

International Students Handbook

Università degli Studi di Napoli Federico II



International
House
Federico II

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BEFORE YOUR ARRIVAL

Before travelling to Italy, travelling to Italy, you must have the following documents:

IDENTITY CARD OR PASSPORT

European Union (EU) citizens need only the identity card to enter Italy.

Citizens from Iceland, Liechtenstein, Malta, Norway and all extra-EU citizens need to have a valid passport.

VISA FOR STUDY PURPOSES

If you are a non-EU citizen, you must obtain an appropriate visa from the Italian Embassy in your country (or the nearest Italian Consulate, if applicable). The visa must be a **Study-Visa Type D** (= "long duration", that is valid for more than 90 days, also called "National Visa", VN). If at all possible, try to obtain a **multi-entry** Visa, as this will give you more flexibility.

Obtaining a visa can take a long time (weeks or months); we suggest that you file in your application long ahead of time.

It is strongly recommended that you contact the Italian Embassy in your country or the nearest Italian Consulate to ask information about visa requirements for a study period in Italy.

The following documents are generally required by the Diplomatic Authorities:

1. Passport, valid for at least 3 months (for some countries at least 6 months) beyond the end of your stay in Italy;
2. Documentation from the University of Naples certifying your admission to the courses you plan to follow;
3. If your country of residence does not have an agreement with Italy that allows access to the Italian National Health Service you must provide yourself – once entered in Italy - with an insurance policy to cover for medical expenses and hospitalization (this see below for details),
4. A statement providing evidence of sufficient financial means for the time spent in Italy (for recipients of the doctorate scholarship, the documentation from the University should be sufficient);
5. A statement providing evidence of adequate lodging arrangements;
6. Documents that prove possession of sufficient funds to buy a return ticket to your home country.

Please, be informed that the items 2- 6 could be confirmed in a single declaration.

For more information please consult the following website:

http://www.esteri.it/visti/index_eng.asp

HEALTH INSURANCE

EU citizens

You must carry the European Health Insurance Card (TEAM card or E111 or the old E128 form, if your country has not moved yet to the new medical scheme), issued by your National Health Service.

Non-EU citizens

You can choose one of the following:

- Obtain a consular statement confirming that you are entitled to medical care within the terms of an agreement between Italy and your home country;

- Buy a private health insurance policy in your home country, and obtain from the competent Italian Consulate a statement of its validity for Italy; such a consular statement must also describe the length and types of services covered; besides it must confirm that the contract does not imply any limitations of or exceptions to the tariffs fixed for urgent hospitalization during the whole time period it may be necessary;

- Subscribe – in Italy - a health insurance policy with an Italian company. Be cognizant that the Istituto Nazionale delle Assicurazioni (INA), through an agreement with the Italian Ministry of Health, offers a special health insurance policy, which you may find convenient. Additional information about this INA policy is provided below, in the Section on what to do on arrival. If you buy a policy from a company other than INA, make sure that it covers emergency hospitalization for the entire length of your stay. A statement to this effect is required.

After becoming temporary resident of Italy, also non-EU citizens are eligible for health care through the Italian National Health Service, after registration with the Local Health Board (Azienda Sanitaria Locale - ASL).

DOCUMENTS FOR ENROLLING IN THE PhD PROGRAM

To finalize your enrolment in the PhD program, to which you were admitted, you must provide the original transcript of your Academic degree, which must be equivalent to the Italian “Laurea Specialistica” or a degree obtained after an at least 4 years curriculum. In either case, the transcript must be endorsed by a “Dichiarazione di Valore”, a document released by the Italian Consulate or Embassy. The latter document cannot be obtained in Italy, but only in your home country. Therefore, unless you have already sent to the University of Naples the original transcripts and “Dichiarazione di Valore” along with your application you must carry them with you.

FISCAL CODE (“Codice fiscale”)

This is a personal identification number, indispensable for many activities such as:

- Opening a Bank account.
- Collecting your scholarship.
- Registering with the Italian National Health Service and many others.

It is strongly recommended that you ask the Italian Embassy or the Italian Consulate General in your home country to issue a “Codice Fiscale” before you travel to Italy.

Otherwise, this code must be required from the Agenzia delle Entrate, located in Via Guglielmo Oberdan 1 – 3, Naples.

WHAT TO DO UPON ARRIVAL

RESIDENCE PERMIT FOR STUDY PURPOSES

Updated as of 28th November 2013.

Application and/or renewal of Residence Permit for Non EU citizens may be filed at Post Offices.

European citizens who will stay in Italy for more than 90 days should register to the Register Office of the Naples Municipality (Comune di Napoli).

NON-EU STUDENTS

Non-E.U. students must apply for their Residence Permit **within eight working days of their arrival**. Applications form packets can be found at the International House (Courtyard of the Senate House, main University building, Corso Umberto I) or at selected Post Offices.

For location of Post Offices where to apply see on the following pages.

The application must include the following:

- Filled and signed Application form (Modulo 1)
- Passport, or a valid equivalent form of identification, including the entry visa, and A4 photocopies of said identity document and/or any additional identity document, if needed.
- One revenue stamp of €16,00 (*to be bought at a tobacco shop*).
- Letter of admission to the PhD program or similar declaration (issued by the University Federico II);
- Proof of registration with the National Health Service or possession of a Health Insurance policy covering illnesses, accidents and maternity;
- Proof of payment of € 107.50 for the electronic (machine readable) residence permit, with a validity for 1 year (€ 127.50 for two years, once the applicant will require the renewal of his first residence permit).

Applications must be handed over in an unsealed envelope.

Upon identification of the applicant and verification of the documentation submitted, the applicant will be given a receipt including an invitation to go to the Immigration Office of the Police Headquarters (Ufficio Immigrati – Questura, Via Gianturco, Napoli) where you will be identified and asked to provide 4 passport-sized pictures (recent and identical, with a white background), and to show all the original documents you have produced copies to the Post Office. The Police will tell you when to collect the permit.

The cost of the application is € 30.00, to be paid at the Post Office when you file the application.

PLEASE REMEMBER!

- Your application will not be processed if you do not sign it.
- Applications can only be filed at selected post offices (see above).
- You will be identified through your passport, or other valid mean of identification, when you submit your application.
- Your application packet must be in an open envelope.
- Collect from the post office clerk the receipt of your application.
- If you apply for the extension/renewal of your residence permit/card, enclose a photocopy of the expiring document in the envelope.

For general information call the toll-free number 800 309 309.

For more information please go to:

<http://www.poste.it>

www.interno.it

www.portaleimmigrazione.it

<http://questure.poliziadistato.it/Napoli>

RENEWAL OF RESIDENCE PERMIT FOR NON-EU STUDENTS

To renew your Residence Permit you need the following:

1. Photocopy of documentation proving that you have sufficient funds for the entire period covered by the permit/card. Students who are part-time workers can prove revenue by filing the "Modulo 2".
2. Photocopy of the health insurance policy, valid in Italy, covering illnesses, injury and maternity.
3. Photocopy certifying passing of at least one exam, for the first renewal, and at least two exams for subsequent renewals, or a waiver of the latter, for special reasons.

PLEASE NOTE:

- The Residence Permit for students allows part-time employment for a maximum of 20 (twenty) weekly hours and an yearly limit of 1040 hours.
- The Residence Permit can be renewed only if you have been issued a visa allowing enrolment in a study program of more than one year.
- A student Residence Permit may not be requested or renewed for attending courses different from the one for which the visa was issued, unless authorized by the University, in the case of transfer to another Department or to an University course upon completion of a High School curriculum in Italy.
- A student Residence Permit may be converted into a working Residence Permit if the applicant is allowed a quota within the terms of a special law regulating foreign worker fluxes. Moreover, the applicant must fulfill the requirements for the type of job performed by:
 - i. A foreigner lawfully residing in Italy when reaching adulthood.
 - ii. A foreigner who has completed in Italy an academic curriculum and graduated with a "Diploma" or "Laurea specialistica".

For more information please go to:

<http://www.poste.it>

www.interno.it

www.portaleimmigrazione.it

<http://questure.poliziadistato.it/Napoli>

List of Post Offices where to apply for Residence Permit ("Sportello Amico" Service)

- 1 CORSO AMEDEO DI SAVOIA, 220
- 2 CORSO MERIDIONALE, 54
- 3 CORSO SAN GIOVANNI A TEDUCCIO, 285/289
- 4 CORSO SECONDIGLIANO, 226
- 5 EDIFICIO STAZIONE MARITTIMA 1° PIANO
- 6 PIAZZA Enrico DE NICOLA - INT. TRIBUNALE
- 7 PIAZZA Gabriele D'ANNUNZIO, 49/55
- 8 PIAZZA Giacomo MATTEOTTI, 2
- 9 PIAZZA Giuseppe MAZZINI, 1
- 10 PIAZZA Luigi MIRAGLIA, 392
- 11 PIAZZA NEGHELLI, 23/29
- 12 VIA ADRIANO, 110/122
- 13 VIA ARGINE, 422
- 14 VIA BAKU', 2
- 15 VIA Angelo Camillo DE MEIS, 86/88
- 16 VIA DELLE REPUBBLICHE MARINARE, 497

17 VIA GOMEZ D'AYALA, 5/7
18 VIA Vincenzo LANZA, 20
19 VIA NUOVA POGGIOREALE, 161/H
20 VIA PARROCO SIMEOLI, 6
21 VICOLO POLVERIERA, 4/9

REGISTRATION OF EU CITIZENS

In accordance to EU Directive 2004/38/CE of the European Parliament, as of 11th of April 2007, EU citizens who want to extend their stay in Italy beyond 90 (ninety) days, no longer need to apply for the "residence card" (carta di soggiorno). However, after 90 days since entering Italy, it is required that the EU citizen registers at the Registry Office (Anagrafe) of the Municipality of residence (for location of Municipalities in the city of Naples go to:

<http://www.comune.napoli.it/flex/cm/pages/ServeBLOB.php/L/IT/IDPagina/2692>

The required documents are:

- Photocopy of the Identity document;
- University certificate stated enrolment in a study program;
- University (or other institution) scholarship certificate, or document that proves possession of sufficient financial means for the time spent in Italy (for single resident or resident + one family member a minimum allowance of € 5.061,68 per year is required);
- document certifying registration with the National Health Service or possession of a Health Insurance policy covering illnesses, accidents and maternity;
- document called "cessione di fabbricato" , to be download at http://img.poliziadistato.it/docs/modulo_cessione_di_fabbricato.pdf for people lodged in rent apartment, or declaration of lodging accommodation issued by the host institution (University, Regione Campania, etc....)

For more information please go to:

www.interno.it

www.portaleimmigrazione.it

<http://questure.poliziadistato.it/Napoli>

HEALTH INSURANCE – REGISTRATION WITH THE ITALIAN NATIONAL HEALTH SERVICE

In Italy health-care through the National Health Service (Servizio Sanitario Nazionale, SSN) is available also to foreign citizens who are temporary residents. Health care is provided by the Local Health Board (ASL - Azienda Sanitaria Locale), which releases a card needed to gain access to health care providers (general and specialized practice, hospitalization, medicines etc.)

EU students

EU citizens in possession of the European Health Insurance Card can register at the Azienda Sanitaria Locale (ASL). After registration you are entitled to free access to health care and to choose a doctor who will become your "family doctor".

To find addresses of ASL Napoli 1 visit: <http://www.aslnapoli1centro.it/home>

NON-EU students

Also NON-EU students, with residence permit for study purposes, can register with the National Health Service (SSN). However, they have to pay an annual premium of about € 150,00.

Non-EU students can register with the National Health Service at the registration desk of the local Health Board of their residence area.

PhD students who are recipients of a scholarship can register themselves to the same service with no charge.

The following documents are required (original + photocopy):

- Passport
- Residence permit
- Certificate of attendance of a University course

Alternatively, as it has been mentioned above, you can buy a one-year health insurance policy for students from the Istituto Nazionale di Assicurazioni (INA-Assitalia). This can be done at any Post Office, using a special form called “bollettino di versamento in conto corrente” making payment on behalf of Assitalia Agenzia Generale, Roma Conto 20, Polizza sanitaria student stranieri, account nr. 71270003. The cost is € 49.00 for up to 6 months and € 98.00 for 1 year.

Please note that this insurance only covers accidents and emergencies.

UNIVERSITY SERVICES

LODGING ASSISTANCE

University of Naples Federico II will provide assistance in finding housing arrangements: the International House Federico II is the reception and assistance desk of University, it is located in the courtyard of the main administrative building in Corso Umberto I; tel. +39 081 2537418 – e-mail: ihf@unina.it; after arrival, please do not hesitate to visit or contact us or check the information about living in Naples on the website www.international.unina.it, we will help you through a private agency which finds accommodation solutions for students.

Also, we could help with addresses of Real Estate agencies in Naples, or by suggesting alternative ways to look for an accommodation.

Advertisement for accommodation can be found on dedicated websites, for example:

<http://www.subito.it/annunci-campania/affitto/camere-posti-letto/napoli/>

or

http://www.kijiji.it/case/stanze-e-posti-letto/annunci-napoli/?entry_point=sb

In Naples the average rent for a single room ranges between € 150,00 to € 300,00. Usually a deposit, equivalent to 2 (two) months rent is required. Finding accommodation through a real estate agencies is, usually, more expensive. Typically, you would have to pay a sum corresponding to a monthly rent to the agency, plus 3 months rent in advance and 1 month deposit.

BANK ACCOUNT

The easiest way to transfer money is by opening a bank account in Italy. University of Naples Federico II allows students to open a bank account to the San Paolo Banco di Napoli Agenzia 1 – Piazza Bovio (near the University main building in Corso Umberto I), This Bank offers special conditions for younger students (26 years of age, or less), such as free access and free bank

operations. Alternatively, it is possible to open a personal account at any Post office, which provide services similar to those of a bank, including Debit cards (Bancomat).

Postal accounts are somewhat cheaper than bank accounts.

To open a bank account you need:

- Some form of identification (passport, identity card)
- Certificate of enrolment or University certificate of course attendance
- Permit of stay
- Fiscal code

Loss or theft of your credit card should be reported immediately at one of the following telephone numbers:

- CartaSì: 800.15.16.16
- American Express: 06.729.003.47
- Diners: 800.864.064

Loss or theft of your bancomat (debit card) should be reported immediately to the bank or Post office of origin.

STUDENT CANTEEN (MENSA)

The A.Di.S.U. Federico II, an agency of the University of Naples, has issued a rechargeable “smart card”, which can be purchased by foreign and Italian students. With this card food and refreshments can be bought, at very reasonable prices, at several restaurants (see the list “Servizio Ristorazione” on page 10). The “smart card” can be purchased at one of the following locations:

- **Centro Polivalente**, Via Mezzocannone, 14 – Napoli: for students enrolled at the school of *Architecture, Law, Humanities, Political Sciences, Veterinary Medicine, Sociology*;
- **Residenza universitaria “A. Paoella”** - Via Tansillo, 28 – (Fuorigrotta) Napoli: for students enrolled at the school of *Economy, Engineering and Mathematics, Physics, Chemistry, Biology and Natural Sciences*.
- **Aula polifunzionale Piazzale Tecchio** – (Fuorigrotta) Napoli: for all students which have didactic activities at the University campus of *Monte Sant’Angelo*.
- **Residenza Universitaria “T. De Amicis”** - Via T. De Amicis, 11 – Napoli: for students enrolled at the school of *Pharmacy and Medicine and Surgery*;
- **Residenza Universitaria “G. Medici”** - Via Università,133 – Portici (Na): for students enrolled at the school of *Agriculture*

These locations are open from Monday to Friday, from 9.00 am to 1.00 pm.

For further information visit:

<http://www.adisufederico2.it/web/>

A.Di.SU Federico II

Via Alcide De Gasperi, 45 80133 Napoli

ITALIAN LANGUAGE COURSES

The University, through the Centro Linguistico di Ateneo (CLA), organizes free intensive Italian courses for foreign students during the winter and the summer semesters. Winter semester courses are held from the end of September through December and from the end of February

through June. Students interested in any of these courses should file an application following the procedure available on the CLA website (www.cla.unina.it).

For further information and for registration contact:

Centro Linguistico d'Ateneo (CLA)

Via Partenope 36, III piano - 80121 Napoli

Direzione 081.2535738

Fax 081.2535737

E- mail: cla@unina.it

Web-site: www.cla.unina.it

Via Mezzocannone, 16 - 80134 Napoli

Phone: +39081 2534696 - 2534697

Fax: +39081 2534695

ACADEMIC CALENDAR

The basic unit for the Italian higher education system is the academic year, which starts on 1st November and ends on 31st October. However, courses can start as early as September/October and, generally, are held thorough the end of May/middle of June. Teaching activities are divided into two semesters: from September to February and from February to July.

There are two half-term holidays, at Christmas and Easter, and a summer holiday, from the end of July to the beginning of the courses of the next academic year.

Classes take place from Monday to Friday and, occasionally, on Saturday, both in the morning and in the afternoon. As a rule, lectures are given in Italian, but there are some courses held in English. The University is working towards providing an increasing number of courses taught in English in order to meet the demand for courses accessible to foreign students and researchers. Every year each School publishes a syllabus giving details of courses offered and their contents.

Rules to be followed and guidance on individual curricula are also given.

For more information please go to:

<http://www.unina.it/ateneo/calendarioAccademico/index.jsp>

GENERAL INFORMATION

RESIDENCE REGISTRATION

Once you have finalised your lodging arrangements, and you have a living address, you must apply for residence registration and obtain a certificate to this effect (Certificato di residenza). This certificate is issued by your local area branch of the "Municipio" (City Council). To obtain the "Certificato di residenza" you need to fill an application (available at the Municipio), show your passport and permit of stay and provide a photocopy of both documents. The entire procedure must be repeated if you change your residence.

UTILITIES

In most cases, you will find an accommodation where gas, electricity and water are already connected. If this is the case, you may or may not be required to have the contract re-issued to your name. Be cognizant that a new contract costs money; thus, you may wish to negotiate the issue with your landlord or with the agency. If the utilities have been cut off you may need to start a new contract under your name. For more details visit the following web sites:

- For electricity: ENEL (www.enel.it).
- For city gas: Napoletanagas (www.napoletanagas.it).
- For water: ARIN (www.arin.na.it)

Utility bills are paid bi-monthly either at a Post office or by direct debit through your bank account.

TELEPHONE SERVICES

Several companies can provide landline telephone connection. Telecom Italia is the major contractor, which covers the entire country. Other companies are Infostrada and Fastweb; however these latter may not provide service where you live. There are also other arrangements whereby you can access a service provider different from the one that issued your contract, through a code number. Visit the relevant web sites for detailed information about new services, including mobile telephone and broadband (internet) connection.

- Telecom Italia: www.telecomitalia.it
- Infostrada: www.infostrada.it
- Fastweb: www.fastweb.it

Mobile telephone operators are: Tim, Vodafone/Omnitel, Wind, and 3 (Three).

PUBLIC TRANSPORT

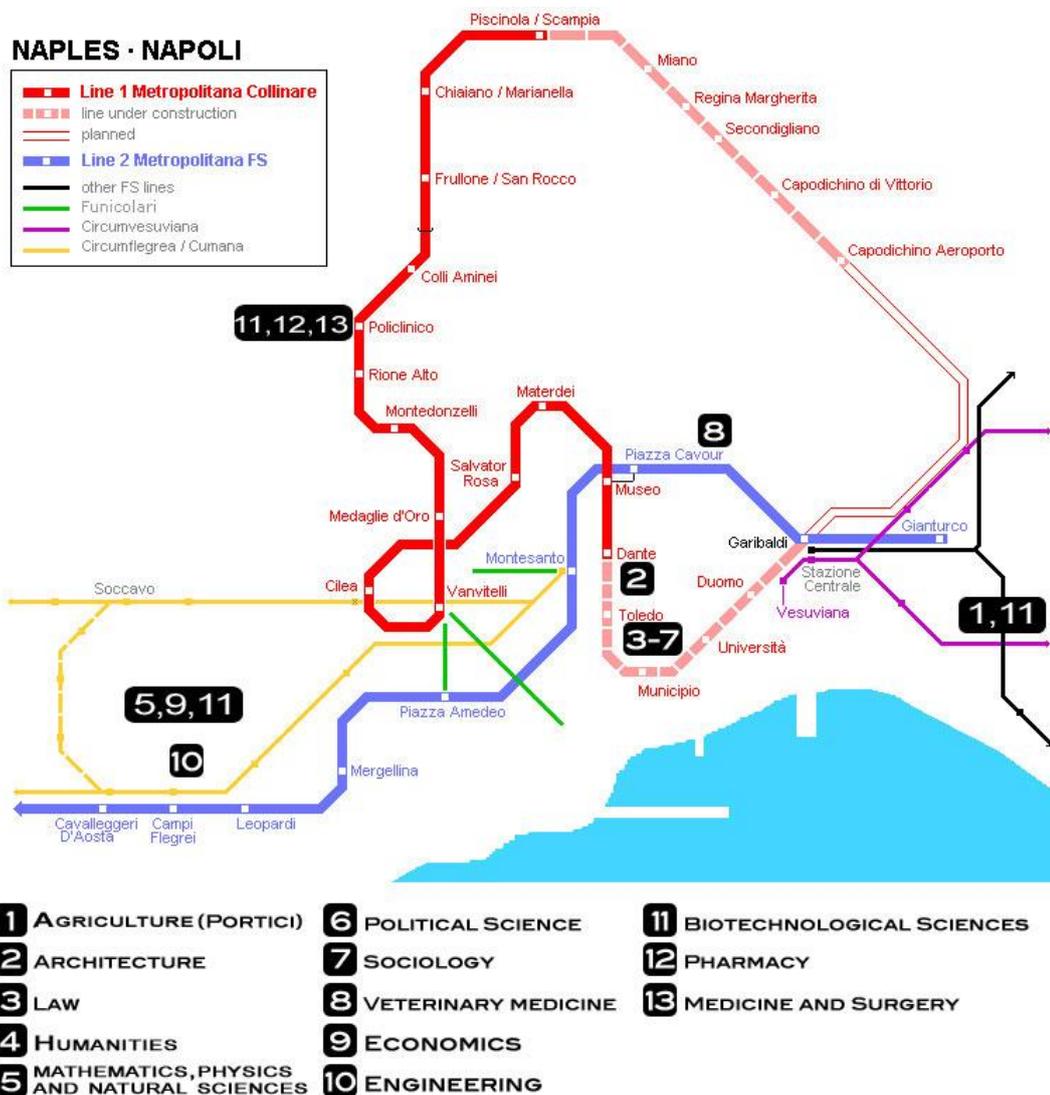
Public transport in Naples includes 2 underground “metro” lines (Linea 1 e Linea 2), about 100 surface lines (bus, tram, electric bus), and 4 cable cars (*funiculars*).

There is a single fare ticket (1,30 €), which allows reaching any destination and can be used on any kind of transport within 90 minutes of its first use. The ticket must be bought before boarding and is available at several locations such as newsstands, tobacco stores, metro stations and ticket machines. There are also, various kinds of passes for daily, weekly, monthly or annual use.

Special season fares are available for students.

Please find more information on:

- Azienda Napoletana Mobilità: www.anm.it
- Metronapoli: www.metro.na.it
- S.E.P.S.A.: <http://www.eavcampania.it/web/>
- Circumvesuviana di Napoli: <http://www.eavcampania.it/web/>
- Aeroporto internazionale di Napoli: www.gesac.it
- Compagnia Trasporti Pubblici di Napoli: <http://www.ctp.na.it/home.asp>
- Ferrovie dello Stato: www.trenitalia.it



POSTAL SERVICE

Most Post offices are opened Mondays-Fridays from 8:30 to 13:30 and on Saturday from 8:30 to 12.30. Some large Post offices are open in the afternoon. For detailed information, visit www.posteitaliane.it. Stamps are also sold at tobacco shops.

TOURIST INFORMATION

Naples is a city of outstanding natural, historical and artistic attractions.

Entertainment in Naples offers a wide range of opportunities: there are different theatres, cinemas, little bars and restaurants and a nice. Nightlife in Naples has a lot to offer for everyone tastes. The Old City Centre is the area all the most alternative clubs can be found and it is mostly university students who go there. Many clubs are in Piazza dei Martiri, Piazza San Pasquale, Piazza Amedeo. San Pasquale a Chiaia, Lungomare Mergellina and Piazza Sannazzaro are the places where you could find all the coolest nightspots in Naples.

In the Old City Centre, near the University there is the Cinema Astra, an historical cinema which has been reopened by the University and which proposes a new season programme, for details please go to www.astra.unina.it. University will provide their students with a free ticket discount

card to be requested by mail to: infoastra@unina.it. For more information please go to COINOR (Centro di Ateneo per la Comunicazione e l'Innovazione Organizzativa) in the main administrative building of University in Corso Umberto I, 2nd floor, on the right hand elevator.

HOSPITALS WITH ACCIDENT & EMERGENCY SERVICE

The main hospital with the Emergency room services are indicate as follow:

- **Unità Operative Assalesi**, V. Egiziaca a Forcella 31
- **Unità Operative Pellegrini**, V. Portamedina alla Pignasecca 41
- **Unità Operative San Gennaro** (*only for obstetrical cares*), V. San Gennaro dei Poveri 25
- **Unità Operative San Paolo**, V. Terracina 219
- **Unità Operative S. M. degli Incurabili** (*only for obstetrical care*), V. Maria Longo 50
- **Unità S.M. di Loreto Mare**, Via A. Vespucci
- **Unità S. Giovanni Bosco**, Via F.M. Briganti, 255

EMERGENCY AND USEFUL NUMBERS

- **Police (or Carabinieri):** 113 or 112
- **Fire Brigade:** 115
- **Emergency Medical Assistance:** 118
- **Gas:** 800 553 000
- **Electricity:** 800 900 800, or 803 500
- **Water:** 800 884 021
- **Train Information:** 89 20 21