

For further information concerning tax identification code, please visit

<http://www1.agenziaentrate.gov.it/inglese/>

http://www1.agenziaentrate.gov.it/inglese/italian_taxation/individuals.htm

http://www1.agenziaentrate.gov.it/inglese/revenue_agency/contact_us/find_office.htm

4. Taxes

Tax system

The tax system is managed by the Agenzia delle Entrate (Italian Inland Revenue) at national level while taxes are levied at national, regional and municipal level and can be grouped into two main categories:

- Direct taxes such as on personal income (known as IRPEF – Imposta sul Reddito delle Persone Fisiche), on the income of enterprises (IRES – Imposta sul Reddito delle Società) and on regional productive activities (IRAP - Imposta Regionale sulle Attività Produttive).
- Indirect taxes such as on goods, services or imports (IVA – Imposta sul Valore Aggiunto, equivalent to VAT), on real estate (ICI – Imposta Comunale Immobili), etc.. Along with the main taxes, which are applied at national level, there are also local taxes (e.g. tax on municipal solid waste management). The Tax Year runs from 1st January to 31st December

All workers are subject to taxation of their income or other benefits. The amount of taxes to be paid varies according to the type and duration of the work contract. In general, income tax is deducted at source by employers on the basis of the estimated annual income. Tax balance due is calculated at the end of each year.

In general, the tax basis depends on the type of contract (work contract, fellowship, or assegno di ricerca, etc.) although there are some exceptions.

- Contributions for visiting professors are to be considered gross of taxes regulated by fiscal law (IRAP, amounting to 8,5% and IRPEF for non-resident subjects, amounting to 30%)
- Erasmus Mundus fellowships and Assegni di ricerca (research grants) are IRPEF and IRAP tax free

Bilateral Agreements against double taxation

Foreign researchers who have permanent residence in a country that has signed an agreement against double taxation with Italy may be allowed to choose whether to pay taxes in their country of residence or in Italy. In order to benefit from a bilateral agreement, the researcher should provide proof of the actual payment of taxes in his/her country of residence (in general this statement is issued by Inland Revenue or equivalent body). The form for the application request of the direct conventional treatment from the erogating Italian substitute can be downloaded here: <http://www.uniroma1.it/sites/default/files/allegati/doppia%2520imposizione.pdf>

Tax residency (residenza fiscale)

Taxation depends on the status in Italy (tax resident or not). The “tax residency” (residenza fiscale) is different to the “Anagrafe residency”. Foreigners living in Italy will be classified as tax residents if for 183 days of a calendar year they were registered at the municipal Anagrafe della Popolazione Residente - APR (permanent resident citizens), or had their main place of business or residence in Italy, or had their centre of vital interest (i.e. family) in Italy.

Income Tax return

In general a tax return (Dichiarazione dei redditi) is due for workers each year by the end of April (or end of May in case you address a CAF or a qualified professional for assistance). Employees, “parasubordinate” workers and pensioners can submit tax return and claim their income and tax deductible expenses (medical and certain educational expenses; health insurance; etc..) using the 730 Form (Modulo 730) in order to ascertain whether they may have overpaid or they may pay back the extra money. In both cases the amount will be directly paid out or deducted with the July salary.

Professional assistance in Italy: Caf and Patronati

Professional and qualified assistance for family reunion applications, household income (ISEE), family benefits, taxation and tax returns, etc. is provided by authorised offices called CAF (Centro Assistenza Fiscale - Centre for Fiscal Assistance) and PATRONATI which can give you professional support. Ask your host organisation about CAF and PATRONATI with multilingual staff that may be available in the city you live in.

For further information about Taxes

<http://www1.agenziaentrate.gov.it/inglese/>

http://www1.agenziaentrate.gov.it/inglese/italian_taxation/individuals.htm

http://www1.agenziaentrate.gov.it/inglese/international_taxation/agreement_form.htm

http://www.finanze.it/export/finanze/Per_conoscere_il_fisco/fiscalita_Comunitaria_Internazionale/convenzioni_e_accordi/convenzioni_stipulate.htm

http://europa.eu/youreurope/business/managing-business/paying-taxes/italy/index_en.htm

5. Accommodation

Sapienza Guest Residence

International researchers at Sapienza University of Rome are welcome to stay at the Sapienza Guest Residence. The residence is available for visiting professors and scientists, researchers and assistants, scholarship students, graduates and technical administrative staff from Italian and foreign universities provided they are invited from one of the faculties or departments at Sapienza..

The building is located at Via Volturno 42 and has 19 single and 19 double rooms spread over five floors. There are also communal living areas with kitchenettes. There are 3 mini apartments on the first floor (including one that is wheelchair accessible) with 5 beds and meeting room. In the basement there is a multi-purpose room (30 seats), TV room, reading room and computer room with 3 computers.

All reservations must be made by the faculty/department of Sapienza inviting the guest at least one month prior to the expected date of arrival. Reservations must be made using the computerized procedure. Upon completion of the application form, the requesting faculty/department will receive booking confirmation via email. In the event of cancellation, the applicant or the faculty/department responsible must send notice via email foresteriasapienza@uniroma1.it at least 15 days before the arrival date.

For further information about Sapienza Guest Residence:

<http://www2.uniroma1.it/eng/residence.php>

<http://www2.uniroma1.it/photogallery/gse.php?cod=3001>

Structures which have an agreement with Sapienza

Foreign visitors may benefit from convenient fares from certain host structures (hotels, B&B, apartments) situated in proximity of the campus, which have an agreement with Sapienza

[Casa dell' Aviatore](#)

[Hotel Commodore](#)

[Domus Castrense](#)

[Aedes Placida](#)

Private Accommodation:

You can look for accommodation through several different sources (online, newspapers, real-estate agencies): The following websites publish apartments for rent:

www.subito.it

www.portaportese.it

www.easystanza.it

www.wantedinrome.com (English)

www.kijiji.it

www.affitti.com

www.piucase.it

Important: DO NOT make any advance payments from abroad. Make sure to meet with the person who is providing the accommodation when you arrive in Rome before making any payments and if you have any doubts do not hesitate to contact the Welcome Office for advice.

6. Social Security

The Italian Social Security system provides a wide range of benefits delivered by different institutions

- *INPS - Istituto Nazionale della Previdenza Sociale* (the National Social Security Institute) operates an ordinary fund for employed workers and a special fund (the so called “gestione separata”) for “parasubordinate” workers, self-employed workers and holders of a fellowship. This is often the case for mobile researchers spending a period in Italy.
- *INPDAP - Istituto nazionale di previdenza per i dipendenti dell'amministrazione pubblica* (the National Social Security Institute for Civil Servants) performs the same role as INPS but does so specifically for some contracts for civil servants and similar categories. In December 2011 INPDAP merged with INPS that is in charge of managing the whole system.
- *INAIL - Istituto nazionale per l'assicurazione contro gli infortuni sul lavoro* (Italian Workers' Compensation Authority) deals with accidents at work and occupational illnesses.
- Various institutes deal with various categories of self-employed workers (such as the INARCASSA for engineers and architects, the ENPAB for biologists, the ENPAM for medical doctors, etc.).

The Contribution System

Registration and contributions to the Italian Social security system are mandatory (*contribuzione obbligatoria*). Registration is made by the employer (only self-employed workers need to register personally). Contributions are calculated on the basis of the salary received, according to contribution rates fixed by law. Moreover, the worker can contribute with an additional voluntary amount (*contribuzione volontaria*) in order to increase his/her pension benefits. Please note that contributions are recognized also during certain periods of absence from work (e.g. while receiving unemployment benefits or during compulsory maternity leave).

In general, **employment contracts** (fixed term or permanent) contribute to the ordinary INPS fund while **“Parasubordinate” contracts**, often used for holders of a PhD fellowship or a fellowship within EU mobility programmes, and grants for research training (i.e. Assegno di ricerca research grant), are generally registered with the so-called Gestione separata of INPS. Researcher Grant and visiting professor for teaching activities must register with INPS, under the category “gestione separate” Registration must be done online or by calling the INPS call centre on free phone number 803164 or at the nearest INPS office. For further information or assistance regarding the request for registration to “gestione separata INPS”, please contact Giuditta Carabella (giuditta.carabella@uniroma1.it) or Emanuele Gennuso (emanuele.gennuso@uniroma1.it)

It foresees that two-thirds of these contributions are paid by the employer and one third by the worker. The employer is obliged to transfer the entire amount (including that paid by the worker) directly to INPS. Please note that international fellowships and grants are generally “gross amounts”, i.e. they include contributions, etc. therefore the net amounts received by researchers may be different from the total amount of the fellowship.

Totalization (Portability) of social and pension contribution at an International level

Foreign citizens who have contributed to the payment of Italian social security, belonging to EU/EEA Member States, Switzerland or to countries which have signed a Bilateral agreement with Italy (available only in Italian), can apply for the “Totalization” (totalizzazione) of their

contributions. As regards pensions, “totalization” is allowed only when the worker has collected, in the country granting the pension, a minimum period of pension contributions.

For further information about social security:

http://www.euraxess.it/services/types.php?voce=Incoming&pag=social_security

<http://www.inps.it>

<http://www.inps.it/portale/default.aspx?sID=0%3B5637%3B7180%3B6557%3B6563%3B6564%3B&lastMenu=6564&iMenu=1>

<http://www.inpdap.it>

<http://ec.europa.eu/social/main.jsp?catId=858&langId=en>

http://www.euraxess.it/services/types.php?voce=Incoming&pag=family_support

http://www.euraxess.it/documenti/Your%20social%20security%20rights%20in%20Italy_en.pdf

<http://www.inps.it/portale/default.aspx?iMenu=2&ServAction=elenco&link=Elenco+di+tutti+i+Servizi&ServID=251>

7. Public Transport

Bus, Underground, Urban Train and Tram

Metrebus is Rome's public transport system, which incorporates different types of transport services: underground/ tube (metro), urban trains (treno metropolitano), buses and trams. Metrebus tickets are available for journeys on all such means of transport.

There are several different types of tickets:

- BIT - Integrated Time Ticket: costs €1.50 and lasts 100 minutes. You can buy it at: ticket offices, newsagents, tobacco shops and automatic machines in stations. Please remember that you must always validate your ticket at the beginning of your journey and when transferring onto the metro (your ticket must be re-stamped within 100 minutes from the first validation stamp and is then valid until the end of your journey on the metro). You must keep your ticket with you while travelling on public transport and be ready to show it, on request, to ticket inspectors;
- B.I.G. (one-day ticket) €6.00. Valid 24 hours on any means of transport, it must be stamped only one time;
- B.T.I. (3-days tourist integrated ticket) €16.50. Valid for everything listed under the B.I.G ticket.
- Monthly Pass – Single: costs €35, and lasts for the calendar month as printed on the pass, for an unrestricted number of journeys. Until the fifth day of each calendar month, you can buy the pass from any tobacconist and news agency. After the sixth day of the month, the pass can only be bought from ticket offices and Atac sales points
- Annual Pass: costs €250 and is valid for 365 days from the date stamped on the pass. It can be purchased at any Atac ticket offices by filling in the forms and attaching a passport photograph.

Calculate your route!

If you are unsure on how to get somewhere in Rome you can calculate the fastest way to get from one place to another in the city. This service is available through Rome's public transport system webpage: <http://infopoint.atac.roma.it/bw.asp?lingua=ENG>

Taxi

Taxis in Rome are white, they have an identification name and number on the front door and a taximeter inside. They can be easily found in every part of the city at special taxi ranks, or you can call one of the numerous Radio Taxi companies at: 06 3570, 06 6645, 06 8822, 06 4157, 06 4994 or 06 5551.

For further information please visit:

www.atac.roma.it (to see more about passes and tickets available, in English)

www.comune.roma.it (updates and notifications, in Italian)

www.agenziamobilita.roma.it (updates and notifications, in Italian)

<http://infopoint.atac.roma.it/bw.asp?lingua=ENG>

8. Health care

In Italy the health care system:

- is administered at national level by the Servizio Sanitario Nazionale (the Italian National Health Service): this is made up of public and private regulated structures;
- is organised autonomously on a regional basis;
- includes public and private clinics and specialists (doctors working within the public system may also work in the private sector).

Registration with the Italian National Health Service (SSN) guarantees:

- free consultations with general practitioners (including pediatricians), but payment of a small fee (ticket) for visits and medical examinations with specialists is required;
- free hospitalisation;
- access to day hospitals in specialised medical structures (dermatology, ophthalmology, etc.);
- pharmaceutical assistance (prescriptions and refunds on purchases);
- access to blood tests and other analyses, examinations and specialist visits for which you must pay a reduced tax (ticket).

EU Researchers

Researchers, citizens of EU Member State, Switzerland or an EEA country, are entitled through their local health authority to obtain the European Health Insurance Card (EHIC), which facilitates access to emergency and medical treatment that may become necessary during a temporary stay (less than 3 months) in another EU country. It is always necessary to bring the EHIC.

More than 3 months Registration with the National Health Service (SSN) is compulsory for researchers with work contract. Application must be submitted at the Local Health Authorities Azienda Sanitaria Locale – ASL according to the area of residence. There are no fees and the health insurance card (Tessera Sanitaria) will be issued immediately and free of charge by ASL. It will cover the same period of the researcher's contract (in case of a short term contract).

In order to be registered, specific documents must be submitted such as, for example, passport or valid ID, Italian tax identification number, certificate of residence (or the relevant application submitted to the municipal Anagrafe office – Registry Office) or self-certification, work contract, etc. Additional documents can be asked. It is recommended to contact the nearest Local Health Authority in advance. Upon registration at the ASL, you can also choose a General Practitioner (Medico di famiglia).

If the researcher is going to stay more than 3 months and he/she holds a work contract free from IRPEF tax - Imposta sui redditi delle persone fisiche (Personal Income Tax) i.e. Assegno di ricerca or has a study grant, according to EC COM (2009) 313 final (2 July 2009) the EHIC automatically covers for the whole duration of the stay. It is compulsory to register with the Temporary Anagrafe Office (Registry Office) at the municipality of the city where the researcher lives.

Please note that dependent family members (spouse, children - EU nationals) may benefit from the SSN services by registering with an ASL. The researcher should provide either the work contract (which provides the details of the family member he/she wants to register as it indicates the family allowances he/she benefits from) or a statement by the employer providing the details of the dependent family members.

Non EU Researchers

Non-EU researchers living, studying and/or working in Italy must have a source of health care provision which protects them in case of sickness, accident or pregnancy. The application for a visa and permit of stay requires evidence of the ability to cover health risks. These sources can be:

- the purchasing of a private health insurance policy valid in Italy; it is compulsory, before leaving, to have a copy of the policy endorsed by an Italian embassy or consulate;
- the purchasing of a private insurance policy issued in Italy by a national insurance company.

Once in Italy, registration with the Italian National Health Service (SSN) is compulsory in case of a contract of employment or self-employed or on a voluntary basis by paying an annual fee. The registration on voluntary basis is available only for researchers holding some type of research training fellowships. Registration with the Italian National Health Service can be done by submitting the application at a Local Health Authority according to the city of residence.

Registration with the NHS requires an annual tax of about €149. You can make this payment in any post office and it must be made out to "Amministrazione P.T. – contributo Servizio Sanitario Nazionale", C/C number 370007. You must also specify the reason of the payment: "iscrizione volontaria al Servizio Sanitario Nazionale".

The NHS gives you the same status as any Italian citizen in terms of access to medical services which include:

- access to a general practitioner (whose services are free of charge)
- free access to first aid hospital services
- access to day-hospitals
- access to surgical procedures in all public structures
- access to blood tests and other analyses, examinations and specialist visits for which you must pay a reduced tax (ticket)

Documents requested for the registration:

- Certificate of residence or the application receipt from the municipality or self-certification;
- Valid Identity Card and/or Passport;
- Tax identification code (codice fiscale);
- Name of the selected general practitioner;
- Payment of €149,77 to the Postal Office on c/c n. 370007;
- Certificate of enrolment in a legally recognised university or self-certification.

For further information about Health Care System

http://www.euraxess.it/services/types.php?voce=Incoming&pag=health_services

http://www.euraxess.it/documenti/Healthcare_Glossary.pdf

<http://www.salute.gov.it/infoSalute/atlanteHome.jsp?menu=atlante>

<http://www.salute.gov.it/assistenzaSanitaria/paginaInternaMenuAssistenzaSanitaria.jsp?id=1764&menu=stranieri>

<http://www.salute.gov.it/assistenzaSanitaria/paginaInternaMenuAssistenzaSanitaria.jsp?id=594&menu=strumentieserviz>

9. Banking

To **open a bank account**, citizens must be aged eighteen residents or non-residents and possess a valid ID and the Italian tax identification number. Proof of a legal address in Italy (i.e. utility bills) may be requested by some banks. The current account (*conto corrente*) conditions vary depending on the bank: in most cases, a debit card (Bancomat) is issued as well as a cheque-book (*libretto degli assegni*). Current accounts can also be registered as joint accounts (*conto corrente cointestato*). In general, no fees are charged when you withdraw cash from your own bank's ATM as well as when paying in shops within the country. Before opening a bank account, it is recommended to get all the information needed since banks can offer different solutions (i.e. fees included or not for account management, withdrawal of money, etc.) and they may have special conditions or accounts for children, young people, pensioners, students, family, etc..

Opening hours: Monday to Friday (8.30 am – 1.30 pm; 2.30 pm - 4 pm)
In general bank opening hours vary according to the bank and the town. Some banks open all day without a lunch break and/or on Saturday mornings. On the day before a bank holiday, banks are often closed in the afternoon. Please note that banks situated at airports and railway stations have longer opening hours for changing money as do currency exchange bureaus in cities.

UniCredit Banca di Roma has a branch at the University campus. If you need assistance, please contact the Welcome Office.

For further information please visit:

http://www.euraxess.it/services/Banking_Glossary.pdf

10. The Italian Higher Education System

Organisation

The Italian Higher Education system is organised as follows:

– Laurea (L)

1st cycle university degree, characterised by both theoretical and applied studies.

Pre-requisites: Italian school leaving qualification or comparable foreign diploma.

Workload: 180 ECTS credits.

Length: 3 years full time.

Degree: Laurea di primo livello. English: Bachelor, 1st cycle degree. The Italian bachelor-level degree of the Bologna Declaration.

– Laurea Magistrale (LM a ciclo unico)

Single cycle university degree, characterised by strong theoretical and in-depth studies in a single subject.

Pre-requisites: Italian school leaving qualification or comparable foreign diploma.

Workload: 300 ECTS credits for the 5-year degree and 360 ECTS credits for the 6-year degree.

Length: 5 or 6 academic years

Degree: Laurea Specialistica. English: Master, 2nd cycle degree. The Italian master-level degree of the Bologna Declaration.

– Laurea Magistrale (LM)

2nd cycle university degree, characterised by strong theoretical and in-depth studies in a single subject.

Pre-requisites: related L or similar foreign degree.

Workload: 120 ECTS credits.

Length: 2 years full time.

Degree: Laurea Magistrale. English: Master, 2nd cycle degree. The Italian master-level degree of the Bologna Declaration.

– Dottorato di Ricerca (PhD)

3rd cycle university degree.

Pre-requisites: Related LM, or a similar foreign degree in a related subject area.

Admission: by public competition, organised locally by individual universities.

Length: min. 3 years, depending on subject.

Course structure: PhD programmes mainly consist of independent high quality research projects.

Postgraduates carry out their research activities under the supervision of a university professor who is appointed as a tutor. In some cases attendance of seminars or courses is also required. Transition from one year to the next depends on the tutor's positive assessment of the doctoral student's performance.

Degree: Dottorato di Ricerca (Doctorate, Doctor of Philosophy-PhD).

Grading system

The Italian university grading system is based on a 30-point scale, 18 being the passing grade.

As far as the final dissertation is concerned, a 110-point grading scale is used:

– 66 is the minimum passing grade.

– cum Laude is added to the maximum grade in order to praise outstanding results.

Academic calendar

Academic calendars are issued by all Italian universities. It indicates the beginning and end of courses, exam sessions, vacation dates and national and religious holidays.

For the 2012-2013 academic year, provisional dates are as follows (dates may vary according to faculties):

Bachelor-Master students:

First Semester: Courses from late September to mid December. Exams: January-February

Second Semester: Courses from late February to late May. Exams: June-July

PhD students:

Start: 1st of November

Public holidays

Main Italian public holidays:

January 1 - New Year's Day

January 6 - Epiphany

March-April- Easter Monday

April 25 - Liberation Day

May 1 - Labour Day

June 2 - Anniversary of the Republic

August 15 - Ferragosto

November 1 - All Saints' Day

December 8 - Immaculate Conception

December 25 - Christmas Day

December 26 - St Stephen's Day

For further information, please visit::

www.study-in-italy.it

<http://www.uniroma1.it/ateneo/governo/normativa-e-documenti/calendario-anno-accademico>

11. Telephone and emergency numbers

EU Researchers

Italy's international phone code is 0039. Public phones are available on the street and in many public places such as bars, restaurants, and malls. Phone cards can be purchased from tobacco shops and newsstands.

In your home country, you may be able to buy a pre-paid phone card that you can purchase before arriving in Italy. This will help you keep in touch with home for your first few days in Rome as international calls, especially from mobile phones can be expensive.

There are many mobile phone providers in Italy including: Tim, Vodafone, Wind and 3. We advise you to compare their services before choosing.

Emergency numbers (toll free):

112 Carabinieri

113 Police

115 Fire Brigade

116 Car Rescue Service

118 Emergency Medical Care

What to do in case of health problems

For emergencies:

Call 118, the medical emergency toll free number (pronto soccorso). Go to the hospital emergency ward. The staff there will assign you a colour code (white, yellow, green, red) according to the gravity of your situation. Patients will be taken care of in order of emergency and not of arrival. If medical staff assign you a white code, the waiting period could be very long. You should bring your health care card (tessera sanitaria) as well as your residence permit with you..

If you have a medical emergency in the evening: Call 118, the medical emergency toll free number (pronto soccorso). Go to the hospital emergency ward Go to the medical guard (Guardia Medica) open 24 hours a day. Bring your residence permit and health care card with you.

12. When you leave Italy

To follow a list of "useful tips" on things to do when you leave Italy permanently

- **Residency:** Inform the Municipality of your departure. if you are registered at the office *Ufficio Anagrafe* (Registry office) (please note that the registration at the *Anagrafe cittadini temporaneamente presenti* - citizens temporarily present – is compulsory for EU-EEA citizens);
- **Health insurance:** In case you have subscribed a private health insurance, check its expiry date or contact the insurance company well in advance if you are going to leave earlier.
- **Tax and pension:** Check with your host organization if you need to settle taxes before leaving Italy i.e. tax return. Get an up-to-date statement of your **pension contributions** by contacting directly INPS or the national Institute in charge for your sector. To help you in these procedures, you can contact well in advance a CAF (*Centro Assistenza Fiscale* - Centre for Fiscal Assistance) or other immigration/social services (i.e. PATRONATO).
- **Accommodation (rent, utilities):** Send a non-renewal notice (*disdetta*) to the owner according to the terms indicated in the contract. Remember to ask for any deposit back. The notice should be sent by registered mail with a return receipt (*raccomandata con ricevuta di ritorno*). For more information : *SUNIA - Sindacato Unitario Nazionale Inquilini e Assegnatari* (the national tenants' union). Cancel the **utilities contracts** (electricity, gas, telephone, etc.) if they are not included in the rent and if they are registered under your name.
- **Driving licence:** Notify at the *Motorizzazione civile* office your departure, in case you have exchanged (*conversione*) your driving licence or your driving licence has been recognised (*riconoscimento*) in Italy. For more information see also the section *Practical information*.
- **Bank or post office account:** Contact in due time the Bank/Post Office for more information about procedures (i.e. documents, terms, etc.) in order to close your **bank or post office account** or to inform them about your address abroad.
- **Schools/childcare services:** Notify your children's school or childcare provider that you will be moving abroad. Some private childcare providers have a notice period (you may have to pay extra fees if you give your notice after the prescribed deadline).
- **Subscriptions:** Cancel the services you have subscribed in Italy (i.e. magazines or clubs/gyms, others) or if relevant inform them about your new address out of Italy.

Edited by Giuditta Carabella and Emanuele Gennuso (EU programmes - IR Office)

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