



UNIVERSITÀ DEGLI STUDI
DI GENOVA

S.A.S.S. - INTERNATIONAL STUDENTS OFFICE

Welcome to Genoa!

2016|2017



Are you an International student and did you choose the University of Genoa to continue your studies in Italy?

The international students office (SASS) welcomes you and informs you that its staff is at your disposal and assists you in:

- Carrying out the administrative procedures linked to your enrolment
- Obtaining all documents useful for a regular stay in Italy (i.e. residence permit, tax code)
- Looking for an accommodation.

Therefore, we invite you to read carefully the following pages and we remind you that:

- You are a university student only when you confirm your enrolment and get your student card
- If you are an Extra EU student, you must submit your request of residence permit issue within 8 days from your arrival in Italy
- After enrolment confirmation, you must draw up your study plan: the student's help desk (Sportello dello studente) in your School can help you and give you all the information you need.
- You must activate your mailbox (following the instructions you can find at the following link <https://servizionline.unige.it/mail/>) so that you will be allowed to receive all communications from the university
- You must submit the ISEE certification: find out how you can do that and check the deadlines on UNIGE website (www.studenti.unige.it/tasse/certificazione/)
- You must give your address in Genoa and your mobile phone number to the SASS office as soon as possible.

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COURSES MAIN LOCATIONS

- Architecture - Stradone S. Agostino - Historic centre
- Economics - Via Vivaldi - Darsena
- Pharmacy - Viale Benedetto XV - S. Martino area
- Law - Via Balbi - Historic centre
- Engineering - Via all'Opera Pia - Albaro district
- Arts and Philosophy - Via Balbi - Historic centre
- Foreign languages and literatures - P.zza S. Sabina - Historic centre
- Medicine and surgery - Viale Benedetto XV - S. Martino area
- Education - C.so A. Podestà - Carignano district
- Mathematical, Physical and Natural Sciences - V.le Benedetto XV - S. Martino area
- Political science - Via Balbi - Historic centre

RESIDENCE PERMIT

If a student holds a visa for study purposes and stays in Italy for more than 90 days, he/she must request a residence permit. If he/she does not complete his/her studies before the residence permit expires, he/she will have to request the renewal of his/her residence permit.

The residence permit is issued to foreign citizens coming from Extra EU countries who attend a course - university or training course - In Italy, after they were granted a visa for study purposes from the Italian Embassy or Consulate in their country of origin or residence. Every year, a limited number of places is available for International students who want to enrol in University or training courses in Italy, in relation to the maximum number of visa for study purposes that can be granted.

ISSUE AND RENEWAL

When you enter Italy with a visa for study purposes, you must submit your request of residence permit to the competent *Questura*, through the kit available at SASS Office.

The first residence permit for study purposes, issued to university students who entered Italy with a visa - including students attending a master or Phd course - has a limited duration, usually corresponding to entry visa expiration.

- You must submit your first request of residence permit within the first 8 days from your arrival in Italy, whereas you must submit your request of renewal within your residence permit expiry date.
- The receipt of your request of issue/renewal entitles you to enjoy all the

rights related to the possession of a residence permit and certifies that you correctly submitted your application but, unlike the residence permit, it does not allow you to travel to another Schengen area country.

The owner of a residence permit for study purposes (university or training) **is allowed to:**

- travel to the other Schengen area countries for period shorter than three months without fulfilling any formal obligation;
- submit application for **family reunion**;
- be registered with the Health National Service;
- **have a part time job** like Italian citizens, provided that he/she does not work more than 20 hours per week;
- **enjoy all the welfare benefits** deriving from a regular employment contract.

MAIN STEPS

After filling in the form contained in the residence permit kit, you will have to go to the post office and send it. The Post Office will fix an appointment for you to go to *Questura* where you will be fingerprinted. Approximately 40 days later, you will be able to get your residence permit card.

Documents required for the issue of a residence permit for study purposes:

- The Kit for the request of residence permit, which can be collected for free at SASS Office;
- Copy of all the pages of the passport;
- Copy of the certificate attesting the enrolment in the course of study;
- Copy of the health insurance policy (valid in Italy for the time of validity of the residence permit) against disease and/or accidents.

Documents required for the renewal of a residence permit for study purposes:

- The Kit for the request of the residence permit, which can be collected for free at SASS Office;
- Copy of all the pages of the passport;
- Copy of the certificate attesting the positive result of at least one exam for the first renewal and of at least 2 exams for the following renewals;
- Copy of the health insurance policy (valid in Italy for the time of validity of the residence permit) against disease and/or accidents;
- Copy of the documents testifying the availability of appropriate financial means for the time of validity of the residence permit;

- Copy of the expiring residence permit.

Costs for the residence permit issue/renewal

- € 16 revenue stamp (to be purchased at any tobacconists')
- € 110,46 cost of the electronic residence permit, valid up to 1 year (pre-printed postal payment slip)
- € 30 cost of the acceptance of the request for the residence permit issue/renewal (to be paid at the post office when you submit the filled kit)

Note: The International student who enters Italy for the first time and applies for the issue of a one-year-long residence permit must subscribe the integration agreement. The **integration agreement** is a measure taken to enhance the integration of foreign citizens in Italy.

University students are exempt from attending the test of knowledge of the Italian language and civic Culture and life in Italy.

EU students, who have been staying in Italy for more than 3 months, must apply at the Civil Registry office in order to be registered and receive a certificate confirming their stay.

TAX CODE

The Tax Code is an Italian document and you need it when:

- you have to subscribe a rental agreement;
- you want to open a bank account;
- you want to activate a mobile phone number;
- you want to activate an internet key.

In order to obtain the Tax Code, you have to go to the International Students Office with:

- your passport (for students from Extra EU countries);
- your passport or ID card (for students from EU countries).

ACCOMMODATION

University Courses are located in two main areas of the city:

1. The districts of Albaro, S. Fruttuoso, Marassi, S. Martino, Foce, Sturla, Quarto are close to the location of the following courses: Medicine and Surgery, Mathematical, Physical and Natural Sciences, Pharmacy and Engineering.
2. The districts of City centre, Dinegro, Sampierdarena, S. Teodoro, Castelletto, Principe are close to the location of the following courses:

Arts and Philosophy, Foreign Languages and Literatures, Architecture, Economics, Law, Political Science and Education

The average price for single rooms ranges between **300** and **350 €** per month depending on the district and on the level of comfort required (restored apartment, internet, wi-fi, lift, terrace); the average price for double room is **250-300 €** per person per month.

The price of an entire flat ranges between **500** and **700 €** per month. Students should ask their landlord to subscribe a rental agreement. A facsimile is available at SASS office.

The University of Genoa supports International students in their accommodation research, **but does not guarantee nor reserve any kind of accommodation.**

Students interested in university residences should contact SASS office which will forward their request to ARSEL (Regional Agency for Education Services and Work), the body in charge for this kind of accommodation.

Bed & Breakfast, residences and religious accommodations can be alternative solutions, particularly for short stays. A list of these types of accommodation is available at the SASS office.

COURSES OF ITALIAN LANGUAGE

Erasmus students, students enrolled in mobility programs and International students enrolled in Master or PhD courses can attend a 40 or 50 hours free Italian course. If they want to attend the course, students must fill in their request in the application form. For the a.y. 2016/17 courses will begin on the following dates:

5th September 2016 (intensive course) – 26th September 2016 – 24th October 2016 – 6th February 2017 – 6th March 2017

Students holding a certificate of secondary school obtained abroad and enrolling in Bachelor degree or Master degree courses at the University of Genoa must take a test assessing their knowledge of the Italian language. If, according to the test result, the students need to follow a course of language, the University offers free courses of 40, 60, 80, 120, 200 hours, which are scheduled in order to avoid lessons overlapping with the degree courses. At the end of the course, students will have to take again the test; if they do not pass it within the first year, they will not be authorized to draw up their 2nd year study plan. Students can also request to attend a free on-line course of Italian, organized by Centro Linguistico di Ateneo (CLAT).

All students who are interested in following the on-line course of Italian, organized by Centro Linguistico di Ateneo, can attend it by paying an admission fee. For information and costs, please visit the following web site: www.clat.unige.it

UNIVERSITY CANTEENS

If you are a student enrolled in a mobility program and wish to have access to University canteens, you must apply at ARSEL Restaurant Service in via S. Vincenzo 4, from Monday to Friday from 9.00 to 12.00 a.m. - on Tuesday and Wednesday also from 2.30 to 4.30 p.m. - submitting your university card and the document certifying your status of mobility student. A complete meal costs € 5,00, a reduced meal costs € 4,00.

The main student restaurants are listed below:

- Gastaldi – Casa dello studente, Corso Gastaldi 25 (S. Martino area)
- Puggia – Viale Gambaro 54 (Engineering and Mathematical, Physical and Natural Sciences)
- Asiago – Casa dello studente, Via Asiago 2 (Brignole area)
- Darsena – Via Vivaldi 1 (Economics)
- Trendy – Salita San Giovanni 13 (Balbi area)
- Brignole – Albergo dei Poveri, Piazzale Brignole 2 (Political science, Foreign languages and literature)

For further information, please visit ARSEL web site www.arsel.liguria.it

HEALTH ASSISTANCE

EU students

EU students come to Italy with their European Health Service card issued in their country of residence. If they need to undertake medical examinations, they can address any general practitioner free of charge (a list of general practitioners is available upon request at the International Students Office). The General practitioner can prescribe medicines or a specific examination. Specific examinations must be booked through a phone call to CUP (Central Reservations office) tel. **800098543 (only from house phones)** or **0105383400 (also from mobile phones)** from 8.00 a.m. to 06.00 p.m. They do not need to apply to the National Health Service (SSN).

Extra EU students

Extra EU students must apply to the National Health Service (the nearest one

is in via Assarotti 35). In order to submit their application, they must pay € 149,77 through a postal payment slip (C/C n° 606160) in the name of Amministrazione P.T. Regione Liguria, indicating “Assicurazione volontaria SSN anno ____ (Voluntary Health Insurance year ____) in the reason for payment.

We inform you that the payment is valid for 1 calendar year (from January to December). Students who arrive in Italy in September/October can apply for 3 months by paying 35€ through a postal payment slip. This insurance guarantees total cover and entitles you to choose your own general practitioner.

Alternatively, International students can subscribe a health insurance policy with INA – ASSITALIA by paying € 98,00, for one year, and € 49,00 for six months, through a postal payment slip. Once they paid, students must send copy of the postal payment slip by fax to the following number: 06/3613626 requesting a COPY OF THE CONTRACT, necessary in case of hospitalisation or if requested by a police office. Students must verify their fax status by calling INA (the main agency in Rome) at the following phone numbers: 06/3611676 or 06/3210214

The abovementioned insurance policy is suitable to apply for the residence permit issue or renewal. If an insurance policy is required in order to obtain a visa, students are obliged to subscribe it abroad.

In case of emergency you can contact the emergency rooms of S. Martino and Galliera hospitals or **call the emergency number 118.**

BANK ACCOUNT

The University of Genoa has an agreement with Carige Bank which offers all students favourable banking terms:

- Carige Stile Facoltà: bank account reserved to university students, no fees for 3 years and unlimited operations; no charges for account closure.
- Riunige: prepaid card with IBAN reserved to university students; no issuing charges; no monthly fee for people under 29 years old; it allows you to receive bank transfers from Italy
- Access through smartphone is available for both offers.

The documents requested to open a bank account are the following:

- a valid ID card or passport;
- residence permit or receipt of the request of issue/renewal;

- Tax code
- certificate of enrolment at University or badge.

Nevertheless, before subscribing one of the abovementioned offers, we suggest you to consider alternative offers currently on the market.

BUS/TRAIN SEASON TICKETS

If you travel by bus, ferry and train within the area of Genoa municipality, you must hold a travel document.

Travel documents are: - **The season ticket;**
- **The ordinary ticket.**

The best types of travel documents for students are as follows:

- **The weekly ticket**
It costs **€ 17**, it is valid from Monday to Sunday during the week of validation and you can buy it at the AMT (the local bus transport company) and Trenitalia (the national train company) ticket offices and at the tobacconists' authorized.
- **The monthly ticket**
It costs **€ 46**, it is valid during the month of validation and you can travel on the whole AMT and Trenitalia urban network (by train, in second class from Nervi to Voltri and from Acquasanta to Pontedecimo). You can buy it at the tobacconists' authorized and at the AMT or Trenitalia tickets office.
- **One year season ticket for students under the age of 26: it costs € 255 for students who have an annual income of € 20,000 or less.**

If you wish to purchase this season ticket, you must live in the area of Genoa municipality. It is valid 365 days from the date of validation and you can travel on the whole AMT (except Volabus, the bus from/to the airport) and Trenitalia network (by train, in second class from Nervi to Voltri and from Acquasanta to Pontedecimo).

It is a personal card, with the owner's photo on it and it allows unlimited travel. It is issued immediately after filling in a form of request.

The tickets to travel occasionally within the area of Genoa municipality are as follows:

- Ordinary ticket: it is valid for 100 minutes and it costs € 1,50
- Integrated bus-train ticket: it is valid for 100 minutes on the whole AMT and Trenitalia urban network and costs € 1,60

- 10-Ticket bus-train integrated carnet: it costs € 15 and each ticket is valid for 100 minutes on the whole AMT and Trenitalia urban network
- "Genovapass" ticket: it is valid for 24 hours and it costs € 4,50
- 24 hour ticket for 4 passengers: it costs € 9

The abovementioned tickets can be purchased at the tobacconists' or news kiosks authorized and at the AMT or Trenitalia ticket offices.

ITALIAN MOBILE PHONE COMPANIES

The main Italian mobile phone companies are: Fastweb, Postemobile, Vodafone, Tim, Tre, Wind. You can ask for information about their offers (phone calls - SMS - Internet) and activate a sim card in the following centres:

Fastweb	- Via di Sottoripa 147 R - Via XX Settembre 49/51 R
Postemobile	- you can address any Post Office
Tim	- Via di Sottoripa 145 A - Via XX Settembre 161 R
Tre	- Via di Sottoripa 147 R - Via XX Settembre 96 R
Vodafone	- Piazza Fossatello 2 R - Via XX Settembre 241 R
Wind	- Piazza Campetto 24 R - Via XX Settembre 77 R

USEFUL LINKS

- ARSEL (Regional Agency for Education Services and Work)
www.arsel.liguria.it
- AMT (the local transport company)
www.amt.genova.it
- Sportello Studiare a Genova (Study- in- Genoa desk)
www.gg6.comune.genova.it/content/sportello-studiare-genova
- CUS (the University Sports Centre)
www.cusgenova.it
- Informagiovani (youth information centre)
Palazzo Ducale, Piazza Matteotti 24r
www.gg6.comune.genova.it
- Tourist information and events
www.visitgenoa.it

SAFETY IN TOWN

Genoa is a safe town, thanks to the interventions of both the Police force and The Town Council. However, as in all big cities, in order to avoid any risk, you would better be careful, particularly late in the evening and at

night, when you go to crowded places or in case you need to withdraw money.

In case of problems, please contact n° **112** or n° **113**.

COST OF LIVING IN GENOA UPDATED FOR THE ACADEMIC YEAR 2016/2017

ITEM	PRICES in EURO
ACCOMODATION: single room	300-350
double room	250-300 + bills (approx. 50 euros) per month
entire flat	From 500
PLEASE CONSIDER that, at the moment of signing the rent contract, you will be asked to pay the rent for the first 1/2 months in advance	
Residence permit (non UE students)	156,46
Tax code	Free of charge
Meals at the University canteen	From 0 to 6 (per meal) depending on the income
Meals outside the University canteen	From 7 to 15 approx. (per meal) in low cost places (eg. Bars)
Pasta /Rice	From 2 to 4 per Kg
Chicken	From 8 to 10 per Kg
Bread	From 4 to 6 per Kg
Fruits	From 1 to 5 per Kg
Vegetable	From 1 to 6 per Kg
Milk	1,60 per Lt.
Biscuits/Cake	From 2 to 6 per Kg
Public Transport: monthly ticket	46
annual ticket	255 for students under the age of 26 with low income 395 full price
Health insurance (non EU students): only Emergencies	98
full insurance	150 approx.
University fees: 1 st installment	628
2 nd installment	First income bracket ISEEU (from 0 to 9,999 euros per year): 0 Second income bracket ISEEU (from 10,000 to 40,000 euros per year): from 25 to 1,038 Third income bracket ISEEU (from 40,000 to 65,000 euros per year): from 813 to 2,243 Fourth income bracket ISEEU (over 65,000 euros): from 1,777 to 2,243
PLEASE NOTE that students who have been granted a scholarship do not pay neither the first nor the second instalment of the University fees.	
Textbooks	Depends on the course of study

At your arrival in Italy, we suggest you to have at least 1,500 euros available for the first expenses.

HOW TO REACH US 4



By Train (www.trenitalia.it)

Get off at **Genova Principe railway station**, walk down via Balbi, reach Piazza dell'Annunziata. Pass the church and cross the road, the office is inside the buiding n° 6.



By Metro

Get off at **Darsena station**, walk straight on the left to via delle Fontane and cross Piazza dell'Annunziata. The office is inside the building n° 6.

AMT Genova By Bus

Take one of the following bus numbers: 18, 18/, 20, 30, 34, 35, 35/, 39, 40.

If you come from the **western part** of the town, get off at Piazza dell'Annunziata bus stop and take the underpass on your right side: at the exit you will be in front of the building n° 6.

If you come from the **eastern part** of the town, get off at Largo Zecca bus stop and walk straight on your right in via Paolo Bensa, turn right and you will find the building n° 6 in Piazza dell'Annunziata.

- 1** Genova Principe railway station
 - 2** Darsena metro station
 - 3** Via Balbi 5
 - 4** Piazza dell'Annunziata 6 - Students Department
- walking path



INTERNATIONAL STUDENTS OFFICE

Genova, Piazza dell'Annunziata 6 (3rd floor)

(Nunziata area, at 500 m. from Genova Principe railway station)

Opening time:

monday, wednesday, thursday and friday: from 9 a.m. to 12 a.m.

tuesday: from 9 a.m. to 11 a.m. and from 2.30 p.m. to 4 p.m.

Contacts:

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