



## International Mini Guide

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### DOCUMENTS NEEDED TO LIVE IN ITALY



If you want to live in Italy you will need some essential documents to register and declare your presence in the country. Below is a summary of the main documents required.

#### THE TAX CODE

Once you are in Italy, the first thing you will need to do is to request a tax code. The Tax Code is an alphanumeric string of characters and it represents an identification tool of citizens for public bodies and administrations. It is essential for several procedures, such as completing registration, opening a bank account, requesting a health card or signing a rental contract. The request of a tax code for students, international teachers and non-resident guests can be made personally or by proxy at the Revenue Agency offices using the dedicated online form AA4-8 at this link: [https://www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richiesta-ts\\_cf/modello-e-istruzioni-cf-aa4\\_8](https://www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richiesta-ts_cf/modello-e-istruzioni-cf-aa4_8)

In addition to the application form, completed and signed, you must submit the following documents:

- **for Italian or European Union citizens:**
  - the applicant's identity document
- **for Extra-EU citizens:**
  - A valid passport, equipped with an entry visa of not earlier than 90 days
  - or, a valid residence permit, or the receipt of the request with photo; if the residence permit has expired, but its renewal has been requested prior to 30 days from the expiry, it is also necessary to present the relative payment receipts (postal order)
  - or, certificate of identity with photo of the applicant, issued by the diplomatic or consular representation in Italy or the country of origin.

You can consult the link:

<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>



#### HEALTH COVERAGE

**If you are a citizen of the European Union** in possession of a valid European Health Insurance Card (EHIC) of the country of origin, you can receive all the necessary medical health insurance services, such as occasional visits by General Practitioners, as well as Specialist Services, or access to the emergency room and hospitalization.

**If you are a citizen in possession of a S1 form** issued by your country of origin, you can register with the National Health System and select a doctor for the duration indicated in the form.

**If you are a citizen with registered residence in Italy for at least 5 years**, you can request a "Certificate of Permanent Stay" from your municipality of residence which entitles you to enroll in the National Health Service (NHS) with the possibility of selecting a permanent medical doctor

In the absence of one of the three documents indicated above, you can purchase a private health insurance for the duration of the course of study. The insurance does not imply the enrollment in the NHS and does not allow the selection of a medical doctor.



**ATTENTION:** In case of an injury, private health policies usually require the student to pay the occurring sanitary expenses in advance and then to request reimbursement from the insurance company. When you subscribe the policy, please check carefully procedures and conditions of refunds. Remember that the health expenses to be anticipated could be very high, for example in case of hospitalization.



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## HOW TO REGISTER FOR NATIONAL HEALTH SERVICE

Voluntary registration entitles you to have access to the National Health Service, to the selection of a medical doctor and to all services guaranteed to Italian citizens.

1) The registration has an annual duration according to the calendar year, so it expires on December 31 and has a flat rate of € 149.77.

### Important:

- It is NOT possible to pay reduced fees for shorter periods;
- The amount of € 149.77 does NOT cover any additional member of the family. Those who have dependent family members can register by paying an overall cost of € 387.34 which includes the health coverage of the student and the entire family unit.

2) It allows you to register for the current year and also for the entire following calendar year. This possibility allows you to have health coverage for an academic year and is useful for students who arrive, for example, in September and intend to apply for a residence study permit valid for one year.

### What to do if you don't have a Bank account:

- Go to any of the several offices of Banca Popolare di Bari, fill out the forms and make a payment by entering the Iban **IT 57X0542404297000000000202** – Treasury ASL Bari, with the Bank transfer description: VOLUNTARY REGISTRATION S.S.N. for the year \_\_\_\_\_
- Pay the annual fee of €149.77 for each year of registration with the NHS and keep the payment receipts;
- Make a copy of the payment receipts and attach them to your application for the first issue or renewal of the residence permit; after sending the application for a residence permit,
- Send an email to: [anagrafesanitaria.dssbari@asl.bari.it](mailto:anagrafesanitaria.dssbari@asl.bari.it), requesting assistance from the National Health Service as a student and attaching all these documents:

1. Payment receipts of €149.77
  2. The postal receipt for mailing the application kit of the residence permit (or the residence permit if already obtained)
  3. Your passport or identity document
  4. The certificate of enrollment at University.
- If you do not receive a reply, go to an ASL office with CUP-Health Registry service as soon as possible and bring all the documentation sent by email with you.

At the CUP you will be asked to choose a primary care medical doctor and your health coverage will be activated. Always check the end of coverage date.



**ATTENTION:** The payment alone does not imply the activation of the coverage! You must complete the registration at an ASL office and choose a general practitioner.

For more information visit the website at: <https://www.sanita.puglia.it/web/asl-bari/assistenza-sanitariacittadini-stranieri>

We inform you that in via Caduti di Via Fani, 25 the counter for foreign users is active on the following days:

- Tuesday and Thursday from 8.30 a.m. to 11.30 a.m.;
- Tuesday from 15.30 p.m. -16.30 p.m.

### Procedure for the submission of applications:

We recommend the on-line application for forwarding the requests.

Paper requests can be delivered in the places and times indicated above, with the recommendation to bring along photocopies.

On all requests it is recommended to always indicate a telephone number and an e-mail address for any contact.

## THE RESIDENCE PERMIT

### If you are a citizen of the European Union:

You must register at the Registry Office of the Municipality of the city where you live. You must bring a passport or identity card with you, photocopy of the documentation attesting the availability of adequate financial resources, for example, possession of a certified scholarship or current account, copy of the receipt of payment of health insurance.

### If you are NOT a citizen of the European Union:

You must apply for a residence permit at the local Police Station (Questura) within 8 days of your arrival in Italy.

At the affiliated Post Offices (**Sportello Amico**) the kit is available (an envelope): fill out form 1 which you find inside the kit.

Before delivering the KIT to the Post Office, you must already have the Tax Code (at the counter of the Revenue Agency - **see the previous paragraph**). You will find the instructions to fill the various documents inside the envelope.

Students can be assisted by a Recommended "Patronage": **Servizio Patronato ACLI** - via Vitantonio de Bellis, 37, tel. 0805968425; **CISL ANOLF** - via Carulli 60, tel. 0805219849; **Patronato LAVORO** - viale della Repubblica, 3, tel. 0805565738; **CISL** - Via Cardassi, 29, tel. 0805248838.

The Post Office will issue a letter with the date in which you will be convoked at the Immigration Office of Bari or at the Police Station of the relevant area, based on your home address. On that day, you must bring the original forms of the documents included in the kit together with the following documents:

1. Photocopy of the passport (only the pages with the personal data and the visa)
2. Four passport-size photographs
3. Documentation relating to the chosen course of study with specification of the duration and stamp of the Italian diplomatic delegation that issued the visa
4. Copy of the receipt of payment of the health insurance, valid for the duration of the residence permit.

## THE RENEWAL OF THE RESIDENCE PERMIT

For the Renewal of the Residence Permit you will have to fill in the application kit, specifying that it is a Renewal. The kit can be found at the Post Offices that displays the sign "**Sportello amico**".

This kit must be returned to the "Sportello Amico" with the following documents:

1. Photocopy of the Passport (only the pages with the personal data and the visa)
2. Copy of the Residence Permit
3. Copy of documentation attesting to the availability of adequate financial resources, such as the certificate attesting the possession of a scholarship or the current account
4. Certificate of enrollment with the exams taken;
5. Copy of the receipt of payment of the Health Insurance.



**ATTENTION:** It is really important to start Renewal procedures 60 days before they expire.

You can consult the link:

[https://www.portaleimmigrazione.it/Nuova\\_Procedura.aspx](https://www.portaleimmigrazione.it/Nuova_Procedura.aspx)

## HOW TO OPEN A BANK ACCOUNT

The current account is in effect a contract with the bank that allows you to manage your money and take advantage of the various services offered, such as owning a debit card, a credit card, doing internet banking operations or having a checkbook available. All these operations will be described in the contract and on the Information Sheet issued by the bank at the time of subscription. Even if opening a bank account is free of charge, additional costs can be requested for managing the account, for national taxes or for using a credit card. Therefore, it is important to have complete information before opening a bank account.

### What documents do you need to open a Bank Account?

In order to open an account at the Bank you have selected, you will need to provide them with the following documents:

- Valid Identity Card;
- Tax Code;
- Certificate of residence;
- Residence Permit or receipt of the Residence Permit Request issued by Poste Italiane for non-EU citizens



**ATTENTION:** Most bank offices are open from 8.30 a.m. to 1.30 p.m. and from 3 p.m. to 4 p.m.



## FIRST STEPS TO UNIVERSITY ACCESS



### PRE ENROLLMENT

**Extra-EU applicants** residing abroad who intend to enroll in any course of study (bachelor, master, PhD) must apply for study visa exclusively through the **Universitaly portal**: <https://www.universitaly.it/index.php/dashboard> following the ministerial procedures: <https://www.studiare-in-italia.it/studentistranieri/>

*In order to apply for a visa you must:*

- Read visa information for Italy by selecting the reason for the stay: "study - university matriculation"
- Pre-enroll online through the Universitaly portal: in the application you will have to indicate the University of Bari and choose the course of study in which you want to enroll. You will also have to indicate the Embassy/Consulate where you will apply for the visa to enter Italy. The pre-enrollment application will be verified by the University of Bari and forwarded to the Embassy/Consulate indicated
- Contact the Embassy/Consulate in advance in order to know the requirements needed for obtaining an entry visa and to make an appointment with them if necessary
- Some Embassies issue, if necessary, a short visa to enable students to take the admission tests that take place in Italy. Only later, after verifying that the admission tests have been passed, they issue the visa for study purposes-university matriculation.



**PLEASE NOTE:** *Pre-registration does not in itself allow admission to courses of study. In order to matriculate, you must also take and pass the entrance requirement checks and admission tests required for the course of study you are interested in. In addition, pre-enrollment has different deadlines for free-access and for the ones at scheduled access, established annually by the University and published on our website.*

### ITALIAN LANGUAGE ASSESSMENT TEST

If you are a **Extra - Eu student residing abroad** and you want to enroll in a course of study taught in Italian, you have to demonstrate that you have a suitable level of Italian language proficiency to begin your university studies. Institutions of higher education are responsible for verifying language proficiency to access the courses. Each institution organizes an Italian language proficiency test, which is compulsory for all Bachelor's and single-cycle Master's degree courses, except in cases of exemption provided by the Ministry, as well as if in possession of a B2 level certificate issued under the CLIQ (Certificazione Lingua Italiana di Qualità) quality system. The date of the test will be communicated to students through the Universitaly portal.

### ADMISSION TEST

If you have chosen a course at scheduled access you have to take the entrance test and if you pass it you will be able to matriculate. Even for open courses you must take a test to verify your skills, which does not affect matriculation even if it is mandatory to follow the deadlines published on the course web pages. Please check the dedicated page at the following link:

<https://www.uniba.it/it/studenti/segreteria-studenti/procedure>

### ENROLLMENT

Enrollment in free access degree courses is exclusively done on-line according to deadlines. No paper documents are generated by the Esse3 platform online secretariat. Kindly consult the requirements for matriculation to a degree program. Those who intend to matriculate in the free Access Master's Degree Courses are invited, before making the payment of the first installment, to take a look at the teaching regulations with particular reference to the possession of the access requirements.

### LIMITED ACCESS DEGREE COURSES

Enrollment in local and national degree courses with limited access follows the procedures and deadlines indicated in the relevant calls published on the Uniba website in the "Limited number courses" section.

### Extra - EU CITIZENS

Extra-EU student matriculants living abroad must apply for study visas exclusively through the **Universitaly portal**: <https://www.universitaly.it/index.php/students/stranieri>

Students enrolling to **open access degree courses** and holding a foreign degree must email their high school diploma or academic degree accompanied by official translation in Italian or English to the relevant Student Secretary. The original diploma must also be legalized, authenticated and accompanied by a Declaration of value issued by the Italian Delegation with territorial jurisdiction (such as Embassy/Consulate). As an alternative to Legalization and/or Declaration of Value, the University of Bari accepts Verification and Comparability certificates issued by CIMEA. Students enrolling in **degree courses with limited access**, in possession of a foreign degree, shall apply the notes published on the UNIBA web pages reserved for admission competitions. Students who are citizens of Extra-EU countries must send by e-mail to the relevant Student Secretariat the following documents:

- Passport with Entry Visa for "university matriculation" issued by the Italian Representations competent for the territory
- Residence permit for study (university) issued by the competent Italian Police Headquarters
- Receipt issued by the Post Office in Italy after requesting an appointment with the Questura for the issuance of the residence permit

Students from developing countries with economic hardship must email the relevant Student Secretariat the documentation issued by the Italian Diplomatic Authorities on site.



**PLEASE NOTE:** *Matriculation is finalized only after payment of the first installment and delivery of all documents in original, subject to an appointment with the afferent student secretary's office:*

<https://www.uniba.it/it/studenti/segreteria-studenti/studenti-stranieri>





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## TUITION FEES

**The tuition fees is divided into four installments.** It is advisable to use the tax calculation simulator both to know the amount and to check the number of installments that will be calculated according to the country. For Equiparati (Extra-EU Citizens/Citizens residing in Italy for at least one year) it is possible to submit the ISEE for the University if they have residence and/or income in Italy. Extra-EU Citizens/Citizens residing abroad must submit the Parified ISEE. The application must be submitted to the affiliated CAF/CAAF by January 31, 2023. Beyond this date, an additional charge of €50.00 will be applied for late submission of the parified ISEE.

Students with refugee/political refugee status are totally exempt from fees.

For information regarding **fees, contributions, and exemptions** kindly see the related Regulation on this link:

<https://www.uniba.it/it/ateneo/statuto-regolamenti/studenti/regolamenti-sulla-contribuzione-studentesca/regolamento-contribuzione-studentesca-a-a-2022-2023.pdf/view>

The payment deadlines for enrollment in **the various numbered-entry courses** are set by the respective announcements.

## REGION SCHOLARSHIP AND HOUSING

Thanks to the Scholarship you can be fully or partially exempt from paying fees.

Be aware of the deadline date by which to apply. All this information is given in the call that is published in the pages of the University Right to Study Agency of the Apulia Region: <https://www.adisupuglia.it/>

## MINISTERIAL SCHOLARSHIP

Italian government scholarships for Extra-EU citizens: these scholarships are offered by the Italian Ministry of Foreign Affairs and International Cooperation. To get the information you should contact the Italian Diplomatic Representations or visit the Ministry's website: <https://www.esteri.it/en/>

<https://www.esteri.it/en/opportunita/borse-di-studio/per-cittadini-stranieri/>

## UNIVERSITY LANGUAGE CENTRE (CLA)

After enrolling, you will need to check your level of English or Italian by going to the Language Center. The University Language Center is a member of the Italian Association of University Language Centers - AICLU. AICLU Logo. The University Language Center is an authorized examination center for international language certifications according to the parameters of the Common European Framework of Reference for Languages (levels A1, A2, B1, B2, C1 and C2). Certifying bodies: Cambridge Assessment English, Instituto Cervantes (DELE Diplomas de Español como Lengua Extranjera) and University for Foreigners of Siena (CILS). CLA is exclusively a venue for language certifications. Therefore, any credits attributable to certifications can only be decided by the student's relevant Courses of Study. Any language proficiency earned in the various degree programs of our University cannot be certified by this Center.

## SERVICES TO STUDENTS WITH DISABILITIES AND DSA

If you need information, you can ask this Office, which takes care of the activities of orientation, reception and support of students with disabilities and with DSA (Specific Learning Disorders) for a conscious and positive inclusion in university life and eventually in the job market.

You can consult the link: <https://www.uniba.it/it/studenti/servizi-per-disabili>

## PSYCHOLOGICAL COUNSELING SERVICE

The Counseling Service was created to respond to the needs of bachelor, master and doctoral students, post doctoral individuals of the University of Bari.

The service provides a space to listen to and talk with experienced professionals about university life difficulties and to develop solution strategies.

Its purpose is to promote well-being, with special attention to those who may experience personal distress related to transitions, interruptions, blockages and delays in the pursuit of college and career goals.

You can consult this link: <https://www.uniba.it/it/studenti/servizi-e-opportunita/counseling-universitario>

## SPORT UNIBA



The University Sports Center encourages sports policy in the university as part of the overall education of the student.

In addition to the management and maintenance of sports facilities, the Center promotes beginner or advanced courses in the various disciplines and participates in university and federal competitive activities.

You can consult the link: <https://www.uniba.it/it/ateneo/sport-uniba>

## STUDENT COLLABORATIONS - 150 HOURS

### (PART-TIME)

Student with very good track records are offered short term contracts and several part-time collaborative activities to be performed at various university facilities, such as libraries, laboratories, museums, administrative services, located in various sites of three cities (Bari-Brindisi-Taranto). The collaboration has a maximum duration of **150 hours** for each academic year and is remunerated with an hourly fee determined in the annual call.

*The University considers student collaborators a valuable resource for improving the quality of its services.*

## HOUSING

The University of Bari Aldo Moro does not offer directly any student housing. Students can apply to the regional Agency ADISU, which provides collages and housing for students: <https://w3.adisupuglia.it/>

Usually assigned according to merit and income criteria of the applicant.

Directions for possible housing accommodations may also be found on this site: <https://www.cercoalloggio.com/#!/city/Bari>

## UNIVERSITY CANTEEN

Catering is a general service for university students who request it.

Meals are provided by canteens, which are usually located near university facilities. For students awarded cash scholarships and for those eligible in the competition rankings, cafeteria service is granted according to the indication provided in the annual announcement.

Mensa "CUM" - Via Amendola 165 - Bari

Mensa "Medicina" - Via Garrone 64 - Bari

Mensa "Dell'Andro" - Via C. Rosalba 55 - Bari

Mensa "Casa dello Studente" - Largo Fraccacreta - Bari

